



Information About Brokerage Services

Texas law requires all real estate licensees 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.

PAT M BUTLER BROKER INC	0510007	pat@cvbroker.com	(979)260-3399
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Clear Vision Brokerage	0510007	pat@cvbroker.com	(979)260-3399
Designated Broker of Firm	License No.	Email	Phone
PAT M BUTLER BROKER INC	0510007	pat@cvbroker.com	(979)260-3399
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Pat M Butler, Broker	0429385	pat@cvbroker.com	(979)260-3399
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

TXR-2501

Clear Vision Brokerage, P.O. Box 4510 Bryan, TX 77805-4510

Pat Butler

Information available at www.trec.texas.gov

IABS 1-0 Date

Phone: (979) 260-3399

Fax: (979) 260-3838

CVB Application

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com



PAT M. BUTLER BROKER INC. d/b/a Clear Vision Brokerage
P.O. Box 4510, Bryan, Tx 77805 Phone: 979-260-3399 Fax: 979-260-3838

General Lease Qualifications Guidelines

CLEAR VISION BROKERAGE PROVIDES LEASING SERVICES TO A VARIETY OF DIFFERENT OWNERS AND EACH HAS THEIR SPECIFIC QUALIFICATIONS. WE HAVE PROVIDED THE FOLLOWING GUIDELINES TO SERVE ONLY AS AN EXAMPLE OF THE MOST COMMONLY FOUND GUIDELINES IN OUR MARKET.

1. Majority Age: You must be of majority age in the state of Texas or have written parental consent, if under the age of 18.
2. Rental History: You must have some type of verifiable rental history with satisfactory payment history for over 6 months. Any previous rental history in a property that is family owned or where the lease was not in your name will not be acceptable as a "qualified reference."
3. Income: You personally, or in combination with all other parties to the lease must have monthly income equal to three times (3x's) the monthly rental amount or produce a guarantor who is acceptable, as per the owner of the property.
4. Occupants: All parties and occupants are advised that no more than two (2) people may occupy any one bedroom in the City of Bryan and no more than 3 unrelated parties reside in any one (1) rental unit (house, duplex, fourplex, condo or apartment) in College Station.
5. Credit: Your most recent credit report, as provided by a reputable provider, must show favorable credit activity over the previous 24 month reporting period. Your application will be denied if you are in default of any loans or other liens incurred by the untimely payment of rent or previous mortgage payments. *If you are denied based solely on your credit, we will provide you detailed contact information and full disclosure about the reasons to the extent we are permitted by law and the terms of the report provider.
6. Fees: All applicants shall be charged a processing fee of not more than **\$25.00 per application and \$15.00 per guarantor** form submitted for approval to the property owner or their representative.

These rental qualification guidelines are provided with every rental application and application packet.

x _____

x _____

x _____

x _____

PAT M. BUTLER, BROKER INC d/b/a Clear Vision Brokerage conducts its business in accordance to all Federal Fair Housing guidelines and does not discriminate based upon color, race, handicap, sex, familial status, national origin, or religion.



RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____
Initial Lease Term Requested: _____ (months)

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.** Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: **This application is required to provide Landlord information about the PROSPECTIVE APPLICANT and their ability to satisfy the "General Qualification Guidelines" as provided within the "application packet" of which this application is part of. COMPLETION AND SUBMISSION OF THIS APPLICATION IS FOR THE SOLE PURPOSE OF PRE-QUALIFICATION.**

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone) _____ (e-mail)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Applicant's Current Address: _____ Apt. No. _____
(city, state, zip)

Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In: _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____
(city, state, zip)

Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Current Employer: _____
Address: _____ (street, city, state, zip)
Supervisor's Name: _____ Phone: _____ Fax: _____
E-mail: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____
Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____
Address: _____ (street, city, state, zip)
Supervisor's Name: _____ Phone: _____ Fax: _____
E-mail: _____
Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo.Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no
If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?	Bite History?
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will any waterbeds or water-filled furniture be on the Property?
<input type="checkbox"/>	<input type="checkbox"/>	Does anyone who will occupy the Property smoke?
<input type="checkbox"/>	<input type="checkbox"/>	Will Applicant maintain renter's insurance?
<input type="checkbox"/>	<input type="checkbox"/>	Is Applicant or Applicant's spouse, even if separated, in military? If yes, is the military person serving under orders limiting the military person's stay to one year or less?
<input type="checkbox"/>	<input type="checkbox"/>	Has Applicant ever: been evicted? been asked to move out by a landlord? breached a lease or rental agreement? filed for bankruptcy? lost property in a foreclosure? had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? been convicted of a crime? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	Is there additional information Applicant wants considered?

Residential Lease Application concerning _____

Additional comments: _____

_____.

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 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.

Fees: Applicant submits a non-refundable fee of \$ 25.00 to Clear Vision Brokerage (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ n/a to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature _____ Date _____

For Landlord's Use:

On _____, _____ (name/initials) notified

Applicant _____ by phone mail e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____



AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

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

The landlord, broker, or landlord's representative is:

PAT M BUTLER BROKER INC d/b/a Clear Vision Brokerage (name)
P.O. Box 4510 (address)
Bryan, Tx 77805-4510 (city, state, zip)
(979)260-3399 (phone) (979)260-3838 (fax)
assistant@cvbroker.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.



PAT M. BUTLER BROKER, INC. d/b/a Clear Vision Brokerage
P.O. Box 4510, Bryan, Tx 77805-4510 Phone: 979-260-3399 Fax: 979-260-3838

Effective April 1, 2008 & Revised April 6, 2019

Privacy Policy for Personal Information
Rental Applicants and Residents

1 **Clear Vision Brokerage** is dedicated to protecting your privacy and the privacy of your personal information, including your Social Security number and/or other governmental identification numbers, such as your driver's license. **Clear Vision Brokerage** follows all federal and state laws regarding the protection of your personal information.

2 **How Information is Collected.** A rental application is required when requesting to schedule an appointment to view a property being marketed FOR LEASE or PRE-LEASE. 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 MAY have been provided to us by a licensed agent / broker, with your written consent (locator services, persons or entities you established an "agency relationship" as defined by TRELA.

3 **How and When Information is Used.** **Clear Vision Brokerage** 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 Clear Vision Brokerage, or a delegated third party such as a "collection agency" that assists with or is contracted to pursue outstanding balances.

4 **How the Information is Protected and Who Has Access.** **Clear Vision Brokerage** has authorized personnel who have access to your Social Security number and/or any other governmental identification numbers. Clear Vision Brokerage's policy is to store for the period of time in which is required of the Broker by law. Once this MANDATORY period has expired all information collected is **DESTROYED** in a manner that ensures that NO person will have access to it. Our disposal method may include physical destruction, shredding of paper documents and obliteration of electronic files containing such information.

5 **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 service you use to furnish you with their privacy policies.**

My signature acknowledges that I have READ and CONSENT to the above Privacy Policy as describe above.

Applicant

Date



RESIDENTIAL LEASE GUARANTY

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A. In consideration for Landlord leasing the Property to Tenant, the undersigned Guarantors guarantee the performance of all Tenants under the lease described below.

Landlord(s): Pat M. Butler, Broker, Inc DBA Clear Vision Brokerage
Tenant(s): _____
Property: _____
Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

B. If any Tenant fails to make any payment under the lease, Guarantors will, upon demand, make such payment to Landlord or Landlord's agent. Payments under the lease include but are not limited to rent, late charges, returned check charges, attorney's fees, repair costs, pet charges, utility charges, reimbursements to Landlord, maintenance charges, charges for property damage, and other costs or charges specified in the lease. If Tenant otherwise breaches the lease, Guarantors will, upon demand: (1) cure the breach as the lease may require of Tenant; or (2) compensate Landlord for Landlord's loss resulting from the breach.

C. This guaranty applies when the lease commences and continues until the lease ends, including any extension or renewal of the lease. The last date on which the renewal of the lease will renew the obligation of Guarantors is _____. Guarantors understand that Guarantors are liable under any renewal of the lease that occurs on or before that date so long as the renewal involves Landlord and Tenant and the financial obligations of Guarantor are not increased. Guarantors waive any rights to receive notice of any acceptance, modification, amendment, extension, renewal, or breach of the lease other than as that notice may pertain to this paragraph.

D. Guarantors are jointly and severally liable for all provisions of this guaranty.

E. Any person who is a prevailing party in any legal proceeding brought under or related to this guaranty is entitled to recover attorney's fees from the non-prevailing party.

F. Guarantors will will not submit (as Page 2 of this document) an application which authorizes Landlord or Landlord's agent to verify information related to Guarantors' creditworthiness.

G. Special Provisions:

EXAMPLE ONLY - PLEASE DO NOT COMPLETE OR SIGN!

Guarantors may request a copy of the lease from the Tenant or the broker to the lease.

Guarantor's Signature Date Guarantor's Signature Date

Printed Name Printed Name



APPLICATION FOR GUARANTOR OF RESIDENTIAL LEASE

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This application relates to the following described lease:

Landlord(s): Pat M. Butler, Broker, Inc DBA Clear Vision Brokerage
Tenant(s): _____
Property: _____
Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

(1) Guarantor's name (first, middle, last): _____
Address: _____
E-mail: _____ Home Phone: _____
Work Phone: _____ Mobile/Pager: _____
Soc. Sec. No.: _____ Driver License No.: _____ in _____ (state)
Date of Birth: _____ Height: _____ Weight: _____ Eye Color: _____
Hair Color: _____ Marital Status: _____ Citizenship: _____ (country)
Employer: _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____ Fax: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

(2) Guarantor's name (first, middle, last): _____
Address: _____
E-mail: _____ Home Phone: _____
Work Phone: _____ Mobile/Pager: _____
Soc. Sec. No.: _____ Driver License No.: _____ in _____ (state)
Date of Birth: _____ Height: _____ Weight: _____ Eye Color: _____
Hair Color: _____ Marital Status: _____ Citizenship: _____ (country)
Employer: _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____ Fax: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Guarantors submit the following non-refundable fee(s) for processing and reviewing this application:
\$ **15.00** for (1) Guarantor and \$ **15.00** for (2) Guarantor.

Guarantors authorize Landlord and Landlord's agents to obtain a copy of Guarantors' consumer or credit reports and to verify relevant information related to each Guarantor's creditworthiness from banks, creditors, employers, existing and previous landlords, and other persons.

Note: Landlord's broker maintains a privacy policy that is available upon request.

Guarantor's Signature Date

Guarantor's Signature Date