



Mercantile Properties  
 513 North Street  
 Nacogdoches, TX 75961

P: (936) 569-6281 F: (936) 560-3030 E: [mercantilelease@gmail.com](mailto:mercantilelease@gmail.com)

Every occupant over the age of 18 that will be listed on the lease must fill out a separate application. Please fill out completely and sign where indicated

LIKE US ON FACEBOOK AND LEAVE US A COMMENT!

ADDRESS OF PROPERTY	
DESIRED MOVE IN DATE	RENT/DEPOSIT AMOUNT

PERSONAL INFORMATION			
FIRST NAME	MIDDLE NAME	LAST NAME	
SS #	DATE OF BIRTH	DRIVERS LICENSE #	
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	PHONE #: ALT. PHONE #:	EMAIL:	
RENTAL HISTORY			
PRESENT HOME ADDRESS			
MOVE IN DATE   MOVE OUT DATE	LANDLORD	LANDLORD PHONE #	
REASON FOR LEAVING		RENT AMOUNT	
IS YOUR RENT CURRENT	DEPOSIT RETURNED		
PREVIOUS HOME ADDRESS			
MOVE IN DATE   MOVE OUT DATE	LANDLORD	LANDLORD PHONE #	
REASON FOR LEAVING		RENT AMOUNT	
IS YOUR RENT CURRENT	DEPOSIT RETURNED		
PROPOSED OCCUPANTS			
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
PROPOSED PETS			
BREED	NAME	<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	AGE
BREED	NAME	<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	AGE
IS THIS A SERVICE ANIMAL OR DO YOU PLAN TO HAVE THIS ANIMAL CERTIFIED, YOU WILL HAVE TO PROVIDE DOCUMENTATION			<input type="checkbox"/> YES <input type="checkbox"/> NO

VEHICLE INFORMATION				
YEAR	MAKE	MODEL	COLOR	TAG #
YEAR	MAKE	MODEL	COLOR	TAG #
EMPLOYMENT INFORMATION				
CURRENT EMPLOYER	OCCUPATION	SUPERVISOR	PHONE #	
INCOME MONTHLY	ADDRESS			START DATE
CURRENT EMPLOYER	OCCUPATION	SUPERVISOR	PHONE #	
INCOME MONTHLY	ADDRESS			START DATE
EMERGENCY CONTACTS				
NAME	RELATIONSHIP	PHONE	ADDRESS	
NAME	RELATIONSHIP	PHONE	ADDRESS	
APPLICANT QUESTIONNAIRE				
HAVE YOU EVER BEEN SUED FOR BILLS?	HAVE YOU EVER BEEN EVICTED?	HAVE YOU EVER BEEN TAKEN TO COURT BY A LANDLORD?	IS APPLICANT/SPOUSE CURRENTLY IN THE MILITARY?	
HAVE YOU EVER BEEN CONVICTED OF A FELONY?	HAVE YOU EVER BROKEN A LEASE?	IS ANY ONE ON APPLICATION A CONVICTED SEX OFFENDER?	DOES ANY APPLICANT SMOKE?	
ANY CREDIT/SLOW PAY?				

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, and any other source deemed necessary to investigate applicant. All information is true, accurate, and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented.

**ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.**

Applicant understands that this property will not be held without approved application and full deposit paid. The lease must be signed within three days of notice of approval in order to hold the property. If property is held for the tenant and tenant does not fulfill obligation the deposit will not be returned.

There is a \$25.00 NON-REFUNDABLE application fee.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date





### Deposit Information

In order for Mercantile Properties to hold an apartment or house we must have a completed, approved application, the total deposit must be paid, and the lease agreement signed within three days of the date of the application approval. The first month's rent must be paid in full in order to pick up your keys. If you move in after the first of the month this amount will be pro-rated

**WE ARE UNABLE TO HOLD AN APARTMENT WITHOUT AN APPLICATION AND FULL DEPOSIT.**

All properties are cleaned, and routine maintenance is done prior to the tenant's move-in. All other improvements must be cleared with the owner of the property. Unless there is a written agreement from Mercantile Properties all properties will be rented AS IS, with the exception of the above-mentioned items. If you have discussed any other items to be repaired, make sure that they are in writing and signed by a Mercantile Employee at the time of your signing. A verbal statement is not a guarantee that the work can be done.

When you submit a completed application, pay a deposit on an apartment or house and sign a lease agreement it will be taken off of the list and not shown to any other clients. **IF YOU CHANGE YOUR MIND ABOUT TAKING THE PROPERTY, THE DEPOSIT WILL NOT BE REFUNDED.** If for some reason your application is denied, the full deposit that you have paid will be returned to you.

### APPLICATION FEES ARE NOT REFUNDABLE

**By signing below, you agree that you have read and understand the Mercantile Properties Security Deposit Policies.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**

**Lead Warning Statement**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.*

**Lessor's Disclosure**

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_

(ii)  Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) \_\_\_\_\_ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_

(ii)  Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Lessee's Acknowledgment (initial)**

(c) \_\_\_\_\_ Lessee has received copies of all information listed above.

(d) \_\_\_\_\_ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

**Agent's Acknowledgment (initial)**

(e) \_\_\_\_\_ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy** Available upon request:

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



## AGREEMENT FOR APPLICATION DEPOSIT & HOLD ON PROPERTY

1. **Property Address:** \_\_\_\_\_
2. **Application and Deposit:** in addition to the non-refundable application fee described in a residential lease application that the undersigned applicant has submitted to the landlord, applicant has delivered to the landlord an application fee in the amount of \$ \_\_\_\_\_.
3. **Hold:** Landlord will remove the property from the market and will not lease the property to another person if and when the Landlord approves Applicant as a tenant, all deposits are paid, and the lease is signed.

**4. Obligations upon approval or non-approval:**

- A. If landlord approves applicant as a tenant for the property landlord will notify applicant of the approval no later than the 7<sup>th</sup> day after the date of this agreement.
- B. No later than the 2<sup>nd</sup> day after landlord notifies applicant of the approval applicant must sign a written lease for the property with terms described in this agreement.
- C. If landlord does not approve applicant landlord will refund the deposit to the applicant and this agreement will terminate.
- D. If the landlord notifies applicant of approval and applicant fails to sign the lease within the required time landlord will retain the deposit and may lease the property to another person.
- E. If the applicant withdraws applicant's application or breaches this agreement the landlord will retain the application deposit and may lease the property to another person.

5. **Lease Terms:** If landlord approves applicant, Landlord and applicant will enter into a written lease agreement with the following terms.

- A. Commencement Date \_\_\_\_\_ Expiration Date \_\_\_\_\_
- B. Monthly Rent \$ \_\_\_\_\_
- C. Rent is due on the 1<sup>st</sup> and late after the 3<sup>rd</sup>. Initial Late charge is \$20.00 on the 4<sup>th</sup> and \$10.00 per day after until rent is paid in full.
- D. Return Check Charge is \$30.00 and late charges will apply until paid in full.
- E. Pet fines for unauthorized pets are \$20.00 per day.
- F. Trip Charges are f a maintenance order is placed and then the repair person is not allowed access to the property or if there are no problems found, trip charges are \$65.00
- G. Property is accepted in AS-IS condition unless stated otherwise in writing.
- H. Inventory and Condition form is to be returned within 7 days.

**In consideration of the Landlords approval of this application the Tenant(s) agree, if requested by Landlord, to fully cooperate and adjust for clerical errors if deemed necessary or desirable by Landlord.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



**What do I need to bring to apply for the property I want?**

- My completed application
- My proof of one month's income
- Copy of driver's license

**What are the qualifications to rent at Mercantile Properties?**

- I have to make THREE times the amount of rent per month
- I have to have TWO years of GOOD, VERIFIABLE rental history.

**What if I do not qualify on my own?**

- I need a Guarantor (Co-Signer)
- My Guarantor MUST be any family member who makes FOUR times the amount of rent per month

**What do I need from my Guarantor?**

- A completed Guarantors Form
- My Guarantor's proof of income

**What will Mercantile Properties accept as proof of income?**

- One month's worth of paycheck stubs for the most recent month
- Bank statements showing deposits for the most recent month

**If you have any other questions or need any help at all with your application, please contact our office and we are more than happy to help. Happy Renting!**