

**Keystone Real Estate**  
**Application Packet**

Applicant's Name(s): \_\_\_\_\_

Address of Property that you are applying for:

\_\_\_\_\_

Preferred move in date: \_\_\_\_\_

Any additional information you would like us to consider in reviewing your application:

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For each person over the age of 18, an application packet will need to be filled out.

Before you turn in application please make sure of the following:

- TAR Application is filled out and signed (incomplete applications will not be processed)
- Rental Selection Criteria is signed
- Privacy policy is signed
- Current copy of each applicant's Driver's License or government issued Identification Card

For those interested in the properties offered by Keystone Real Estate please note the following:

- For the safety of our employees it is our company policy that all individuals must first fill out and submit an application before one of our representatives will show the property. We appreciate your understanding on this matter.
- Please note that our company verifies credit, criminal background, income and rental history.
- Please return application package to Jocelyn Whisnant with Keystone Real Estate via e-mail ([jocelyn@keystonere.net](mailto:jocelyn@keystonere.net)) or via fax (512) 697-0035. If you have any questions please contact Jocelyn at (512) 868-3888.

*Keystone Real Estate  
4000 FM 971  
Georgetown, TX 78626  
(512) 868-3888*

### **Rental Selection Criteria**

Keystone Real Estate uses several criteria when evaluating rental applications. Your application may be denied for the following reasons:

- a) Criminal history
- b) Previous rental history
- c) Current income
- d) Credit history
- e) Failure to provide accurate or complete information on the application form
- f) Any other lawful reason

**Additional security deposit** may be required if any one of the following criteria for the property is not met:

- a) 3 year verifiable rental history or home ownership
- b) 1+ year job history
- c) At least a 650 credit score

Our company has a policy that there can only be a **maximum of 2 roommates**. Should it be a roommate situation (roommate situation is defined as any persons over the age of 18 living together and not married) and only 1 person qualifies on their own, the deposit is one and a half times the regular deposit. If roommates are combining qualifications (income, etc.) to qualify, the deposit is double the regular deposit.

Applicant understands that Keystone Real Estate has Eppinger Management, Inc. process applications and run the credit report.

The maximum vehicle limit is 2 vehicles. There are a few exceptions that will be made for this and those exceptions will need written owner permission.

Thanks,  
The Management  
Keystone Real Estate

Applicant Signature X\_\_\_\_\_ Date\_\_\_\_\_

*Eppinger Management, Inc.  
103 Brenna Circle  
Victoria, Texas 77901  
(361) 570-8934*

## **Privacy Policy for Personal Information of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. 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 the rental 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 this 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 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.

Thanks,  
The Management  
Eppinger Management, Inc.

Applicant Signature X\_\_\_\_\_ Date\_\_\_\_\_



## COMMERCIAL LEASE APPLICATION

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### 1. INDIVIDUAL:

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
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.T.D. ☐ L.L.C. ☐ P.A.  
Other Operating Name or DBA: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_  
Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
Current Landlord or Management Company: \_\_\_\_\_  
Contact & 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:  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Attach or deliver in a secure manner within 5 days after the date of this Application the following:**

- ☐ Balance sheet
- ☐ Income statement
- ☐ Federal income tax returns for the past \_\_\_\_\_ 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.

**Data Security:** If Applicant attaches or delivers nonpublic personal information, like bank account numbers or other financial information, it is recommended that Applicant do so in a secure manner to reduce the risk of fraud or theft.

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

**Applicant:** \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



## 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (name)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ (phone) \_\_\_\_\_ (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: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_