

Finders Keepers
979-846-1887
979-846-7380 Fax

100 West Brookside Dr.
Bryan, Texas 77801

www.finderskeepersbcs.com

PRIVACY POLICY FOR PERSONAL INFORMATION OF RENTAL APPLICANTS AND RESIDENTS

Finders Keepers: is dedicated to protecting your privacy and the privacy of your personal information, including your social security and/or other governmental identification numbers, such as your driver's license. Finders Keepers follows all federal and state laws regarding the protection of your personal identification.

How information is collected: When the application is filled out to lease a unit, you will be providing information such as your social security number as well as your driver's license number. This information will be on the rental application or other documents that you provide to us or an apartment locator.

How and when information is used: Finders Keepers may use this information to process the application by verifying statements made on your rental application, such as rental history, credit history and employment history. The information may also be used at such time as a lease renewal, as well as to assist Finders Keepers in obtaining payment from you or any money you may owe us in the future.

How the information is protected and who has access? Finders Keepers, has authorized personnel who have access to your social security number and/or any other governmental identification numbers. Finders Keepers policy is to store and/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 shredding of paper documents and obliteration of electronic files containing such information.

Locator Services: Locator services are independent contractors and are not our employees. Even though they may initially process the rental application and fill out the lease forms, you should require any locator services you use to furnish you with their privacy policies.

I have read and understand the above Privacy Policy and agree to send this back with the application:

Resident or Guarantor Print Name

Resident or Guarantor Applicant Address

Resident or Guarantor Signature

Date



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.

Anne Jackson	347951	finderskeepersaj@yahoo.com	979-846-1887
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Anne Jackson	347951	finderskeepersaj@yahoo.com	979-846-1887
Designated Broker of Firm	License No.	Email	Phone
Anne Jackson	347951	finderskeepersaj@yahoo.com	979-846-1887
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

LEASE QUALIFICATION GUIDELINES

Finders Keepers conducts business in accordance with the Federal Fair Housing Law and does not discriminate against any person because of race, color, national origin, religion, sex, familial status, and/or handicap.

To be approved for residency with Finders Keepers, you must INITIAL BESIDE EACH NUMBER.

1. _____ Be a minimum of 18 years of age to enter into a lease agreement and have a valid photo identification and social security
2. _____ **Criminal History:** Applicant must have no criminal felony convictions involving any type of violence, firearms, illegal drug possession with intent to sell, or crimes against property. Management reserves the right to consider any type of criminal activity that is discovered in reviewing the application.
3. _____ **Income Requirements:** Have a verifiable combined monthly income equal to at least three times the monthly rental rate. If self-employed, we require copies of six months of bank statements, a financial statement prepared by a certified person such as your accountant, and two years of income tax statements.
4. _____ **Rental History:** Have **ONE** verifiable occupancy with favorable rental and payment history for a period of not less than one (1) year, in the U.S. from a management company, lien holder, mortgage company, apartment community or individual property owner unrelated to you.
5. _____ **Guarantor Requirements:** Lease Contract Guarantor must have favorable credit history and earn at least five times the amount of the monthly rent. Must provide proof of SSN as well as valid photo ID.
6. _____ **Guarantor Deadlines:** All lease Guarantees must be received within five (5) days of completed application or we may keep the application deposit as liquidated damages and terminate all further obligations under this agreement.
7. _____ **Credit Requirements:** Show favorable activity within the last twelve-month period on your credit report, with no reported delinquencies or payment problems from a mortgage company, lien holder, management company, apartment community, or individual owner.
8. _____ **International Students:** Exception to #4: If you are an international applicant you must present a valid I-20, a copy of your passport, and a completed supplemental application. All applicants must have guarantor with valid SSN and photo ID.
9. _____ **Occupancy Standards:** Have no more than two persons per bedroom and one per bedroom on certain units. To comply with College Station City Ordinance, no more than four unrelated persons may reside in any unit zoned as a single-family dwelling.
10. _____ **Service Policy:** Understand that all rental units are offered on a FIRST COME/FIRST SERVE basis and a rental unit will not be put on hold until we receive the entire deposit, all applications, and application fees.
11. _____ **Application Fees:** Must submit a \$40.00 non-refundable application processing fee for each application and lease guarantor will be \$40.00. Cash, cashier's check or money orders are accepted.
12. _____ **Security Deposits, Pet Deposit payments must be paid in the form of a money order or cashier's check.**

This information is required to qualify under our guidelines and is the applicant's
responsibility to provide to the leasing agent.

I have read and understand the above statements of qualification guidelines.

Applicants Signature _____

Date: _____

RENTAL VERIFICATION

AUTHORIZATION	
I or we authorize (owner's name)	<u>Finders Keepers</u>
to: (1) share the information above with the owner's electric provider; and (2) verify the information above by all available means, including reports from consumer-reporting agencies before, during, and after tenancy on matters relating to my lease, as well as income history and other information reported by employers to any state employment-security agency (e.g., Texas Workforce Commission). Work-history information may be used only for this Rental Application. Authority to obtain work-history information expires 365 days from the date of this application.	
Applicant's signature	_____
Spouse's signature	_____

****RESIDENTS – DO NOT FILL OUT ANY INFORMATION BELOW
THIS LINE ****

Application Date: _____

Applicants Name: _____

Application Address: _____

Present/Previous Address: _____

Lease Dates? From _____ To _____

Rent Amount: _____ Proper Notice Given? Yes No

Late Paying Rent? Yes No Number of times: _____

NSF Checks? Yes No Number of times: _____

ACH Rejected? Yes No Number of times: _____

Bed bugs? Yes No If yes, please explain _____

Deposit Returned? Yes No If not explain _____

Any money owed? Yes No If yes, please explain _____

Any Comments/Complaints? _____

Manager Signature _____

Phone _____

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EMPLOYMENT VERIFICATION

AUTHORIZATION	
I or we authorize (owner's name)	<u>Finders Keepers</u>
to: (1) share the information above with the owner's electric provider, and (2) verify the information above by all available means, including reports from consumer-reporting agencies before, during, and after tenancy on matters relating to my lease, as well as income history and other information reported by employers to any state employment-security agency (e.g., Texas Workforce Commission). Work-history information may be used only for this Rental Application. Authority to obtain work-history information expires 365 days from the date of this application.	
Applicant's signature	_____
Spouse's signature	_____

****RESIDENTS – DO NOT FILL OUT ANY INFORMATION**

BELOW THIS LINE**

Application Date: _____

Applications Name: _____

Application Address: _____

Employer: _____

Dates Employed: _____

Can employment be verified? YES ___ NO ___

Can wages be verified? YES ___ NO ___

Employer Recommendations? _____

Managers Signature _____ Phone _____

Fax _____ Email _____