



Gaines Real Estate Company

A Licensed Real Estate Broker

Investment Real Estate Marketing and Management

APPLICANT INFORMATION		
	Applicant	Co-Applicant
Applicant's Name		
Home Address		
City, State and Zip Code		
Driver's License Number		
Social Security Number		
Date of Birth		
Telephone Number		
Email or Fax Number		

BANK INFORMATION		
	Applicant	Co-Applicant
Bank Name		
Account Number		
Telephone Number		
Bank Representative		

PROPERTY TO LEASE	
Property Name & City	
Suite Number	

CURRENT LOCATION	
Address	
City, State and Zip Code	
Landlord	
Landlord Phone Number	
Current Rent	

EMERGENCY CONTACT INFORMATION		
Emergency Contact:		Phone:
Emergency Contact:		Phone:

I, (We) hereby authorize you to make credit, employment and prior habitation inquiries in order to verify that I (We) are acceptable as Tenants.

Applicant's Signature _____ Date _____

Co Applicant's Signature _____ Date _____

Please note that there is a \$100.00 non-refundable credit application fee. Also note that we may request additional or more detailed information to determine your financial capability. Gaines Real Estate Company has a privacy policy on file to protect your data. Your personal information is viewed only by authorized persons.



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Letter of Intent to Lease

Date: _____

Landlord: _____

Tenant: _____

Property Address: _____

Suite No.: _____

Size: _____

Rent: _____

NNN Expenses: _____

Term of Lease: _____

Use: _____

Security Deposit: _____

Lease Commencement: _____

Landlord Finish out: _____

Tenant Finish out: _____

Broker: _____

Commission: _____

Comments:

_____ offered by

_____ accepted by

Version 5/13/15



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.

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.

Gaines Real Estate Company	475170		
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Andrew Gaines	631345	andrew@gainesrealestate.com	214-637-1515
Sales Agent/Associate’s Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials _____ Date _____

TENANT CONTACT INFORMATION FORM

Date Prepared: _____

TENANT INFORMATION

Name of Tenant: _____

Business Address: _____

Business Phone Number: _____

Business FAX Phone Number: _____

Business E-mail Address: _____

OWNER INFORMATION

Owner's Name: _____

Owner's Home Address: _____

Owner's Home Phone Number: _____

Owner's Cell Phone Number: _____

Owner's E-mail Address: _____

MAILING ADDRESS FOR ALL CORRESPONDENCE:

ADDITIONAL and/or EMERGENCY CONTACTS

Name: _____ Title: _____

Cell Phone Number: _____

Name: _____ Title: _____

Cell Phone Number: _____

Please complete and return or fax to:

Gaines Real Estate Company
P.O. Box 670573, Dallas TX 75367
Tel. (214) 637-1515
andrew@gainesrealestate.com