



TERRA RESIDENTIAL SERVICES, INC. CRMC®
Houston's only Certified Residential Management Company
Specializing in Investment Brokerage & Management Since 1990

INFORMATION FOR OTHER BROKERS

Please make sure that you and your prospective tenant read the TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS to be aware of our selection criteria and requirements. This form is part of the online application process and they will be required to sign it.

1) Application Fee: Typically this will be paid online as part of the application process.

2) Lease Signing: There is no need for your prospect to fill out a complete lease before making application. The sample lease on our website has all the information and addenda needed (including our Landlord's Rules & Regulations) and can be used to go over the lease terms with them if you prefer. Even if you do provide us with a completed lease, we will prepare and send to you and Applicant a digital lease that both of you can review and sign electronically. Applicants are highly encouraged to READ THE LEASE before signing, as there are many responsibilities that they are agreeing to perform and live under in this lease. Once signed the lease will be routed back to us for execution. Please be aware that we will not execute any lease until the Security Deposit is received.

3) Commission checks are normally mailed within one (1) business day of move-in provided we have a copy of your Brokerage W-9. If you would prefer to pick it up, please inform us.

STANDARD TRSI LEASE REQUIREMENTS

We use the current TAR lease forms, and the following terms are standard and required for all of our leases. If there are non-real estate items on the property (#2), Landlord paid utilities (#11), or Landlord Yard Maintenance (#17.B), these items will be in the MLS Listing. If the offer you submitted has different terms in conflict with these, your offer is hereby countered to reflect these terms:

RESIDENTIAL LEASE AGREEMENT (TAR2001) 1-1-16

2. ... with the following non-real property items: **none or N/A** (unless the listing lists some items, the vast majority will be none).
4. A. (1) 30 days before... B. (1) on the last day of the month ...
5. A. cashier's check, money order. (1) the first day of each month during this lease.
C Name: **Terra Residential Services, Inc.** Address: **14655 Northwest Freeway.. Suite 124, Houston TX 77040-4032**
D. (3) all can be checked, Landlord may charge electronic payment (4) Landlord requires.
6. A. payment by the **3rd** day of each month at 5:00pm (see #26).. (1) initial late charge .. (b) **5.00%** ..and (2) additional ..of **\$10.00** per day
7. RETURNED PAYMENTS: Tenant will pay Landlord **\$50.00** for each payment
9. B. (2) ...an initial amount of **\$100.00** and **\$10.00** per day ...
10. A. Security Deposit paid by... cashier's check, money order.
11. A. Tenant will pay all ... except the following which Landlord will pay: **N/A**.
12. E. Guests: Tenant may not permit any guest ... or **20** days...
14. C. ...a trip charge of **\$100.00**.
D. (1) during the last **30** days of this lease (2) ...a fee of \$ **1 month's rent**
15. A. AS-IS provided that Landlord: if any, make sure these are included on application or it will be filled out N/A...
B. ...deliver it to Landlord within **7** days...
17. B. (3) (b) Tenant, at Tenant's expense, will maintain the yard.
17. F. Smoking not permitted
18. A. ...call: **713-895-9966**.
D. (2) (f) ...the following specific items or appliances: **refrigerator, washer, or dryer, if any.** (except th/cond)
26. SPECIAL PROVISIONS: **Paragraph 6.A. LATE CHARGES: Daily cutoff for rent payments and calculation of late fees is moved from 11:59pm to 5:00pm. All payments received after 5:00pm will be considered paid the following day.**
28. B. (4) (a) (ii) **100.00%** of one month's rent...(b) (ii) **100.00%** of one month's rent...
31. Check all Addenda that apply but at a minimum: **Addendum Regarding Lead Based Paint** (if home built before 1978); **Agreement between Brokers**; **Inventory and Condition Form**, **Landlord's Rules & Regulations**, **Residential Lease Application**
32. Landlord c/o ..**Terra Residential Services, Inc., 14655 Northwest Freeway, Suite 124, Houston, TX 77040-4032.**
Email: notice@terraresidential.com Fax (713) 895-9320.
34. I. Landlord's broker, **Terra Residential Services, Inc.** will act as the property manager for landlord.

AGREEMENT BETWEEN BROKERS (TAR2002 10-14-03)

- A. (1) **50.00%** (for 12 month or longer lease, prorated for shorter lease, minimum 25.00%) of one full month's rent.
- B. OTHER FEES: We do not pay Renewal or Sales Fees on normal leases.

PET AGREEMENT (TAR2004 1-1-14)

- B. Typical Consideration for 1 pet: (1) ... a pet deposit of **\$400.00**.
- I. SPECIAL PROVISIONS: **Upon Move-out, carpet must be PROFESSIONALLY cleaned, and Property PROFESSIONALLY defleaed and deodorized. These will be arranged by Landlord and the costs therefore shall be paid by Tenant if Tenant fails to provide proof of such PROFESSIONAL cleaning, defleaing and/or deodorization by move-out.**

LANDLORD'S RULES & REGULATIONS (a TRS Form) This required addendum is part of all our leases and includes the specifics of day to day dealings between TRS and the tenant including how to contact us, how to pay rent, how to report repairs, etc. You may preview this document on our website on the Tenant Documents page.



terraresidential.com

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TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$50 non-refundable application fee. This form MUST be signed and submitted with the completed application before ANY processing will begin. Application fee payment must be received before we will complete the verification process. We accept payments online with a credit or debit card at www.terraresidential.com, cashiers check, money order or cash (delivered to our office). We THOROUGHLY verify all applications before presenting them to our clients. While each client we represent may have slightly different criteria, our normal acceptable applicant will need to meet the requirements below. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

- 1) **Income:** On most of our properties, the gross verifiable monthly income for all tenants should be at least three and a half (3.5) to four (4) times the monthly rent amount.
- 2) **Employment:** We require verifiable employment history for at least the past three (3) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.
- 3) **Residency:** We require verifiable residence history for at least three (3) years whether you currently own or rent.
- 4) **Credit History:** We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves.
- 5) **Criminal, Sex Offense, and Terrorist Database History:** We will check for inclusion in these databases.
- 6) **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
- 7) **Pets:** Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, German Shepherds or any similar breed or mixed breed.
- 8) **Applicants will be denied** for the following or similar reasons: False, inaccurate, or incomplete applications; credit scores under 550, evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database.
- 9) **Applicants may be denied** or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under 600 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

ACCEPTANCE AND MOVE-IN PROCEDURES

- 1) **Acceptance Window:** We can normally verify and make an acceptance decision within two (2) business days of receipt PROVIDED ALL DOCUMENTATION IS RECEIVED beforehand and VERIFICATIONS CAN BE COMPLETED.
- 2) **Security Deposit:** Once an application has been accepted, the Applicant has until 5:00 P.M. the following BUSINESS day to deliver the Security Deposit to our office (if not already done). This Security Deposit must be in the form of a Cashier's Check or money order made payable to Terra Residential Services, Inc. or TRS. We will not accept CASH for any reason. You also cannot pay this online. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.
- 3) **Lease Signing:** Unless otherwise agreed upon, we will prepare and send to Applicant a digital lease that the tenant can review and sign electronically. Applicants are highly encouraged to READ THE LEASE before signing, as there are many responsibilities that you are agreeing to perform and live under in this lease. Once signed the lease will be routed back to us for execution. Please be aware that we will not execute any lease until the Security Deposit is received.
- 4) **Keys:** Because of federal privacy and identity theft laws, each Applicant will be REQUIRED to provide copies of positive identification (at least one with a photo) such as Driver's License, License to Carry Handgun, Passport, Visa, etc. This also means that at least one of the named tenants on the lease MUST come to our office to be verified in person before we are allowed to turn over keys.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Signature/Date _____

Signature/Date _____



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