

ERICKSON AND ASSOCIATES

Our Aim Is Your Success

1801 S. Mopac Expressway, Ste. 100
Austin, Texas 78746-7547

Directions to Keller Williams:

Our office is located at 1801 South Mopac Expressway, Suite 100, Austin, TX 78746.

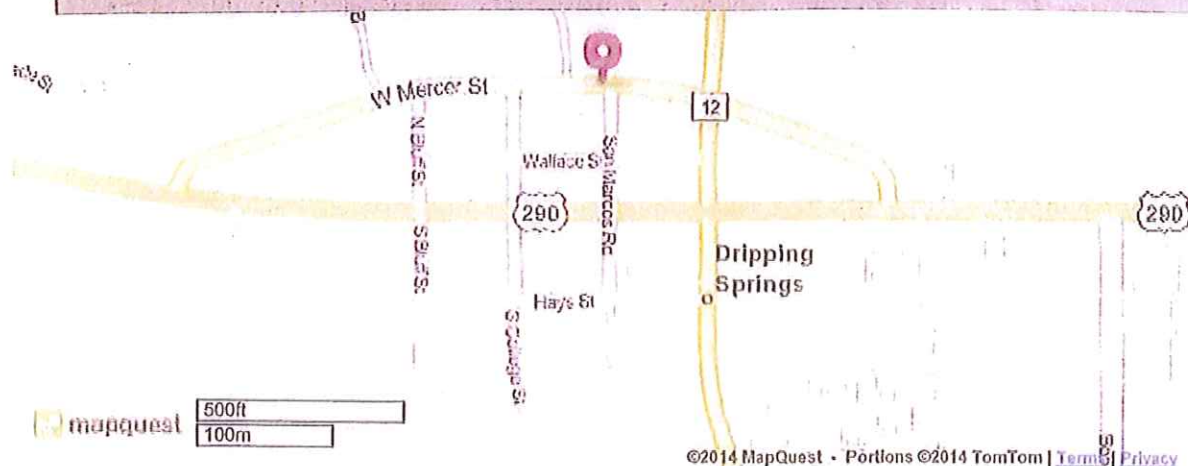
- From north Austin travel south on Mopac Expressway (Loop 1), take the Capital of TX Hwy-Loop 360 N exit. Then loop back to travel on the northbound frontage road of Mopac. DO NOT GET BACK ON MOPAC. Once you are on the northbound frontage road you will travel approximately $\frac{3}{4}$ mile. Our office is on the right. The building is white with a green roof. The name on the building is Keller Williams and the marquis in front has Keller Williams and Gracy Title.
- From south Austin take the Capitol of TX Hwy-Loop 360N exit. Get into the far right lane at the light for 360-Mopac-Loop 360. You will then travel on the northbound frontage road approximately $\frac{3}{4}$ mile. The building is on the right and it is white with a green roof. The name on the building is Keller Williams and the marquis in front has Keller Williams and Gracy Title.
- If travelling on Capital of TX Hwy-Loop 360, exit North Mopac-Loop 1, stay on the northbound frontage road for approximately $\frac{3}{4}$ mile. The name on the building is Keller Williams and the marquis in front has Keller Williams and Gracy Title.



DRIPPING SPRINGS OFFICE (Satellite Office)

Conveniently located on historic Mercer Street at 206 Mercer, Dripping Springs, TX 78620

General Directions: From Austin, take 290 West to Ranch Road 12 and turn right at San Marcos Rd and follow until it meets West Mercer Street (2 blocks).



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APPLICATION COVER SHEET

You will need to fill an application out for each adult, 18 and over, that intends to occupy the property. You will notice there is no place for you to address the length of tenancy so please fill in the lease term below.

We need the following information prior to presentation to the owner for approval.

PROPERTY ADDRESS _____

NON-REAL PROPERTY ITEMS:

(i.e. refrigerator, washer/dryer; **NOTE** the stove and dishwasher are real property)

FUNDS PAID:

APPLICATION FEE (\$50 per applicant): \$ _____ **SECURITY DEPOSIT:** _____

LEASE TERM:

MOVE IN DATE: _____

MOVE OUT DATE: (NOTE: ALWAYS THE LAST DAY OF THE MONTH) _____

IF MOVE IN IS AFTER THE 1ST, THE PRO-RATED RENT WILL BE DUE AT MOVE IN WITH THE FULL MONTH'S RENT DUE ON THE 1ST OF THE NEXT MONTH.

RENT IS DUE ON THE 1ST OF THE MONTH WITH A GRACE PERIOD UNTIL 11:59PM ON THE 3RD.

HOWEVER, LATE FEES START ACCRUING ON THE 1ST NOT THE 3RD OR 4TH! THERE IS A ONE TIME FLAT FEE OF \$50 PLUS \$15 A DAY UNTIL THE RENT IS RECEIVED *IN FULL*.

YOUR PET DEPOSIT, IF APPLICABLE, WILL BE HANDLED ON THE PET AGREEMENT AND IS DUE AT MOVE IN.

Applicant #1: _____

Applicant #2: _____

Applicant #3: _____

Procedures for Lease Application for AGENTS & APPLICANTS

	<i>Address</i>	<i>Phone</i>	<i>Hours</i>
Drop off	Keller Williams Office – AUSTIN 1801 South Mopac Expwy #101	512-448-4111	M-F 8:30-5:30
Drop off	206 Mercer –DRIPPING SPRINGS Black lockbox on front porch	512-328-3588 F: 512-894-2093	M-F 8:00-5:00 24 hour access
Mail	PO Box 1488 Dripping Springs 78620		

- All applications, with the required certified funds, must be delivered to our office for processing or if applying online through our website, paid online at time of application; ***WE DO NOT ACCEPT PERSONAL CHECKS OR CASH.*** *To ensure we are aware you are dropping off an application*, documentation (including a copy of the funds) may be emailed to leasing@ericksonandassoc.com prior to dropping off to the Mopac location.
- We require a photocopy of the drivers license or ID for all applicants 18 years and older be submitted with the application.
- Complete submissions generally take 2-3 business days to process, depending on responsiveness of tenancy and employment verifications. Applicants will need to submit their most recent pay stub(s) to help expedite the employment verification process and if self-employed a tax return will be required.

Forms Required:

- Residential lease application must be completed by ALL applicants 18 years and older that will be residing in the lease property (This includes a married couple).
- An Application Cover Sheet must be completed and submitted with the Residential Lease Application. Our portion of this form has been completed, *requiring all other blanks to be completed by the applicant; it is vital the requested move in date and term of the lease be provided in writing by the applicant.* This cover sheet outlines the terms of the lease and will be the basis for presentation to the owner. Without this document, we cannot give approval to the applicant and proceed to the lease. We will continue our efforts to secure tenancy for the property until the lease is signed and the security deposit is paid. Multiple applicants CAN sign ONE single form.
- All applicants must sign and submit our Rental Applicant Qualifications and Privacy Policy. Multiple applicants CAN sign ONE single form.
- IF applicants do NOT meet Rental Applicant Qualifications we may ask for additional security deposit (to be paid upon approval) OR an Application for Guarantor of Residential Lease must be submitted and a separate \$50 application fee is required.

Funds:

- The stated security deposit for each property is *DUE AT THE TIME OF APPLICATION OR WITHIN 24 HOURS OF BEING GIVEN APPROVAL* and *MUST* be in certified funds (cashier's check or money order), payable to Erickson and Associates.
- The application fee for our property is \$50.00 for each applicant (18 years and older). The application fee is *DUE AT THE TIME OF APPLICATION* and *MUST* be in certified funds (cashiers check or money order) or by Credit Card if applying online through our website, payable to Erickson and Associates. The application fees are not refundable.
- Pet deposits are *due along with 1st month rent* on date of lease commencement. The pet deposit is made payable to Erickson and Associates and must be paid in certified funds. This must be a separate check from the rent payment.

Upon Approval:

- Once an application has successfully been approved, we will forward the agent and/or applicants, whichever is requested, a Residential Lease Contract, Attachments A, B, Lease Addendum, Pet Agreement, utility information, and any other pertinent forms necessary, via DocuSign e-mail. Each adult 18 years or older, will be required to duly sign and initial all forms and return to our office within 24 hours. If DocuSign is not working, forms can be faxed to (512) 894-2093 or scan/emailed to leasing@ericksonandassoc.com. The return of the signed lease agreement and attachments is required *prior* to the move in date, as the contract is not complete until the signed agreements are received. Each signer will receive their own copy of the lease within 72 hours of its execution.

Move in day:

- A move in packet will be available for pick up at one of the addresses designated above.
- The packet will be released to the tenant or authorized "agent" upon receipt of the stated amount due at the time of move in; this usually means the pro-rated amount listed in the lease (if any) and any additional fees due at the time. The monthly rent may be paid in personal checks or certified funds (we do not accept cash) made payable to Erickson and Associates. The pet deposit, if any, must be separate from the monthly rent and in certified funds, payable to Erickson and Associates.
- Once all necessary funds have been received and receipted by the receptionist, the applicant will receive the keys and any available garage door openers. A copy of the executed lease and the Residential Lease Inventory and Condition Form will be emailed upon signature of the property manager prior to move in. This form will need to be completed by the applicant(s) and returned to our office within 5 days after move in.
- The tenant will need to take a copy of the executed lease to the post office that services their address in order to receive the keys to their mailbox. You will need to check with the post office to see if there's a fee involved for the key; typically there is not a fee, however the post office sets the policy for their mailboxes. The use of post office cluster boxes has become a concern, so we do not provide a key from a former tenant for your use.
- Regarding commissions, agents will need to provide a W-9 for their Broker and invoice to our office for issuance (leasing@ericksonandassoc.com); commissions will be payable within 30 days of move in/receipt of rent and will be mailed directly to the Broker of record on the W-9.
- Should you have any additional questions regarding the application and approval process, please contact us at (512) 328-3588 or email us at leasing@ericksonandassoc.com.

Received on _____ (date) at _____ (time)



TEXAS ASSOCIATION OF REALTORS®
RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Property Condition: Applicant is strongly encouraged to view the Property prior to submitting any application. Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

Applicant was referred to Landlord by:

☐ Real estate agent _____ (name) _____ (phone) _____
☐ Newspaper ☐ Sign ☐ Internet ☐ Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? ☐ yes ☐ no *If yes, co-applicant must submit a separate application.*
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Applicant's Current Address: _____ Apt. No. _____
(city, state, zip)

Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ NI: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____
(city, state, zip)

Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ NI: _____ Mb: _____ Fax: _____

(TAR-2003) 1-1-14

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Residential Lease Application concerning _____

Date Moved-In _____ Date Moved-Out _____ Rent \$ _____

Reason for move: _____

Applicant's Current Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.
------	------	------	-------	---------------	-----------

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Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? ☐ yes ☐ no

If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Yes No

☐ ☐

☐ ☐

☐ ☐

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Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

Will Applicant maintain renter's insurance?

Is Applicant or Applicant's spouse, even if separated, in military?

If yes, is the military person serving under orders limiting the military person's stay to one year or less?

Has Applicant ever:

been evicted?

been asked to move out by a landlord?

breached a lease or rental agreement?

filed for bankruptcy?

lost property in a foreclosure?

had any credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?

been convicted of a crime?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

Is there additional information Applicant wants considered?

Residential Lease Application concerning _____

Additional comments: _____

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ _____ to **Erickson & Associates** (entity or individual) for processing and reviewing this application. Applicant ☐ submits ☐ will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature _____

Date _____

For Landlord's Use:

On _____, _____ (name/initials) notified

☐ Applicant ☐ _____ by ☐ phone ☐ mail ☐ e-mail ☐ fax ☐ in person that Applicant was

☐ approved ☐ not approved. Reason for disapproval: _____

Residential Lease Application concerning _____



TEXAS ASSOCIATION OF REALTORS®

**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

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I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

_____ Erickson & Associates _____ (name)
_____ PO Box 1488 _____ (address)
_____ Dripping Springs, TX 78620 _____ (city, state, zip)
_____ (512) 328-3588 _____ (phone) _____ (512) 894-2093 _____ (fax)
_____ leasing@ericksonandassoc.com _____ (e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature _____

Date _____

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.



Our Aim Is Your Success

1801 S. Mopac Expressway, Ste. 100
Austin, Texas 78746-7547

RENTAL APPLICANT QUALIFICATIONS

- ❖ Two and one-half times the monthly rent rate in gross monthly income.
 - Acceptable documentation for verification of employment includes verbal or written confirmation of the income indicated on the application. Copies of pay stubs will help expedite the processing.
 - Tax returns (if self-employed)
 - Bank Statements (if self-employed or if income is supplemented)
- ❖ No prior record of rental evictions.
- ❖ Criminal record not to include violent or sex offense charges
 - DUI and drug possession charges are considered and will be presented to owner
- ❖ Favorable Credit History
 - Delinquencies, foreclosures, bankruptcies, and other credit blemishes will be considered on an individual basis, but may require additional deposits and/or Guarantor, if approved.
- ❖ **Guarantors and Roommates MUST qualify individually;** both will be named as leasee

Acknowledgment

"Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. All application fees are non-refundable.

Applicant #1 Signature

Date

Applicant #1 Printed Name

Date

Applicant #2 Signature

Date

Applicant #2 Printed Name

Date

Privacy Policy on Personal Information

We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

How the information is protected and who has access. Only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator Services. If you were referred by a locator service, please be aware that the locator services are independent contractors and are not our employees, even though they may have initially processed rental applications and filled out lease forms. You should require any locator services you use to furnish you their privacy policies.

Thank You,

Erickson & Associates

(512) 328-3588 office

(512) 894-2093 fax

www.ericksonandassoc.com

THE FOLLOWING GUARANTY FORM NEEDS TO BE FILLED OUT

** ONLY IF **

APPLICANT NEEDS A CO-SIGNER.



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE GUARANTY

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- A. In consideration for Landlord leasing the Property to Tenant, the undersigned Guarantors guarantee the performance of all Tenants under the lease described below.

Landlord(s): _____
 Tenant(s): _____
 Property: _____
 Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

- B. If any Tenant fails to make any payment under the lease, Guarantors will, upon demand, make such payment to Landlord or Landlord's agent. Payments under the lease include but are not limited to rent, late charges, returned check charges, attorney's fees, repair costs, pet charges, utility charges, reimbursements to Landlord, maintenance charges, charges for property damage, and other costs or charges specified in the lease. If Tenant otherwise breaches the lease, Guarantors will, upon demand: (1) cure the breach as the lease may require of Tenant; or (2) compensate Landlord for Landlord's loss resulting from the breach.
- C. This guaranty applies when the lease commences and continues until the lease ends, including any extension or renewal of the lease. The last date on which the renewal of the lease will renew the obligation of Guarantors is _____. Guarantors understand that Guarantors are liable under any renewal of the lease that occurs on or before that date so long as the renewal involves Landlord and Tenant and the financial obligations of Guarantor are not increased. Guarantors waive any rights to receive notice of any acceptance, modification, amendment, extension, renewal, or breach of the lease other than as that notice may pertain to this paragraph.
- D. Guarantors are jointly and severally liable for all provisions of this guaranty.
- E. Any person who is a prevailing party in any legal proceeding brought under or related to this guaranty is entitled to recover attorney's fees from the non-prevailing party.
- F. Guarantors ☐ will ☐ will not submit (as Page 2 of this document) an application which authorizes Landlord or Landlord's agent to verify information related to Guarantors' creditworthiness.
- G. Special Provisions:

Guarantors may request a copy of the lease from the Tenant or the broker to the lease.

Guarantor's Signature _____ Date _____
 Printed Name _____

Guarantor's Signature _____ Date _____
 Printed Name _____

(TAR-2007) 1-1-10

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Keller Williams Realty 1801 S Mopac Expwy #100 Austin, TX 78746
 Phone: 512-328-3588 Fax: 512-894-2093 Dean Erickson

Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com



TEXAS ASSOCIATION OF REALTORS®
APPLICATION FOR GUARANTOR OF RESIDENTIAL LEASE

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This application relates to the following described lease:

Landlord(s): _____
Tenant(s): _____
Property: _____
Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

(1) Guarantor's name (first, middle, last): _____
Address: _____
E-mail: _____ Home Phone: _____
Work Phone: _____ Mobile/Pager: _____
Soc. Sec. No.: _____ Driver License No.: _____ in _____ (state)
Date of Birth: _____ Height: _____ Weight: _____ Eye Color: _____
Hair Color: _____ Marital Status: _____ Citizenship: _____ (country)
Employer: _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____ Fax: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

(2) Guarantor's name (first, middle, last): _____
Address: _____
E-mail: _____ Home Phone: _____
Work Phone: _____ Mobile/Pager: _____
Soc. Sec. No.: _____ Driver License No.: _____ in _____ (state)
Date of Birth: _____ Height: _____ Weight: _____ Eye Color: _____
Hair Color: _____ Marital Status: _____ Citizenship: _____ (country)
Employer: _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____ Fax: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Guarantors submit the following non-refundable fee(s) for processing and reviewing this application:

\$ _____ for (1) Guarantor and \$ _____ for (2) Guarantor.

Guarantors authorize Landlord and Landlord's agents to obtain a copy of Guarantors' consumer or credit reports and to verify relevant information related to each Guarantor's creditworthiness from banks, creditors, employers, existing and previous landlords, and other persons.

Note: Landlord's broker maintains a privacy policy that is available upon request.

Guarantor's Signature

Date

Guarantor's Signature

Date