



## **APEX REALTY**

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3617 Broadway Blvd. • Suite - A  
Garland, Texas 75043  
Phone: 972 / 926-6969  
Fax: 972 / 926-0990

### **INSTRUCTIONS FOR SUBMITTING AN APPLICATION:**

- 1. An application is required for each adult over the age of 18 regardless of whether or not they are employed and/or will be responsible for the lease.**
- 2. Please send over via fax 972-926-0990 or email [denise.phillips1818@yahoo.com](mailto:denise.phillips1818@yahoo.com) the following information for each applicant along with the application:**
  - Copy of driver's license or other government issued ID and social security card.**
  - Last 30 days proof of income from your employer, or if you are self-employed the prior year's tax return.**

### **REQUIREMENTS FOR APPLICATION APPROVAL:**

- The application fee is \$35 for each adult applicants 18 years or older and this and the application MUST be done regardless of whether they are employed and or in school. We accept the following forms of payment for the application fee: Cash (APP FEE ONLY), cashiers check, certified check, money order or Pay Pal (APP FEE ONLY). We do not accept personal checks until the tenant has resided with Apex one year. No Exceptions. We will not start processing the application until the full application fee is paid. The application fee is non-refundable once we start the application.**
- Satisfactory and verifiable credit report (How you pay your bills, we do not look at credit scores.)**
- Number of applicants is not to exceed those allowed by city/county/state regulations.**
- Verifiable income of three times the tenants' monthly rent.**
- Verifiable source(s) of income for the 12 month period preceding this application.**
- No High Risk Breed Dogs to be kept on the property. Breed types to include: Pit Bulls, Rottweilers, German Shepherds, Dobermans, Chows ETC. If you have an aggressive breed dog, call us before submitting your application.**
- Satisfactory and verifiable rental history. (Please list ALL previous addresses with landlord name and number on the application)**

**Pay Pal:**

- We accept the app fee ONLY via Pay Pal. YOU CANNOT PAY DEPOSIT OR RENT VIA PAY PAL.
- You can use Pay Pal only if you already have an account set up with Pay Pal, and if you have already made a transaction on that account. The first transaction you make on Pay Pal takes 3-5 days to clear, and we cannot process the application until the payment clears.
- There is a \$2 extra fee PER application fee if paid via Pay Pal, making it \$37 per adult.
- Pay to: bhe857@airmail.net

**Deposit:**

- We do HIGHLY SUGGEST that you turn in the deposit with the application. Whoever has the application with deposit in office first, will take precedence.
- If applicant(s) are approved and do not sign the lease or move in on the agreed date, the deposit will be forfeited, per the Texas Property Code.
- If for some reason you are denied, the deposit is refunded.
- If you do not meet all the requirements, the owner of the property may ask for a larger deposit or sometimes a co-signer.
- Deposit can be money order, cashiers check, or certified check ONLY. Payable to: Apex Realty

**NOTE:** If your application is accepted, you must come into our office to sign your lease and pay your FULL first months rent and pet deposit by certified funds within 2 weeks from the time you put down the deposit. Failure to return this within 2 weeks may result in us immediately moving on to the next application and withdrawing yours. The property will remain listed, continue to show, and be available to the next applicant UNTIL you are approved and pay the full deposit via certified funds. You will need to set an appointment with Denise to sign your lease. Until the lease is signed BY ALL TENANTS and first month's rent and all deposits are paid, keys will not be released.

**FOR ANY QUESTIONS, E-MAIL DENISE PHILLIPS at denise.phillips1818@yahoo.com**

**PLEASE REMOVE THIS DOCUMENT BEFORE TURNING IN THE APPLICATION.**

# Apex Realty Lease Application

Keith Hendricks - Cell: 214-208-0372  
3617 Broadway Blvd. Ste A, Garland TX 75043  
Office: 972-926-6969 Fax: 972-926-0990

Property Address \_\_\_\_\_

\* Each Person 18 years of age and over must fill out lease application:\*

\* Please complete application fully to facilitate speedy response \*

### Applicant #1

Name \_\_\_\_\_ SS# \_\_\_\_\_ DL# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home # \_\_\_\_\_ WK# \_\_\_\_\_

Cell# \_\_\_\_\_ Emergency# \_\_\_\_\_ email: \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Apt# \_\_\_\_\_ How long at this address: \_\_\_\_\_

Name of Community \_\_\_\_\_

Landlord Name & Number \_\_\_\_\_

Why are you leaving this address: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Apt# \_\_\_\_\_ How long at this address: \_\_\_\_\_

Name of Community \_\_\_\_\_

Landlord Name & Number \_\_\_\_\_

Why are you leaving this address: \_\_\_\_\_

Present Employer \_\_\_\_\_ Phone# \_\_\_\_\_

Position \_\_\_\_\_ Address \_\_\_\_\_

Hire Date \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

HR Contact \_\_\_\_\_

\* We will need the last 30 days proof of income (Check stubs, bank statements, etc) \*

| Name of Occupants | Age   | Relationship to Applicant |
|-------------------|-------|---------------------------|
| _____             | _____ | _____                     |
| _____             | _____ | _____                     |
| _____             | _____ | _____                     |

Will you have pets \_\_\_\_\_ What Breed \_\_\_\_\_ Weight & Age \_\_\_\_\_

No Rotweillers, German Shepherds, Pit Bulls, Chows, Dobermans accepted. Pet Deposit \$500 per pet.

Are you section 8 \_\_\_\_\_ Which Program \_\_\_\_\_ Have you or any applicants ever broken a lease \_\_\_\_\_ Been evicted or asked to leave \_\_\_\_\_

Been convicted or indictment of a felony \_\_\_\_\_ Have you ever been sued for non payment of rent \_\_\_\_\_ Ever declared Bankruptcy \_\_\_\_\_ If yes on any questions please explain \_\_\_\_\_

Do you receive child support, alimony, or any kind of supplemental income \_\_\_\_\_

**Applicant #2**

Name \_\_\_\_\_ SS# \_\_\_\_\_ DL# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Home # \_\_\_\_\_ WK# \_\_\_\_\_  
Cell# \_\_\_\_\_ Emergency# \_\_\_\_\_ email: \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_  
Zip \_\_\_\_\_ Apt# \_\_\_\_\_ How long at this address: \_\_\_\_\_  
Name of Community \_\_\_\_\_  
Landlord Name & Number \_\_\_\_\_  
Why are you leaving this address: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_  
Zip \_\_\_\_\_ Apt# \_\_\_\_\_ How long at this address: \_\_\_\_\_  
Name of Community \_\_\_\_\_  
Landlord Name & Number \_\_\_\_\_  
Why are you leaving this address: \_\_\_\_\_

Present Employer \_\_\_\_\_ Phone# \_\_\_\_\_  
Position \_\_\_\_\_ Address \_\_\_\_\_  
Hire Date \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
HR Contact \_\_\_\_\_

**\* We will need the last 30 days proof of income (Check stubs, bank statements, etc) \***

| Name of Occupants | Age   | Relationship to Applicant |
|-------------------|-------|---------------------------|
| _____             | _____ | _____                     |
| _____             | _____ | _____                     |
| _____             | _____ | _____                     |

Will you have pets \_\_\_\_\_ What Breed \_\_\_\_\_ Weight & Age \_\_\_\_\_  
*No Rotweillers, German Shepherds, Pit Bulls, Chows, Dobermans accepted. Pet Deposit \$500 per pet.*

Are you section 8 \_\_\_\_\_ Which Program \_\_\_\_\_ Have you or any  
applicants ever broken a lease \_\_\_\_\_ Been evicted or asked to leave \_\_\_\_\_  
Been convicted or indictment of a felony \_\_\_\_\_ Have you ever been sued for non  
payment of rent \_\_\_\_\_ Ever declared Bankruptcy \_\_\_\_\_ If yes on any  
questions please explain \_\_\_\_\_  
Do you receive child support, alimony, or any kind of supplemental income \_\_\_\_\_



Approved by the Texas Real Estate Commission for Voluntary Use

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

## Information About Brokerage Services

**B**efore working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

### **IF THE BROKER REPRESENTS THE OWNER:**

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

### **IF THE BROKER REPRESENTS THE BUYER:**

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

### **IF THE BROKER ACTS AS AN INTERMEDIARY:**

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License

Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

- (1) shall treat all parties honestly;
- (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;
- (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and
- (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 or 512-465-3900.

