



Application Letter

Thank you for considering a Professional Asset Management & Sales property. We look forward to having you as a resident. Please review the qualifying criteria below. **If you feel like you may have difficulty being approved, please discuss that with your leasing agent before proceeding.** Our company represents individual investors and the respective landlord will make the final approval decision. Professional Asset Management & Sales has the right to deny any application if the following criteria are not met.

Qualifications

1. Three times the monthly rent in gross income. This can include social security income, child support, disability, etc.
2. We conduct a credit and criminal background check. Any criminal conviction of an applicant will be reviewed on a case-by-case basis.
3. We verify the last two places of residency to ensure that sufficient notice and account care was exercised.
4. We verify current and previous employers to check employment dates and income.
5. We cannot accept the following pets on any of our properties: Pitbull, Rottweiler, Doberman, Chow, Wolf hybrid, German Shepherd, and exotic pets or animals. Photos of pets and vaccine records are required for all pets residing on a property.

Application Process

1. If **not** already completed, applications can be submitted one of two ways:
 - a. Online here: <https://pam.twa.rentmanager.com/applynow?Field=FieldAnswer?>
 - b. Hard-copy applications found here:
<https://pamtexas.com/wp-content/uploads/2019/11/Residential-Lease-Application.pdf>

All applicants 18 years old or older are required to submit an application. If you use the online option, the **MAIN APPLICANT** shall identify all other tenants 18 years old or older as a **CO-APPLICANT**. **DO NOT** submit multiple main applications online. If you prefer to use the printable hard-copy application, all applicants 18 years old or older must print, complete and submit an individual application to via email (applications@pamtexas.com) or can be dropped off at our office located 2009 E. Lamar #100, Arlington TX 76006

2. **Print, complete and submit the required supplemental docs found here:**
<https://pamtexas.com/wp-content/uploads/2022/06/Supp-package-17-JUN-update-1.pdf>
3. **Provide proof of income.** In order to verify income we will need your two most current pay stubs. If self-employed, please provide 60 days of bank statements. If claiming other income such as social security, retirement, child support, etc., please provide proof in the form of an award letter, bank statements, court documents, etc.
4. **Provide proof of identity.** A copy of each applicant's driver's license or government issued picture ID is also required at the time of application. (cont on next page)
5. Submit all printed and signed applications (if not previously submitted online), supplemental information, proof of income, and proof of identity via email to applications@pamtexas.com (PDF format files ONLY, image files are not acceptable) or faxed to 682-558-8901 (please include a cover page marked ATTN: Applications with name and address of rental unit)



Payment Process

If you did not submit your application online, you will be required to pay the following fees at our office (online apps are paid at time of submission via website):

1. \$55 application fee per applicant in separate money order made payable to: Professional Asset Management.
2. \$100 hold fee (applied to deposit) in separate money order made payable to: Professional Asset Management.
3. **DO NOT COMBINE THESE FEES ON A SINGLE MONEY ORDER. Cash or personal checks will not be accepted.**

Applications are generally processed within 72 hours but in some cases it may take up to seven (7) days. If you withdraw your application for any reason within the seven (7) day period or after approval you will forfeit your hold fee. Once approved the \$100 hold fee is applied to your security deposit. The \$100 hold deposit will be refunded if your application is denied. Once credit and background checks are started, your \$40 application fee is non-refundable.

Address of Property

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date



Privacy Policy for Personal Information of Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security number or other government issued identification. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all Federal and State laws regarding the protection of your personal information.

- **How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on your qualifying criteria sheet that is provided with your application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.
- **How and When information is used.** We may use the information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.
- **How the information is protected and who has access.** In our company only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.
- **How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their Privacy Policies, as well.

Address of Property

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date



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:

_____ **Professional Asset Management & Sales** (name)
_____ **2009 E. Lamar Blvd #100** (address)
_____ **Arlington, TX 76006** (city, state, zip)

_____ **(682)558-8900** (phone) _____ **(682)558-8900** (fax)
_____ **leasing@pamtexas.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.



P.A.M.S

PROFESSIONAL ASSET MANAGEMENT & SALES
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.

11-2-2015



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:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o 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.

Professional Asset Management & Sales	0594459	pam@pamtexas.com	682-558-8900
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Pam Blanco	0436557	pam@pamtexas.com	682-558-8900
Designated Broker of Firm	License No.	Email	Phone
Pam Blanco	0436557	pam@pamtexas.com	682-558-8900
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Pam Blanco	0436557	pam@pamtexas.com	682-558-8900
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date