



TEXAS ASSOCIATION OF REALTORS® COMMERCIAL LEASE APPLICATION

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1. INDIVIDUAL:

Name: _____

E-mail: _____ Home Phone: _____

Work Phone: _____ Mobile/Pager: _____

Soc. Sec. No.: _____ Driver License No.: _____

Date of Birth: _____

Home Address: How long at this address? _____

Bank Name: _____

Bank Address: _____

Type Account: _____ Account No.: _____

Type Account: _____ Account No.: _____

Bank Officer: _____ Telephone: _____

Your Employer: _____ Telephone: _____

Employer Address: _____

If employed less than two years, please list previous employer: _____

Previous Employer Address and Telephone:

2. BUSINESS:

Name: _____

E-mail: _____ Phone: _____

Tax I.D. No.: _____ C Corp S Corp Gen'l Partnership L.L.P. L.L.C. P.A.

Other Operating Name or DBA: _____

Address: How long at this address? _____

Current Landlord or Management Company: _____

Contract & Telephone No.: _____

If less than two years at current address, please list previous Landlord: _____

Previous Address & Telephone No.:

Bank Name: _____

Bank Address: _____

Type Account: _____ Account No.: _____

Type Account: _____ Account No.: _____

Bank Officer: _____ Telephone: _____

Please list two Credit References, their telephone numbers, and your account number for those references:

Commercial Lease Application _____

Emergency Contact Information:

Name: _____

Phone: _____

E-mail: _____

Attach the Following:

- Balance sheet
- Income statement
- Federal income tax returns for the past Two (2) years
- Proof of funds on deposit
- _____

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 other 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.

Applicant represents that the statements in this application are true and complete. Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and that Landlord is relying on the truthfulness and completeness of the information in making Landlord's decision whether to enter into a lease with Applicant.

Date: _____

Applicant: _____

By: _____

By (signature):

Printed Name: _____

Title: _____

Note - Applicant(s) must sign

By: _____

By (signature):

Printed Name: _____

Title: _____

Note - Applicant(s) must sign



TEXAS ASSOCIATION OF REALTORS® AUTHORIZATION TO RELEASE INFORMATION RELATED TO A LEASE APPLICANT

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

The Landlord, Broker, or Landlord's representative is:

Keller Willis San Antonio Inc. dba KW Commercial - Attn: Glen Boehm, CCIM (name)
1018 River Road #300, Boerne, TX 78006 (address)
210-213-6886 (phone) glen@glenboehm.com (email)

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 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.

Date: _____

Applicant: _____

By: _____

By (signature):

Printed Name: _____

Title: _____

Note - Applicant(s) must sign

By: _____

By (signature):

Printed Name: _____

Title: _____

Note - Applicant(s) must sign



Information About Brokerage Services

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.

Keller Willis San Antonio, Inc	547594	Legal@kwcityview.com	210.696.9996
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Joseph H Sloan III	526284	Legal@kwcityview.com	210.696.9996
Designated Broker of Firm	License No.	Email	Phone
Tony Zamora Jr.	537135	Legal@Kwcityview.com	210.696.9996
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Glen Boehm	550654	glen@glenboehm.com	2102136886
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date