



Notice to Renter Applying to Lease

Thank you for applying to rent a property with us. In order to streamline the lease application screening process:

- Please include proof of income with your lease application. A one month history of paystubs, bank statements and/or any other financial documentation is of importance for rental qualification.
- Provide a letter of explanation for any possible public records, credit issues, past evictions, or any other items of concern.
- Contact your current and past landlords and ask for their timely assistance with our rental questionnaire. This process usually takes the longest, so please include landlord contact information including fax or email for quick turn around.
- If your landlord requires a written notice to vacate before releasing rental history, let them know their help is needed with our questionnaire to decide if a notice to vacate is in order.
- A non refundable \$100 Admin Fee is collected from the Security Deposit at move in.

Our UPS Store address for drop off is:

12407 N. Mopac Expwy #250-365

Austin, TX 78758

** This is in the HEB Shopping Center on the corner of Parmer and Mopac. Please let them know you are dropping off for Bridgepoint and they will put it in our box. We also have a sign in sheet for you to fill out when you drop off lease applications and/ or funds including lease application fees, security deposits and monthly rents. They are open M-F from 9am to 7pm and on Saturdays from 10am to 5pm.

*** If rent is due by close of business on the 3rd, and that date falls on a Sunday or a National Holiday, you must pay rent the day(s) before to avoid late fees.

12407 N. Mopac Expwy #250-365, Austin, Texas 78758

Office: (512) 692-9670 - Fax: (512) 686-3045

www.BridgepointInvestmentGroup.com



Lease Application Criteria and Process

- **The lease application fee is \$50 per adult.** If there are two adults (married or not), the fee is \$100. Three adults, the fee is \$150. Credit card, certified checks or money orders are required for application fees. We do not accept cash. A credit card may only be used for a lease application fee. Not deposits or rent.
- **The security deposit is due along with the lease application submission.** However, if the prospective tenant is submitting a credit card form for the lease application fee, the security deposit can be submitted **within 24 hours**. The property will not be held beyond 24 hours if the deposit is not received in the office.
- The pet deposit is \$350, \$150 of that amount is non-refundable. **We do not accept aggressive breeds.** These include, but are not limited to: Pit Bulls, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Akitas, Bull Mastiffs, Staffordshire Terriers and Papillon. Mixed breeds of any of these are also not allowed. Any known breed to be vicious or any animal with a previous bite history is not allowed. Multiple pets may be considered on a case by case basis and will have an additional \$200 to \$300 pet deposit.
- All checks are to be made out to Bridgepoint Investment Group. Certified checks or money orders are required for security & pet deposits and full month's rent.
- **Each fee must be on a separate check.** One check for application fee, another check for security deposit, one for the non-refundable pet deposit, one for the refundable portion of the pet deposit and a final check for a full month's rent.
- By lease start date, a full month's rental payment is due in certified funds. Subsequent rent payments can be by personal check.
- Your monthly income must be at least 3 times the monthly rent amount (for 2 adults, the total monthly income should be 4 times the monthly rent amount and for 3 adults, the total monthly income should be 5 times the monthly rental amount) . Some exceptions may be considered. If you are self-employed, we may ask for one or all of the following: last 2 months' bank statements showing savings and/or regular deposits from business, tax return or other appropriate documentation. Gathering these documents ahead of time will speed up the approval process.
- Full credit reports and credit history will be considered. A score of 600+ is preferred. If you would like to explain past credit issues, please put it in writing and submit it with the application.
- Rental history of 2+ years will be verified.
- The lease application screening process will take at least 2 or 3 business days. Providing the last month's worth of pay stubs helps speed this process.
- **If the lease application is incomplete or missing important information, then there will be delays.** Please complete the application to the fullest.
- Applicants with bankruptcies or evictions within the last 2 years will not likely be approved unless a strong exception exists.
- Applicants with a felony record are not likely to be approved.
- A lease guarantor will be considered if needed.
- Rental insurance is recommended, but not required in most cases.
- All of our properties are non-smoking. A smoking violation fee of \$300 minimum will be charged if violated.

12407 N. Mopac Exwy #250-365 Austin, Texas 78758

Office: (512) 692-9670 - Fax: (512) 686-3045

Request@BridgepointInvestmentGroup.com

www.BridgepointInvestmentGroup.com



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2014

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

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Property Condition: **Applicant is strongly encouraged to view the Property 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: _____

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

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

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

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

(city, state, zip)
Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

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

(city, state, zip)
Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Date Moved-Out _____ Rent \$ _____
Reason for move: _____

Applicant's Current Employer: _____

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

Supervisor's Name: _____ 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)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

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

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no

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

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Yes No

Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

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:

been evicted?

been asked to move out by a landlord?

breached a lease or rental agreement?

filed for bankruptcy?

lost property in a foreclosure?

had any credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?

been convicted of a crime?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

Is there additional information Applicant wants considered?

Residential Lease Application concerning _____

Additional comments: _____

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 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/\$53 if CC to Bridgepoint Investment Group (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.

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: _____



TEXAS ASSOCIATION OF REALTORS®

**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® IS NOT AUTHORIZED.

©Texas Association of REALTORS®, Inc. 2014

I, _____ (Applicant), have submitted an application to lease a property located at _____ (address, city, state, zip).

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

_____	Bridgepoint Investment Group	_____	(name)
_____	12407 N. Mopac Exwy #250-365	_____	(address)
_____	Austin, Texas 78758	_____	(city, state, zip)
_____	(512) 692-9670	_____	(phone)
_____	(512) 686-3045	_____	(fax)
_____	request@bridgepointinvestmentgroup.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.



Credit Card Authorization Form

Name as it appears on the card: _____

Full Billing Address: _____

Credit Card Number: _____

Expiration Date: _____ CVN: _____

Authorized Amount: _____ (Credit Card Lease Application Fee - \$53 per adult).

Email address (for the receipt): _____

Phone Number _____

Charge will be listed as: Hong Lee - Bridgepoint

I certify that I am the authorized holder and signer of the credit card reference above.

I certify that all information above is complete and accurate.

I hereby authorize collection of payment for all charges as indicated above. Charges may not exceed the amount listed above in the "AUTHORIZED AMOUNT" field. If additional charges are going to be authorized a new form will have to be completed.

Signature: _____ Date: _____



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>Bridgepoint Investment Group, LLC</u>	<u>531975</u>	<u>info@bridgepointinvestmentgroup.com</u>	<u>(512) 692-9670</u>
Licensed Broker/Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Hong Lee</u>	<u>482344</u>	<u>hlee@bridgepointinvestmentgroup.com</u>	<u>(512) 293-4663</u>
Designated Broker of Firm	License No.	Email	Phone
_____ Licensed Supervisor of Sales Agent/Associate	License No.	Email	Phone
_____ Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov

TAR 2501

IABS 1-0

Bridgepoint Investment Group, LLC, 12096-B Jollyville Rd Austin, TX 78759
Hong Lee

Phone: 512.692.9670 Fax: _____

11905 Charing Cross

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.ziplogix.com