

**ANCHOR PROPERTY MANAGEMENT, LLC**  
**(O) 832-977-3000 (F) 281-990-6353**

**APPLICATION PROCESS**

(Please Read This Form Carefully and Initial Each Paragraph.)

ANTICIPATED MOVE IN DATE: \_\_\_\_\_

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

Home Number: (\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

The Applicant Agrees to Rent Housing Accommodations Located At:

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

Application Fee Is Not Refundable After Application Has Been Processed. Our Office Could Receive Multiple Applications In A Day, In The Event Of Multiple Applications, Processing Agent Will Notify Applicant Of The Situation.        (Initials)

The application process takes 24-48 hours after a complete application has been submitted. The processing agent will send an email to the applicant to confirm the application has been received. The processing agent will notify the applicant by phone or e-mail if application was approved or denied.        (Initials)

Property will not be removed from the market unless the applicant pays the full house deposit or holding fee. Full house deposit is due the day of approval or latest 12 PM the next day. Holding Fee is required only if applicant does not have the full deposit ready at the time of approval.        (Initials)

**Choose One:**

☐ **HOLDING FEE:**

If application is approved the applicant agrees to pay a holding fee to remove the property off the market. The Holding Fee Amount is Half Of The Required House Deposit. This holding fee is automatically applied towards the full house deposit. Holding fee will remove property off the market for no longer than 5 business days after approval.        (Initials)

**Office Address: 110 Avenue B, Suite 100, Stafford, TX 77477**  
**P: 832-977-3000 / F: 281-990-6353 / E-Mail: leasing@ki-properties.com**

☐ FULL HOUSE DEPOSIT:

If application is approved the applicant agrees to pay the **full** house deposit to remove the property off the market. House deposit is equal to the amount of the rent.

(House deposit could increase in certain situations.) Full deposit will remove property off the market for no longer than 2 weeks after approval.        (Initials

Payments can be charged to a card for easy processing, card payment authorization form will be provided in the application packet, payments can also be made by money order or cashier check dropped off at the office.        (Initials

**The Following Are Reasons The Deposit or Holding Fee Will Not Be Refunded:**

- If applicant fails to sign the rental agreement the day of or before the approved/agreed move in date.
- If applicant does not take occupancy on the approved/agreed move in date.
- If applicant paid a holding fee and fails to pay the balance of the house deposit within 5 business days after approval.

If any of the above situations transpire, applicant agrees to forfeit any amount paid up to that point.        (Initials)

The Applicant Understands The Application Process and Agrees To All The Terms Mentioned On This Two-Page Form:

Applicant will be paying fees in the form of:

- ☐ Money Order – Bring all money orders to our office.  
☐ Cashiers Check – Bring all cashier checks to our office.  
☐ Credit or Bank Card

Office Address: 110 Avenue B, Suite 100, Stafford, TX 77477

Office Hours: 9:00 AM – 5:00 PM

If any payment is mailed, we recommend the use of a tracking number, our office is not responsible for any lost mailed payments. Do not drop off or mail any payments in cash.

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

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

**Office Address: 110 Avenue B, Suite 100, Stafford, TX 77477**  
**P: 832-977-3000 / F: 281-990-6353 / E-Mail: leasing@ki-properties.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 **KARLA VILLANUEVA** (name) **(832) 977-3000** (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  
☐ N  
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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?

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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 \$ 50.00 to ANCHOR PROPERTY MANAGEMENT (entity or individual) for processing and reviewing this application. Applicant ☒ submits ☐ will not submit an application

deposit of \$ AFTER APPROVAL 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 ☐ ☒ e-mail ☐ fax ☐ in person that Applicant was  
mai

☐ I ☐

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.

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

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

_____	(name)
_____	(address)
_____	(city, state, zip)
_____	(phone)
_____	(fax)
_____	(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.*



# TEXAS ASSOCIATION OF REALTORS®

## RESIDENTIAL LEASE APPLICATION

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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 **KARLA VILLANUEVA** (name) **(832) 977-3000** (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  
☐ N  
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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?

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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.

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- (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: \_\_\_\_\_



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to lease a property located at \_\_\_\_\_  
\_\_\_\_\_ (address, city, state, zip).

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

_____	(name)
_____	(address)
_____	(city, state, zip)
_____	(phone)
_____	(fax)
_____	(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.*



# 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, 512-936-3000 (<http://www.trec.texas.gov>)

(TAR-2501) 10-10-11

TREC No. OP-K

Riviera Realty 110 Avenue B Ste. 100 Stafford, TX 77477  
Phone: 832.788.5948 Fax: 281-990-6353

Karla Villanueva

RENTAL