

Bailey Properties, LLC dba VLM Leasing and Management

410 W. 7th Street CU#40 Tulsa, OK 74119
(918) 494-2600

Lease Application

www.vlmleasing.com
info@vlmleasing.com

Any property condition or term changes must be made in writing at time of Lease Application and attached hereto.

RENTAL/LEASE PROPERTY INFORMATION

Property Address: 1319 1/2 S. Saint Louis Avenue Tulsa, OK 74120
Requested Lease Start Date:
Processing Fee: \$40 per single applicant payable in cash or certified funds at time of application. Fee is NOT REFUNDABLE.
Reserve Property Fee: \$1,400.00, in consideration for reserving and holding the property off market a Reserve Property Fee shall be payable in cash or certified fund either at time of application or within 24hrs of approval. The Reserve Property Fee shall NOT BE RFUNDED if the Lease Application is approved and applicant(s) fails to sign a lease and take possession of the Property.
Security Deposit: \$1,400.00 payable in cash or certified funds upon approval of Lease Application.
Rent Amount: \$1,500.00 payable in cash or certified funds before or at time of possession.
Garage Remote Deposit: \$0.00 payable in cash or certified funds before or at time of possession, \$100 per remote.
Pet Fee: \$ payable in cash or certified funds at time of possession, \$250 per approved pet. NOT REFUNDABLE.

NOTICE: The Property is offered for lease without regard to sex, race, religion, color, age, handicap, familial status, or national origin.

APPLICANT INFORMATION

A COPY OF PHOTO IDENTIFICATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH THIS APPLICATION

Print Name in full Soc Sec.#
Driver's License # Date of Birth Photo ID Yes No
Mobile # Email

RESIDENCE HISTORY FOR PAST TWO YEARS

Present Address Rent/Mortgage Pmt.\$
City State Zip How Long? Years Months
Present Landlord/Mortgage Co. Phone
Reason for Leaving Notice Given Yes No # Days
Previous Address Rent/Mortgage Pmt.\$
City State Zip How Long? Years Months
Previous Landlord/Mortgage Co. Phone
Reason for Leaving Notice Given Yes No # Days

EMPLOYMENT HISTORY

Employer Phone How Long
Address Position
Supervisor Supervisor Phone Net Monthly Income
Previous Employer Phone How Long
Position Net Monthly Income
Other Income? Yes No Net Monthly Provable Yes No

If self-employed or employed less than 1 year at current. 2 years of tax returns and 1 year of bank statements are required.

Do you have a checking/savings account? Yes No If yes, name of bank

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Have you ever:

Filed for bankruptcy? [ ] Yes [ ] No If yes, Date of Discharge? \_\_\_\_\_

Been evicted? [ ] Yes [ ] No If yes, what year? \_\_\_\_\_ # of times? \_\_\_\_\_

Broken a lease? [ ] Yes [ ] No If yes, # of times? \_\_\_\_\_ Reason? \_\_\_\_\_

Been convicted of a felony? [ ] Yes [ ] No If yes, what year? \_\_\_\_\_ Convicted for? \_\_\_\_\_

# of conviction(s) \_\_\_\_\_ On probation/parole? [ ] Yes [ ] No Remaining time? \_\_\_\_\_ years \_\_\_\_\_ months

Been sued for non-payment of rent? [ ] Yes [ ] No If yes, what year? \_\_\_\_\_ # of times? \_\_\_\_\_

Is judgement satisfactory? [ ] Yes [ ] No Balance remaining [ ] Yes [ ] No. Amount \$ \_\_\_\_\_

Been sued for damage to a rental property? [ ] Yes [ ] No If yes, what year? \_\_\_\_\_ # of times? \_\_\_\_\_

Is judgement satisfactory? [ ] Yes [ ] No. Balance remaining [ ] Yes [ ] No Amount \$ \_\_\_\_\_

Explain any yes listed above: \_\_\_\_\_

Person References (people or friends who have visited you in your current residence). NO RELATIVES

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Can be reached using Phone # \_\_\_\_\_ between \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Can be reached using Phone # \_\_\_\_\_ between \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:
(Must not be co-applicant or another occupant)

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

CO-APPLICANT INFORMATION

A COPY OF PHOTO IDENTIFICATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH THIS APPLICATION

Print Name in full \_\_\_\_\_ Soc Sec.# \_\_\_\_\_

Driver's License # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Photo ID [ ] Yes [ ] No

Mobile # \_\_\_\_\_ Email \_\_\_\_\_

RESIDENCE HISTORY FOR PAST TWO YEARS

Present Address \_\_\_\_\_ (if different) Rent/Mortgage Pmt.\$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Present Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Notice Given [ ] Yes [ ] No \_\_\_\_\_ # Days

Previous Address \_\_\_\_\_ Rent/Mortgage Pmt.\$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Previous Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Notice Given [ ] Yes [ ] No \_\_\_\_\_ # Days

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Supervisor Supervisor Phone Net Monthly Income
Previous Employer Phone How Long
Position Net Monthly Income
Other Income? Yes No Net Monthly Provable Yes No

If self-employed or employed less than 1 year at current. 2 years of tax returns and 1 year of bank statements are required.

Do you have a checking/savings account? Yes No If yes, name of bank

Have you ever:

Filed for bankruptcy? Yes No If yes, Date of Discharge?
Been evicted? Yes No If yes, what year? # of times?
Broken a lease Yes No # of times? Reason?
Been convicted of a felony? Yes No If yes, what year? Convicted for?
# of conviction(s) On probation/parole? Yes No Remaining time? years months
Been sued for non-payment of rent? Yes No If yes, what year? # of times?
Is judgement satisfactory? Yes No Balance remaining Yes No Amount \$
Been sued for damage to a rental property? Yes No If yes, what year? # of times?
Is judgement satisfactory? Yes No Balance remaining Yes No Amount \$

Explain any yes listed above:

Person References (people or friends who have visited you in your current residence). NO RELATIVES

Name Relationship
Can be reached using Phone # between a.m. and p.m.
Name Relationship
Can be reached using Phone # between a.m. and p.m.

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:
(Must not be co-applicant or another occupant)

Name Phone # Relationship

OTHER INFORMATION

List name, age, and relationship of occupants other than Applicant and Co-Applicant

Table with 3 columns: NAME, AGE, RELATIONSHIP

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<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____

*NO other individuals shall occupy the Property other than those named above.*

**Pets:**  Yes  No. If yes, how many? \_\_\_\_\_ what kind? \_\_\_\_\_

Name \_\_\_\_\_ Breed \_\_\_\_\_ weight \_\_\_\_\_ lbs \_\_\_\_\_ age \_\_\_\_\_ color \_\_\_\_\_

Neutered:  Yes  No Indoor  Outdoor

Name \_\_\_\_\_ Breed \_\_\_\_\_ weight \_\_\_\_\_ lbs \_\_\_\_\_ age \_\_\_\_\_ color \_\_\_\_\_

Neutered:  Yes  No Indoor  Outdoor

**Service/Assistance Animal:**  Yes  No if yes, what kind? \_\_\_\_\_

Name \_\_\_\_\_ Breed \_\_\_\_\_ weight \_\_\_\_\_ lbs \_\_\_\_\_ age \_\_\_\_\_ color \_\_\_\_\_

Neutered:  Yes  No Indoor  Outdoor

**NOTICE:** Unless the Applicant, Co-Applicant or other occupant(s) has a disability or disability-related need for an assistance animal that is readily apparent, you may be requested to provide reliable supporting documentation that (1) is necessary to verify that the person meets the definition of disability pursuant to the Fair Housing Act, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability and the need for the requested accommodation. Notwithstanding the absence of an additional deposit for a service/assistance animal, a tenant shall be responsible for any damage caused by the animal.

Will any person that smoke or vape occupy the property:  Yes  No

**NOTICE:** Smoking, including tobacco and marijuana, and vaping or any use of e-cigarettes on the interior of the property is not permitted, and should such occur by Tenant or Tenant's guest, Tenant shall be responsible for the cost of having Property painted, walls washed, interior deodorized, air ducts and filters cleaned, and carpets and draperies professionally cleaned, and any other cost to repair any other damage. If smoking or vaping occurs it could be cause for issuance of an eviction notice. Tenant shall not grow or cultivate marijuana on the interior (for any reason) or exterior (only with written permission and proof of valid OMMA ID) of the Property. Tenant shall not sell or distribute marijuana, or products containing marijuana, at the property. If Tenant or Tenant's guests engage in such activities, Tenant will be subject to eviction and liable for any damages.

Do you have Tenant's Homeowner's Insurance Coverage?  Yes  No if so, what is the name and policy number of insurance

Company \_\_\_\_\_ Policy # \_\_\_\_\_

<u>MAKE/MODEL</u>	<u>YEAR</u>	<u>TAG NUMBER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will trailers, boats, motorcycles, motor homes or commercial vehicles be stored at property?  Yes  No if yes, List \_\_\_\_\_

Describe water-filled furniture you want to have in the property \_\_\_\_\_

**NOTICE:** 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 taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants also must receive a Federally approved pamphlet on lead poisoning prevention.

- 1) If knowledge, reports or records exist of lead-based paint, a lead-based based disclosure and pamphlet will be provided with Lease Application.
- 2) If NO reports, NO records or NO knowledge of lead-based paint, a lead-based based disclosure and pamphlet will be provided at possession.

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DISCLOSURE TO TENANT OF BROKERAGE DUTIES, RESPONSIBILITIES AND SERVICES

1. Duties and Responsibilities. A Broker who provides brokerage services to one or both Parties shall describe and disclose in writing the Broker's duties and responsibilities prior to the Party or Parties signing a contract to sell, purchase, lease, option, or exchange real estate.

A Broker shall have the following duties and responsibilities which are mandatory and may not be abrogated or waived by a Broker, whether working with one Party, or working with both Parties:

- A. treat all Parties to the transaction with honesty and exercise reasonable skill and care;
B. unless specifically waived in writing by a Party to the transaction:
1) receive all written offer and counteroffers;
2) reduce offers or counteroffers to a written form upon request of any Party to a transaction; and
3) present timely all written offers and counteroffers.
C. inform, in writing, the Party for whom the Broker is providing brokerage services when an offer is made that the Party will be expected to pay certain closing costs, brokerage service costs and the approximate amount of the costs;
D. keep the Party for whom the Broker is providing brokerage services informed regarding the transaction;
E. timely account for all money and property received by the Broker;
F. keep confidential information received from a Party or prospective Party confidential. The confidential information shall not be disclosed by a Broker without the consent of the Party disclosing the information unless consent to the disclosure is granted in writing by the Party or prospective Party disclosing the information, the disclosure is required by law, or the information is made public or becomes public as the result of actions from a source other than the Broker. The following information shall be considered confidential and shall be the only information considered confidential in a transaction:
1) that a Party or prospective Party is willing to pay more or accept less than what is being offered,
2) that a Party or prospective Party is willing to agree to financing terms that are different from those offered,
3) the motivating factors of the Party or prospective Party purchasing, selling, optioning or exchanging the property, and
4) information specifically designated as confidential by a Party unless such information is public.
G. disclose information pertaining to the Property as required by Residential Property Condition Disclosure Act;
H. comply with all requirements of the Oklahoma Real Estate Code and all applicable statutes and rules;
I. when working with one Party or both Parties to a transaction, the duties and responsibilities set forth in this section shall remain in place for both Parties.

2. Brokerage Services provided to both Parties to the transaction. The Oklahoma Broker Relationships Law (Title 59, Oklahoma Statutes, Section 858-351 - 858-363) allows a real estate Firm to provide brokerage services to both Parties to the transaction. This could occur when a Firm has contracted with a Owner/Landlord to lease a property and a prospective Tenant contacts that same Firm to see the property. If the prospective Tenant wants to make an offer on the property, the Firm must now provide a written notice to both the Buyer and Seller that the Firm is now providing brokerage services to both Parties to the transaction. The law states that there are mandatory duties and responsibilities that must be performed by the broker for each Party. When a Broker provides brokerage services to a landlord under a property management agreement, the services provided to the Tenant by the Broker shall not be construed as creating a broker relationship with the Broker and the Tenant unless otherwise agreed to in writing; however, the Broker owes to the tenant the duties of honesty and exercising reasonable skill and care.

3. Broker providing fewer services. If a Broker intends to provide fewer brokerage services than those required to complete a transaction, the Broker shall provide written disclosure to the Party for whom the Broker is providing services. The disclosure shall include a description of those steps in the transaction that the Broker will not provide and state that the Broker assisting the other Party in the transaction is not required to provide assistance with these steps in any manner.

4. Confirmation of disclosure of duties and responsibilities. The duties and responsibilities disclosed by the Broker shall be confirmed in writing by each Party in a separate provision, incorporated in or attached to the contract to sell, purchase, lease, option or exchange real estate.

I understand and acknowledge that I have received this notice on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

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**APPLICANT(S) ACHNOWLEDGEMENT/AGREEMENT AND AUTHORIZATION**

Applicant(s) represents that all of the above statements are true and complete and authorizes verification of all of the above information by all means available, including employment, personal reference, credit records, public records, current and previous property owners, and criminal records by the Owner and/or Owner’s Broker. Applicant(s) authorizes all parties from whom such information is requested to release the information without giving me prior notice of such. I hereby release and agree to hold harmless the Owner, Owner’s Broker, and all parties requesting or releasing such information from any and all claims, demands or liabilities arising out of or related to the investigation and release of such information.

Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Owner, at the Owner’s option, to terminate the Lease and demand you vacate the Property. Further, Applicant(s) expressly authorizes Owner and/or Owner’s Broker (including a collection agency) to obtain Applicant(s) consumer credit report, which Owner and/or Owner’s Broker may use if attempting to collect past due rent payments, late fees or other charges from Applicant(s) both during the term of the Lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by Owner and/or Owner’s Broker whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or Owner’s Broker will release information concerning the Owner’s experience with Applicant(s) as an Applicant/Tenant(s).

Applicant(s) understand and agrees that this Lease Application will not be processed without the “Processing Fee” set out in Rental/Lease Property Information Section. Applicant(s) further agrees and understands that this Processing Fee will **NOT BE REFUNDED** regardless of whether Owner and/or Owner’s Broker accepts this Lease Application for lease of the Property **and the Reserve Property Fee shall NOT BE REFUNDED if the Lease Application is approved and Applicant(s) fails to sign a Lease and take possession of the Property.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Co-Applicant’s Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

The undersigned Broker acknowledges receipt of the non-refundable Processing Fee.

Broker’s Signature \_\_\_\_\_

Date \_\_\_\_\_