



3397 Hwy 69 South Lumberton, TX 77657

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
- \$65.00 APPLICATION FEE IS NON-REFUNDABLE.
- \$500 CANCELLATION FEE IS NON-REFUNDABLE unless
- application is denied-submit separately with CASHIER CHECK OR MONEY ORDER.
- 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.
- OUT OF TOWN APPLICANTS NEED TO CALL FOR INSTRUCTIONS.

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

Thank you for your time and consideration.

## 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. Based on the information you provide, Landlord may deny your application or may take other adverse actions against you (including, but not limited to, requiring a co-signer on the lease, requiring an additional deposit, or raising rent to a higher amount than for another applicant). If your application is denied or another adverse action is taken based upon information obtained from your credit report or credit score, 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:** Must show proof of gross income of 3 1/2 times the rent to qualify.

Some reasons for application to be denied: Credit score under 600. A felony on applicant or occupant record, severe credit risk, negative rental history or previous eviction.





## COMMERCIAL LEASE APPLICATION

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### 1. INDIVIDUAL:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
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: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Tax I.D. No.: \_\_\_\_\_  C Corp  S Corp  Gen'l Partnership  L.T.D.  L.L.C.  P.A.  
Other Operating Name or DBA: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_  
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 or deliver in a secure manner within 5 days after the date of this Application the following:**

Balance sheet  
 Income statement  
 Federal income tax returns for the past \_\_\_\_\_ years  
 Proof of funds on deposit  
 **Non-refundable \$65 application fee and \$500 cancellation fee**

**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.

**Data Security:** If Applicant attaches or delivers nonpublic personal information, like bank account numbers or other financial information, it is recommended that Applicant do so in a secure manner to reduce the risk of fraud or theft.

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

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

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

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

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

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

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## AUTHORIZATION TO RELEASE INFORMATION RELATED TO A LEASE APPLICANT

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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)  
**3397 Hwy 69 S** \_\_\_\_\_ (address)  
**Lumberton, TX 77657** \_\_\_\_\_ (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: \_\_\_\_\_

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## Information About Brokerage Services

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

11-03-2025



### 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.

**WRITTEN AGREEMENTS ARE REQUIRED IN CERTAIN SITUATIONS:** A license holder who performs brokerage activity for a prospective buyer of residential property must enter into a written agreement with the buyer before showing any residential property to the buyer or if no residential property will be shown, before presenting an offer on behalf of the buyer. This written agreement must contain specific information required by Texas law. For more information on these requirements, see section 1101.563 of the Texas Occupations Code. Even if a written agreement is not required, to avoid disputes, all agreements between you and a broker should be in writing and clearly establish: (i) the broker's duties and responsibilities to you and your obligations under the agreement; and (ii) the amount or rate of compensation the broker will receive and how this amount is determined.

### 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 by the buyer or buyer's agent. **An owner's agent fees are not set by law and are fully negotiable.**

**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. **A buyer/tenant's agent fees are not set by law and are fully negotiable.**

**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.

### A LICENSE HOLDER CAN SHOW PROPERTY TO A BUYER/TENANT WITHOUT REPRESENTING THE BUYER/TENANT IF:

- The broker has not agreed with the buyer/tenant, either orally or in writing, to represent the buyer/tenant;
- The broker is not otherwise acting as the buyer/tenant's agent at the time of showing the property;
- The broker does not provide the buyer/tenant opinions or advice regarding the property or real estate transactions generally; and
- The broker does not perform any other act of real estate brokerage for the buyer/tenant.

Before showing a residential property to an unrepresented prospective buyer, a license holder must enter into a written agreement that contains the information required by section 1101.563 of the Texas Occupations Code. The agreement may not be exclusive and must be limited to no more than 14 days.

**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.

<b>Double H Property Management, LLC</b>	<b>9000946</b>	<b>debbie@doubleproperties.com</b>	<b>(409)893-3233</b>
Name of Sponsoring Broker (Licensed Individual or Business Entity)	License No.	Email	Phone
<b>Deborah Hanna</b>	<b>0516066</b>	<b>debbie@doublehproperties.com</b>	<b>(409)893-3233</b>
Name of Designated Broker of Licensed Business Entity, if applicable	License No.	Email	Phone
<b>Deborah Hanna</b>	<b>0516066</b>	<b>debbie@doublehproperties.com</b>	<b>(409)893-3233</b>
Name of Licensed Supervisor of Sales Agent/Associate, if applicable	License No.	Email	Phone
<b>Reagan Hanna</b>	<b>516229</b>	<b>reagan@doublehproperties.com</b>	<b>(409)791-1778</b>
Name of Sales Agent/Associate	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

IABS 1-2

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

TXR 2501

Regulated by the Texas Real Estate Commission

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Buyer Rep