



Rental Criteria

PARKER DOUGLAS REALTY DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED CLASSES. PARKER DOUGLAS REALTY IS THE MANAGING AGENT FOR MANY DIFFERENT OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE INDIVIDUAL OWNER.

We are pleased that you have decided to apply for one of our properties. Before the application process can begin, please be sure that your rental application is completed with accurate information listing all contact information for us to obtain your previous rental history. **All questions must be answered, and all parties must sign the criteria along with pages 3 and 4.** All applicants must provide proof of a valid social security number, copy of valid state/government issued I.D. Anyone who is in the United States on a tourist, student or work visa is not eligible to submit a rental application.

The following must be attached to your completed rental application or your application will not be screened.

- _____ Copy of valid state/government issued I.D.
- _____ \$50.00 Application fee attached (money order, cashier's check or cash only)
- _____ Proof of income attached (one month check stubs or last 2 years tax returns if self-employed.
- _____ A picture of your animals.

Parker Douglas Realty, Inc. screens all rental applications for the following information:

Income – The combined household income must be at least 3 times the monthly rental rate of the property you are applying for. Your proof of income, such as a paycheck stub, is the most common proof. Please ask your leasing consultant for alternative methods if you are not paid by check. If self-employed last two (2) years' tax returns.

Roommates must qualify separately (in a roommate situation, at least one applicant must make the three (3) times the monthly rent).

Credit – Your credit history for the past 2 years will be evaluated and compared to the information you provide to us on the rental application. Negative credit due to medical expenses is not necessarily grounds for denial as long as you have disclosed that information to us on the rental application. **A debt owed to a previous landlord or a utility company is grounds for an automatic denial.**

Check Writing History – If negative check writing history is on your rental application and on the screening report, you will be required to pay your rent with certified funds or money orders.

Rental History – You need to have 2 years of verifiable rental history. Management has the right to deny any applicants with a prior unfulfilled or broken rental contract.

Eviction Record – **An eviction on your record is grounds for an automatic denial.**

Criminal History – **Management reserves the right to deny an applicant with a felony conviction or indictment. Misdemeanor convictions, current indictments or pending charges for drug-related crimes, sex related crimes, crimes against children, prostitution or crimes against persons and/or property may also be denied.**



Pets – In units where pets are allowed, there is a two-pet limit. The pet deposit is \$450.00 per pet, with half of that non-refundable per pet. **Breed restrictions apply.** Including but not limited to pit bull, rottweilers, chows, German shepherds, Siberian huskies, Staffordshire terriers, Doberman pinchers, presa canario bulldog, akitas, wolf hybrids as well as any dog with an aggressive or bite history. A picture of your pet must accompany your application.

Lease Guarantor/Cosigner (if needed) – **A Guarantor/Cosigner must meet all the above requirements with a verifiable income of at least 5 times the amount of the monthly rental rate of the property you are applying for.**

I have read and understand that a credit check, criminal check, verification of landlord(s), employment history, and other verification necessary will be made to determine eligibility.

Upon Approval – The security deposit must be paid within 24 hours in the form of a money order or cashier's check. A deposit hold form will need to be signed as well at the same time. The deposit is non-refundable should you choose to cancel prior to moving in. Applicant(s) will need to take possession of the property within 14 days of approval. However, the lease must be signed and the remaining monies owed must be paid at least 2 days prior to get the utilities turned on in your name by the date you take possession.

Applicant

Date



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: \$ _____
Initial Lease Term Requested: _____ (months)

A. Applicant Identification:

Applicant's name (as listed on proof of identification) _____
Applicant's former last name (if applicable) _____
E-mail _____ Mobile Ph. _____
Work Ph. _____ Home Ph. _____
Do you consent to receiving text messages? yes no Soc. Sec. No. _____
Driver License/ID No. _____ in _____ (state) Date of Birth _____
Height _____ Weight _____ Eye Color _____ Hair Color _____

Are there co-applicants? yes no **Note: If yes, each co-applicant must submit a separate application.**
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____

B. Property Condition:

Applicant has has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person 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: _____

_____.

C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent? yes no
If yes, Name: _____
Company: _____
E-mail: _____ Phone Number: _____

Applicant was made aware of Property via:
 Sign Internet Other _____

D. Applicant Information:

Housing:

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: _____

Move In Date: _____ Move Out Date: _____ Rent: \$ _____

Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: _____

Move In Date: _____ Move Out Date: _____ Rent: \$ _____

Reason for move: _____

Employment and Other Income:

Applicant's Current Employer: _____

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

Employment Verification Contact: _____ 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)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

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

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)
Name and Relationship: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ E-mail: _____

E. Occupant Information:

Name all other persons that are not co-applicants who will occupy the Property:

Name: _____ Relationship: _____ DOB: _____

F. Vehicle Information:

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

Type	Year	Make	Model	License Plate No./State	Mo. Payment

Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.

G. Animals:

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

yes no

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

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<input type="checkbox"/> Y <input type="checkbox"/> N			
						<input type="checkbox"/> Y <input type="checkbox"/> N			
						<input type="checkbox"/> Y <input type="checkbox"/> N			
						<input type="checkbox"/> Y <input type="checkbox"/> N			

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

H. Additional Information:

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>

Will any waterbeds or water-filled furniture be on the Property?
 Does anyone who will occupy the Property smoke or vape?
 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:

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>

been evicted?
 been asked to move out by a landlord?
 breached a lease or rental agreement?
 filed for bankruptcy?
 lost property in a foreclosure?
 been convicted of a crime? If yes, provide the location, year, and type of conviction below.
 Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
 Has applicant had any credit problems, slow-pays or delinquencies? If yes, provide more information below.
 Is there additional information Applicant wants considered?

Additional comments: _____

I. Authorization:

Applicant authorizes Landlord and Landlord's authorized 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 \$ 50.00 to Parker Douglas Realty (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.

Notice: Pursuant to Texas Property Code Chapter 5, Subchapter H, certain buyers and renters may be prohibited from purchasing real property or entering into leases for one year or more. Buyers and renters who believe these restrictions may apply to them should consult an attorney before entering into the transaction.

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.
- (4) Applicant is responsible for any costs associated with obtaining information.

Applicant's Signature

Date

For Landlord's Use:

On _____, _____ (name/initials) notified Applicant

_____ by phone mail e-mail in person that Applicant was approved

not approved. Reason for disapproval: _____



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:

_____	Parker Douglas Realty, Inc.	_____	(name)
_____	904 S. Main St.	_____	(address)
_____	Weatherford, TX 76086	_____	(city, state, zip)
_____	(817)550-6777	_____	(phone)
_____		(817)598-1610	(fax)
_____	rentals@pdrtx.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.