



THE GROOVE REALTY

## Lease Applicant Guidelines and Qualifying Criteria

-

### **The Application**

Each person 18 years of age or older who will be occupying the property must submit a full application.

All applicants must send in the following:

- **TXR Residential Lease Application**
- **Privacy Policy**
- **Lease Applicant Guidelines and Qualifying Criteria**
- **Proof of income**
- **Government issued photo ID**
- **\$100 Administrative Fee payable to The Groove Realty remitted via PayPal (meghan.matta@gmail.com), Zelle (512-876-9159), Venmo @Meghan-Matta, or a Cashier's Check. If your application is not chosen to be processed, this fee will be refunded.**

Application packages should be e-mailed to the listing agent in .pdf format. Please do everything possible to *not* send the application one page at a time or in .jpg / picture format. Sending the application in one file and in .pdf format will greatly expedite the application process.

Within 48 hours of receipt of a fully completed application package:

- Applicant(s) will receive a link via e-mail from Smart Move for credit, criminal history, eviction, and income screening. Applicant(s) will pay directly through this link for the screening process, approximately \$44.
- Applicant(s) must go to <https://thegroove Realty.petscreening.com> for pet screening.
  - If you do not have a pet, you must still complete this step. There is no fee.
  - If you have a pet, you must complete this step. The fee for the first pet is approximately \$20, and \$15 for each additional pet.
  - If you are requesting a reasonable accommodation for an assistance animal, you must still complete this step. There is no fee.

Initial(s):

The Groove Realty  
&  
TGR Property Management  
[Homes@TheGrooveRealty.com](mailto:Homes@TheGrooveRealty.com)  
512-348-8370

## Qualification Criteria and Security Deposit

- The security deposit must be remitted in certified funds (cashier's check) payable to the Owner or Property Manager and must be delivered within 1 banking day's notice of application approval.
- At least six month's verifiable rental history or mortgage history is required. Rental history must come from an unbiased landlord, i.e. non-family member. Applicants must have minimal late pays with no evictions, lease violations, or NSF (non-sufficient funds) payments.
- **Applicants must have verifiable income.**
  - The household income must be at least three times the monthly rent to qualify.
  - One month of most recent pay stubs must be submitted with application.
  - Other income sources must be verifiable with bank statements.
- **If applicant is self-employed**, copies of bank statements for the past three months and a copy of the previous year's income tax return must be provided.
- **If newly employed**, income must be verified by at least one of the following:
  - Offer letter from the employer stating start date and base salary agreement or commission/bonus structure.
  - Supervisor or hiring manager contact information so that we may verify employment acceptance, hire date, and income.
  - Most current US bank statement showing a total balance of 3 times the monthly rent multiplied by the lease term.

\*\* Employment must begin within 30 days of lease commencement. \*\*
- **Other verifiable proof of income sources** may include the following:
  - Child support, grants, pensions, Social Security benefits, GI benefits, alimony, disability benefits, trust funds, assets receiving dividend, section 8 vouchers, and savings accounts.
- **SECTION 8 VOUCHERS**
  - If Section 8 vouchers are being accepted for the property you are applying for, they will be accepted as a form of verifiable proof of income. All application requirements still apply to those using Section 8 vouchers.
- **GUARANTORS**
  - If the landlord is allowing Guarantors, the verifiable proof of income or credit scores do not meet the minimum requirements, and applicant qualifies in all other areas, then Landlord may accept a guarantor to achieve approval.
  - Guarantors must submit a completed Application for Guarantor of Residential Lease

Initial(s):

The Groove Realty  
&  
TGR Property Management  
[Homes@TheGrooveRealty.com](mailto:Homes@TheGrooveRealty.com)  
512-348-8370

(page 2 of form TXR-2007), verifiable proof of income, and a \$50 administration fee in addition to the application fee per guarantor.

- Guarantors must be related to the applicant, make 5 times the monthly rent, and meet all other general requirements.
- Criminal charges and/or convictions may be grounds for automatic rejection.

**Failure to meet all of the above criteria may result in:**

1. Automatic denial.
2. An increased security deposit in excess of the amount stipulated in the lease listing, additional rent paid up front, and/or a lease Guarantor.

**The landlord reserves the right to deny occupancy for the following reasons, but not limited to:**

- Incomplete, inaccurate or falsification of information or unverifiable information
- Unsatisfactory credit history as determined by The Groove Realty and Investments and/or the Landlord
- Unpaid child support
- Tax liens, foreclosures, or bankruptcies
- Judgments against any applicant for evictions or property damage
- Criminal history by any applicant

**Animal Policy**

- As detailed in “The Application” section of this document, Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.

If an animal is allowed at the property, it will be considered by the Landlord on a case-by-case basis. Certain types of dogs that may have violent tendencies are not allowed, such as Pit Bulls (AKA Staffordshire Terrier), Rottweilers, Dobermans, Chows, Akitas, Huskies, German Shepherds, or mixed breeds with any of the before mentioned. The Landlord reserves the right to deny any animal so please check with the leasing agent prior to applying. All animals are subject to an individual animal deposit and monthly pet rent. **Each animal requires a photograph to be submitted with the application** and an animal interview may be required.

**\*IMPORTANT NOTICES\***

- If we are unable to verify any part of the above qualifications within three business days from the date of application submittal, the application may be denied.
- Application fee(s) are non-refundable.

Initial(s):

The Groove Realty  
&  
TGR Property Management  
[Homes@TheGrooveRealty.com](mailto:Homes@TheGrooveRealty.com)  
512-348-8370

I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE RENTAL QUALIFICATION CRITERIA.

Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	

Initial(s):



The Groove Realty  
&  
TGR Property Management  
[Homes@TheGrooveRealty.com](mailto:Homes@TheGrooveRealty.com)  
512-348-8370



### RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2024

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

Property Address: **1166 Ridgeway Dr, Austin, TX 78702**  
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: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

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: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**E. Occupant Information:**

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

Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

**F. Vehicle Information:**

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

<u>Type</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>License Plate No./State</u>	<u>Mo. Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**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:

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

Yes    No

       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 \$ 45.00 to Smartmove (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.
- (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  fax  in person that Applicant was  
 approved  not approved. Reason for disapproval: \_\_\_\_\_





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

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2024

I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property located at **1166 Ridgeway Dr, Austin, TX 78702** \_\_\_\_\_ (address, city, state, zip).

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

_____	<b>James Garcia</b>	_____	(name)
_____	<b>1371 Hawthorne Loop</b>	_____	(address)
_____	<b>Driftwood, TX 78619</b>	_____	(city, state, zip)
_____	<b>(512)363-8882</b>	_____	(phone) (fax)
_____	<b>jamesgusgarcia@gmail.com</b>	_____	(e-mail)

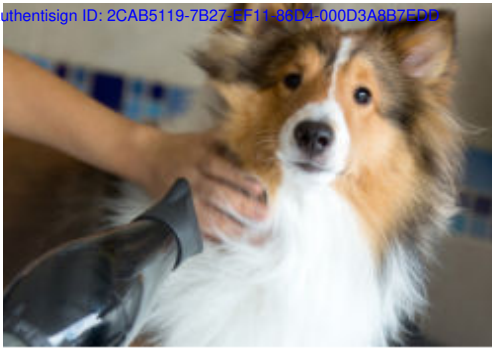
I give my permission:

- (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.*



THE GROOVE REALTY

We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

**PRICING**

- \$20 for an individual Pet Profile
- \$15 for each additional Pet Profile
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

**HOW TO MAKE A PROFILE**

Note: Applicants without pets must complete the online affidavit, while Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit:

<https://TheGrooveRealty.petscreening.com>

2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.

3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.

4. *No Pets*: Simply complete the affidavit questions.

*Pet/Animal Owners*: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be preselected.

5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.

6. *For Pets*: Click the green 'Proceed to Payment' button at the top right of the profile, enter payment details and submit. *For Animals*: Click the green 'Submit for Review' button at the top right of the profile.

7. Your Pet Profile will be shared automatically with your housing provider.





# Information About Brokerage Services

Texas law requires all real estate licensees 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>Meghan Matta -The Groove Realty</u>	<u>601444</u>	<u>Meghan@Thegrooverealty.com</u>	<u>(512)876-9159</u>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Designated Broker of Firm</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Licensed Supervisor of Sales Agent/ Associate</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>James Garcia</u>	<u>629054</u>	<u>JamesGusGarcia@gmail.com</u>	<u>(512)363-8882</u>
Sales Agent/Associate's Name	License No.	Email	Phone

\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date