




2029 TRAWOOD, EL PASO, TX 79935

OFFICE: (915)772-9177 EMAIL: DKDRENTS@AOL.COM FAX: (915)850-0604

WEBSITE: WWW.DKDRENTALS.COM

REQUIREMENTS FOR APPLICATION PROCESS AND QUALIFICATION

1. COMPLETE ENTIRE APPLICATION, SIGN AND DATE WHERE INDICATED. APPLICATION WILL NOT BE PROCESSED IF NOT SIGNED BY APPLICANT.
2. **ANYONE** AGE 18 YRS AND OVER **MUST** COMPLETE A SEPARATE APPLICATION AND PAY A NON-REFUNDABLE \$25 APPLICATION FEE PER APPLICANT.
3. NON-REFUNDABLE \$25 APPLICATION FEE MUST BE PAID TO DKD ASSOCIATES, INC. IN THE FORM OF CASH OR MONEY ORDER, BEFORE THE APPLICATION WILL BE PROCESSED.
4. **WE DO NOT ACCEPT CO-SIGNERS.**
5. ID MUST BE PROVIDED UPON REQUEST TO SHOW PROOF OF IDENTITY.
6. ALL APPLICANTS MUST HAVE A SOCIAL SECURITY NUMBER IN ORDER TO PROCESS AN APPLICATION.
7. A CREDIT REPORT, CRIMINAL BACKGROUND, EVICTION AND RENTAL HISTORY REPORT WILL BE RUN, REVIEWED, AND THE OUTCOME WILL BE THE SOURCE FOR QUALIFICATION.
8. ANYONE OWING RENTAL RELATED COMPANIES WILL BE **TURNED DOWN.**
9. ANYONE WITH JUDGEMENTS FOR EVICTIONS WILL BE **TURNED DOWN.**
10. APPLICATION MUST CONTAIN VERIFIABLE RENTAL HISTORY AND EMPLOYEMENT.
11. ALL EMPLOYED APPLICANTS MUST GIVE VERIFIABLE EMPLOYMENT IN EL PASO COUNTY OR STATIONED IN FORT BLISS/BIGGS AIR FIELD.
12. APPLICANT(S) NET INCOME MUST BE A MINIMUM OF 3 TIMES THE PERSPECTIVE RENT AMOUNT. APPLICANT(S) MUST PROVIDE PROOF OF NET INCOME THROUGH MOST RECENT PAYCHECK STUBS AND/OR A YTD SUMMARY.
13. SELF-EMPLOYED APPLICANTS MUST PROVIDE PROOF OF INCOME IN THE FORM OF W-2, 1099 OR TAX RETURN OF THE MOST CURRENT YEAR AND MUST BE APPROVED BY PROPERTY MANAGERS (**BANK ACCOUNT STATEMENTS ARE NOT CONSIDERED PROOF**)
14. APPLICANTS MUST BRING PROOF OF ALL DISABILITY, RETIREMENT, SOCIAL SECURITY AND CHILD SUPPORT INCOME DOCUMENTS. IF NOT PROVIDED, INCOME WILL NOT BE CONSIDERED (**BANK ACCOUNT STATEMENTS ARE NOT CONSIDERED PROOF**)
15. **PET RULES ARE AS FOLLOWS:**
 - a. ALL PETS MUST BE **DISCLOSED** ON APPLICATION WHEN APPLICATION IS SUBMITTED.
 - b. DEPENDING ON THE PROPERTY YOU ARE APPLYING FOR, HOMEOWNERS APPROVAL OF PETS WILL HAVE TO BE CONFIRMED.
 - c. **ONCE APPROVED BY HOMEOWNER, PET DEPOSIT OF \$250 PER PET WILL NEED TO BE PAID BEFORE YOU MOVE INTO THE PROPERTY.**
 - d. **IF PET IS DISCLOSED AFTER APPLICATION OR AFTER CONTRACT IS SIGNED, PET WILL NOT BE AUTHORIZED TO BE ON PROPERTY BECAUSE NO APPROVAL WAS GIVEN.**
16.  "WE SUPPORT OUR TROOPS" – OUR RESIDENTIAL LEASES HAVE A MILITARY CLAUSE AND WE WAIVE THE APPLICATION FEE FOR ACTIVE/RETIRED MILITARY.

IF YOU HAVE ANY QUESTIONS REGARDING THE QUALIFICATIONS OR APPLICATION PROCESS, THEY WILL NEED TO BE DISCUSSED WITH PROPERTY MANAGERS, **NOT** THE OFFICE STAFF.

APPLICANT

DATE

Received on _____ (date) at _____ (time)



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 ☐ has ☐ has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person 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: _____

_____.

Applicant was referred to Landlord by:

☒ Real estate agent **FERNANDO ZULUAGA** (name) **(915)772-9177** (phone) **DKDRENTS@AOL.COM** (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 _____

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

Name and Relationship: _____
Address: _____
City: _____ State: _____ Zip Code: _____
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: _____

Residential Lease Application concerning _____

Applicant's Previous 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 Current Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ 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)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo. Payment
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Will any animals (dogs, cats, birds, reptiles, fish, and other animals) be kept on the Property? ☐ yes ☐ no

If yes, list all animals to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<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

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

Will Applicant maintain renter's insurance?

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?

Residential Lease Application concerning _____

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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?

been convicted of a crime? If yes, provide the location, year, and type of conviction below.

Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.

had any credit problems, slow-pays or delinquencies? If yes, provide more information below.

Is there additional information Applicant wants considered?

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 DKD ASSOCIATES, INC. (entity or individual) for processing and reviewing this application. Applicant ☐ submits ☒ will not submit an application deposit of \$ -0- 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.
- (4) Applicant is responsible for any costs associated with obtaining information.

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:

_____	DKD ASSOCIATES, INC.	_____	(name)
_____	2029 TRAWOOD	_____	(address)
_____	EL PASO, TEXAS 79935	_____	(city, state, zip)
_____	(915)772-9177	_____	(phone)
_____	_____	(915)850-0604	(fax)
_____	DKDRENTS@AOL.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.



I (we) certify that all of the information given is true and complete. By signing below, I (we) authorize DKD Associates, Inc. to make inquiries of my (our) credit through the Experian website and/or my (our) employer(s), and other references that have been supplied on the Residential Lease Application.

I (we) understand that if I am (we are) found to be qualified to rent the property and have paid the security deposit but then chose to decline to rent the property, my (our) security deposit will be refunded, **LESS** the daily rental rate for each day that elapses from the date that I was (we were) approved to the date that I (we) declined to rent the property. These charges are taken as liquidated damages.

I (we) understand that once approved, the security deposit will only be accepted in the form of **Money Order, Cashiers Check or Cash.**

I (we) understand that until the security deposit is paid in full, the property will continue to remain on the market.

Signature of Applicant _____

Signature of Co-Applicant _____

Property Manager _____

Date: _____