



CALL FOR APPOINTMENT TO SUBMIT APPLICATION

## COMMERCIAL TENANT APPLICATION PACKET

- Information About Brokerage Services- Must sign
- Tenant Selection Criteria- Must sign
- Commercial Lease Application- Sign pages 2 & 3
- \$45 APPLICATION FEE IS NON-REFUNDABLE.
- \$500 CANCELLATION FEE IS NON-REFUNDABLE-submit separately in CASH, CASHIER CHECK OR MONEY ORDER.
- OUT OF TOWN APPLICANTS NEED TO CALL FOR INSTRUCTIONS.

The non-refundable cancellation fee is only reimbursed if the application is denied. The cancellation fee will be applied to the security deposit due at commencement date of lease.

Processing of application will begin upon receipt of all funds and completed application.

Thank you for your time and consideration.



# Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

## TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

## A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

## A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

## TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<u>Deborah Hanna, Broker</u> <u>Double H Prop Mgmt</u>	<u>0516066</u>	<u>Debbie@doublehproperties.com</u>	<u>(409) 893-3233</u>
Licensed Broker/Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone

<u>Deborah Hanna</u>	<u>0516066</u>	<u>Debbie@doublehproperties.com</u>	<u>(409) 893-3233</u>
Designated Broker of Firm	License No.	Email	Phone

_____ Licensed Supervisor of Sales Agent/ Associate	_____ License No.	_____ Email	_____ Phone
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_____ Sales Agent/Associate's Name	_____ License No.	_____ Email	_____ Phone
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\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date

Regulated by the Texas Real Estate Commission

Information available at [www.trec.texas.gov](http://www.trec.texas.gov)

TAR 2501

IABS 1-0

Double H Property Management, LLC, P. O. Box 35 Kountze, TX 77625  
Deborah Hanna

Phone: 409-893-3233

Fax: 409-242-6292

2929 Delta Dr

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Tenant Selection Criteria

Double H Property Management, LLC (Company Name)



These criteria are being provided in reference to the Property located at the following address: \_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, Zip).

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.
5. **Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

6. **Other:** SEX OFFENDER REGISTRY CHECK  
MUST INCLUDE INCOME VERIFICATION WITH APPLICATION  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





TEXAS ASSOCIATION OF REALTORS®  
**COMMERCIAL LEASE APPLICATION**

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1. INDIVIDUAL:

Name: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Mobile/Pager: \_\_\_\_\_  
 Soc. Sec. No.: \_\_\_\_\_ Driver License No.: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Bank Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Your Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 If employed less than two years, please list previous employer: \_\_\_\_\_  
 Previous Employer Address and Telephone: \_\_\_\_\_  
 \_\_\_\_\_

2. BUSINESS:

Name: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Tax I.D. No.: \_\_\_\_\_  C Corp  S Corp  Gen'l Partnership  L.L.P.  L.L.C.  P.A.  
 Other Operating Name or DBA: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
 Current Landlord or Management Company: \_\_\_\_\_  
 Contact & Telephone No.: \_\_\_\_\_  
 If less than two years at current address, please list previous Landlord: \_\_\_\_\_  
 Previous Address & Telephone No.: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Bank Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Please list two Credit References, their telephone numbers, and your account number for those references:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Attach the Following:**

- Balance sheet
- Income statement
- Federal income tax returns for the past \_\_\_\_\_ years
- Proof of funds on deposit
- \_\_\_\_\_

**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 other 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.

Applicant represents that the statements in this application are true and complete. Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and that Landlord is relying on the truthfulness and completeness of the information in making Landlord's decision whether to enter into a lease with Applicant.

Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



TEXAS ASSOCIATION OF REALTORS®  
**AUTHORIZATION TO RELEASE INFORMATION  
 RELATED TO A LEASE APPLICANT**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
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I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property at \_\_\_\_\_ (address, city, state, zip).

The Landlord, Broker, or Landlord's representative is:

**Double H Property Management, LLC** \_\_\_\_\_ (name)  
**PO Box 35** \_\_\_\_\_ (address)  
**Kountze, TX 77625** \_\_\_\_\_ (city, state, zip)  
**(409)893-3233** (phone) **debbie@doublehproperties.com** (email)

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 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.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_