BEFORE YOU BEGIN:

Please be prepared to pay a non-refundable application fee of $60.00 when submitting this application via credit or debit card. The payment processing system does not accept American Express or prepaid cards.

Each applicant and guarantor over the age of 18 must submit a separate rental application and pay a separate application fee.

Application fees are not refundable. However, you may use your application for any property listed with Doors Management & Leasing, and it is valid for up to 90 days.

As part of this rental application, you will also be required to provide the following:

- A color copy of a valid, government-issued photo ID
- Proof of income
- 3 years of residential history, including contact information for your rental references

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.

We process complete applications on a first-come, first-served basis. We must receive all applications from prospective tenants and required guarantors, along with the required documentation, to consider them complete.

Please do not submit an application until you have contacted a Doors Management & Leasing agent.

If applications are approved, you must pay the holding deposit within 24 hours of approval or as stated in the approval letter.

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APPLICATION AGREEMENT & AUTHORIZATION

Each applicant and guarantor will execute the following Application Agreement and Authorization prior to the execution of the Lease. Some sections below may not yet apply to your situation, but may become applicable before a Lease is executed. By applying, you acknowledge that you have reviewed and accept the terms of this Agreement. Prospective tenants and guarantors should review all documents and disclaimers available on our website at the following link: https://www.doorslubbock.com/forms-resources

DEFINED TERMS

- **APPLICANT** – A person who submits an application to lease the Property, including individual applicants and co-applicants. An Applicant does not include a Guarantor.
- **TENANT** – An Applicant who is approved and executes a Lease for the Property.
- **GUARANTOR** – A person who agrees to guarantee the obligations of one or more Tenants under a separate Lease Guaranty. A Guarantor is not a Tenant.
- **APPLICATION FEE** – A non-refundable fee required from each Applicant and Guarantor to cover the cost of application processing and screening.
- **HOLDING DEPOSIT** – A payment required after application approval to maintain the conditional reservation of the Property while the Lease is being prepared and executed. A Holding Deposit is not a Security Deposit and does not grant possession or create a tenancy. The terms governing the Holding Deposit are outlined in the Holding Deposit section of this Agreement.
- **SECURITY DEPOSIT** – A deposit governed by the Texas Property Code that is held to secure performance under the Lease, including payment of rent and damages beyond normal wear and tear. The Security Deposit is due and payable in accordance with the Lease and may be satisfied by conversion of the Holding Deposit where applicable. It is separate from and not replaced by a Holding Deposit unless expressly provided in this Agreement or an applicable addendum.
- **REQUIRED LIABILITY INSURANCE** – Personal liability insurance maintained by the Tenant that meets the minimum requirements as specified in the Lease (typically $100,000 in coverage). Tenant must maintain continuous coverage throughout the Lease term and provide acceptable proof of coverage as required. **All Tenants must be listed on the liability insurance policy.**
- **LLIP (LANDLORD'S LIABILITY INSURANCE PROGRAM)** – Limited liability coverage obtained by Doors Management & Leasing if Tenant fails to provide acceptable proof of Required Liability Insurance. **Acceptable proof of coverage includes all Tenants listed on the liability insurance policy.**

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FRAUD/PAYMENT SECURITY - For security purposes, banking information must not be transmitted via email and must be submitted through secure platforms.

TENANT SELECTION CRITERIA AND GROUNDS FOR DENIAL - Before submitting an application or paying any fee or deposit, you have the right to review our Tenant Selection Criteria, which explains grounds for denial. These Tenant Selection Criteria are being provided to you as required by the Texas Property Code §92.3515. The criteria below outline the basis on which the Landlord, through its property manager (Doors Management & Leasing), will decide whether to lease the property. Based on the information you provide, the Landlord may deny your application or take other adverse actions, which may include (but are not limited to):

- Requiring a guarantor;
- Requiring an additional deposit;
- Charging a higher rent than for another applicant

If your application is denied or if any adverse action is taken based on information obtained from a credit report or credit score, you will be notified in accordance with the Fair Credit Reporting Act.

Tenant Selection Criteria are listed below and also available on our website under the Forms and Resources tab. Applicants may be denied based on one or more of the following:

1. **CRIMINAL BACKGROUND** – A criminal background check will be performed using the information you provide in the Lease Application. The nature, severity, and recency of offenses may influence the Landlord's decision.
2. **PREVIOUS RENTAL HISTORY** – Previous rental history will be verified using the contact information you provide. Inaccurate, incomplete, or unverifiable information—or negative references—may impact the Landlord's decision. Other criteria that could lead to denial include evictions, lease violations, or unpaid rent.
3. **INCOME VERIFICATION** – Applicants must have a combined gross verifiable household income of at least three (3) times the monthly rent. Applicants may be required to provide documentation verifying the income stated in their applications.
4. **CREDIT HISTORY** – A credit report will be obtained from a Credit Reporting Agency (CRA). Creditworthiness—including payment history, outstanding obligations, and score—may influence the leasing decision. If your application is denied based on credit information, you will be notified.
5. **ACCURACY OF INFORMATION** – Inaccurate or unverifiable information in your application may result in denial.

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LEASE APPROVAL, SIGNING DEADLINES, AND MOVE-IN REQUIREMENTS - We aim to make the approval process smooth and transparent. The information below explains how we notify you and what steps to follow.

1. **LEASE INFORMATION** – The Lease will be the current Texas Realtors® Residential Lease.
2. **APPROVAL** – If your application is approved, Doors Management & Leasing will send a written notice of approval by email and/or text message using the contact information you provided on your application. The approval notice is considered delivered when we send it, not when you open or read it. You are responsible for monitoring the contact information you provide.
   All approved applicants must sign the Lease within three (3) calendar days after the approval notice is sent. If the deadline falls on a weekend or holiday, it automatically extends to the next business day. Notice sent to any one applicant is considered notice to all co-applicants.
   The Holding Deposit must be paid within the timeframe stated in the approval notice (generally within 24 hours). Upon receipt of the Holding Deposit, Doors Management & Leasing will provide the Lease for execution by all approved Applicants. After all approved Applicants have signed the Lease, Doors Management & Leasing will execute the Lease on behalf of the Landlord.
3. **FAILURE TO SIGN AFTER APPROVAL** – Unless authorized otherwise in writing, all approved applicants must sign the Lease within three (3) calendar days after the approval notice is sent, as described in the Approval section above. If you fail to sign within the required timeframe, your application will be withdrawn, and any Holding Deposit paid will be retained as non-refundable liquidated damages.
4. **EXTENSIONS** – Deadlines falling on weekends or holidays extend to the next business day.
5. **SECURING THE PROPERTY** – Upon application approval, the Property will be designated as APPLICATION PENDING and conditionally reserved for the approved Applicant(s), subject to timely payment of the Holding Deposit and execution of the Lease. The Property will remain in APPLICATION PENDING status until the Holding Deposit is received and the Lease is fully executed by all parties. Once both requirements are satisfied, the Property will be removed from marketing. If Applicant fails to meet the required deadlines, the conditional reservation may be canceled, and the Property may be made available to other applicants.
6. **KEYS** – Keys or access devices will be provided only after all documents are signed, all payments are made, proof of required insurance is provided, and proof that utilities have been transferred into the tenant's name, when required. Utilities must be transferred into the tenant's name prior to possession when required by the Lease. Failure to complete all utility transfers may delay possession.
7. **APPLICATION SUBMISSION** – Submission does not guarantee approval.

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8. **MARKETING MATERIALS** – Images may represent sample units.
9. **NOTICES** – Notice to or from one applicant is notice to all.

HOLDING DEPOSIT – Upon approval of an application, Applicant is required to pay a Holding Deposit to maintain the conditional reservation of the Property while the Lease is being prepared and executed. The Property will remain in APPLICATION PENDING status until the Holding Deposit is received and the Lease is fully executed by all parties.

1. **PURPOSE AND LEGAL EFFECT** – A Holding Deposit is a payment required after application approval and prior to lease execution and possession. The Holding Deposit is not a security deposit as defined by §92.102 of the Texas Property Code and does not grant possession or create a tenancy.
2. **TIMING OF PAYMENT** – The Holding Deposit must be paid within the timeframe stated in the approval notice (generally within 24 hours). Failure to pay the Holding Deposit in a timely manner may result in the withdrawal of approval and the continued marketing of the Property.
3. **APPLICATION DENIAL** – If an application is denied, no Holding Deposit will be required or collected. Application Fees remain non-refundable.
4. **NON-REFUNDABILITY AFTER APPROVAL** – Upon receipt of the Holding Deposit following application approval, the Holding Deposit becomes non-refundable, except as otherwise required by applicable law. If Applicant withdraws, fails or refuses to execute the Lease within the required timeframe, or fails to take possession of the Property for reasons not attributable to Landlord, the Holding Deposit may be retained by Landlord as liquidated damages for lost marketing time and administrative costs, subject to applicable law.
5. **RESERVATION OF PROPERTY AND LEASE STATUS** – Upon application approval, the Property will be designated as APPLICATION PENDING and conditionally reserved for Applicant, provided Applicant timely pays the required Holding Deposit and executes the Lease within the deadlines established in this Agreement.
   The Property will be removed from marketing once the Holding Deposit has been received and the Lease has been fully executed by all parties.
   Payment of the Holding Deposit does not create a tenancy or grant possession of the Property. Possession will not be delivered until all required move-in conditions have been satisfied, including payment of all required amounts, proof of lease-required liability insurance, and, if applicable, proof of utility transfers.
6. **CONVERSION TO SECURITY DEPOSIT** – Once Applicant executes the Lease and timely takes possession of the Property, the Holding Deposit will automatically convert to the Security Deposit required under the Lease and will thereafter be governed by the Lease and applicable Texas law.

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7. **APPROVAL NOTICE AND DEADLINES** – Approval notices will be sent by email and/or text using the contact information provided. All deadlines run from the time the notice is sent, not when it is opened or read. Applicant is responsible for monitoring all provided contact methods.

SECURITY DEPOSIT ALTERNATIVE - In some cases, an approved security deposit alternative program may be offered in lieu of a traditional security deposit. If such a program is used:

- A Holding Deposit may not be required
- The property will not be considered secured until all program enrollment requirements and lease execution requirements are completed
- Failure to complete enrollment may result in cancellation of approval

GUARANTOR APPLICATION REQUIREMENTS

1. **APPLICATION AND SCREENING** – Each Guarantor must submit a separate application through AppFolio, pay the required non-refundable Application Fee, and complete the screening and approval process established by Doors Management & Leasing.
2. **ACCURACY OF INFORMATION** – Guarantor represents that all information provided in the application is accurate and complete and authorizes verification of that information in accordance with the Application and Screening Authorization contained in this Agreement.
3. **LEASE GUARANTY** – If approved, Guarantor will be required to execute the Texas REALTORS® Residential Lease Guaranty (TXR 2007) as a condition of completing the leasing process. The Lease Guaranty establishes the scope and duration of Guarantor's liability, the Landlord's remedies, and other terms and conditions of the guaranty. Submission of this application does not, by itself, create a guaranty of the Tenant's obligations.
4. **COPY OF LEASE** – Guarantor is encouraged to review the Lease and Lease Guaranty before signing. A sample Lease is available on the Doors Management & Leasing website, and a copy of the applicable Lease will be provided upon written request.

DISCLOSURES

- **EQUAL HOUSING OPPORTUNITY AND FAIR HOUSING COMPLIANCE** – All properties are leased on an equal opportunity basis in compliance with federal, state, and local Fair Housing laws.

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- **COMPLETED APPLICATION** – Your application will not be processed until all applications, fees, and supporting documents are received. Application Fees are non-refundable and do not guarantee approval.

- **REQUIRED LIABILITY INSURANCE AND LLIP NOTICE** – If approved and a Lease is executed, Applicants who become Tenants will be required to maintain liability insurance that meets the requirements of the Lease. These insurance requirements apply to Tenants and not to Guarantors personally. The following provisions explain the insurance requirements, the Landlord's Liability Insurance Program (LLIP), and the charges that may apply if a Tenant fails to maintain acceptable coverage.

  1. **NOTICE** – By submitting this application, Applicant acknowledges receiving notice of the Required Liability Insurance requirements and the potential LLIP charges that will apply if Applicant becomes a Tenant under the Lease.
  2. **REQUIRED LIABILITY INSURANCE** – All Tenants are required to maintain personal liability insurance throughout the Lease term in the amount and form specified in the Lease. Providing acceptable proof of this insurance is a condition of tenancy.
  3. **PROOF OF INSURANCE** – Tenant must provide acceptable proof of Required Liability Insurance on or before the Lease start date and maintain continuous coverage throughout the Lease term. All Tenants must be listed on the liability insurance policy. Tenant is responsible for ensuring that the insurance provider properly lists all required parties and timely delivers proof of coverage to Doors Management & Leasing.
  4. **AUTOMATIC LLIP ENROLLMENT** – If Tenant fails to provide acceptable proof of Required Liability Insurance, or if coverage lapses for any reason, Tenant will be automatically enrolled in the Landlord's Liability Insurance Program (“LLIP”). LLIP provides limited liability protection for the Landlord, not for Tenant or Tenant's personal property. LLIP is not optional when Required Liability Insurance is not in effect. By submitting this application, Applicant acknowledges and agrees to LLIP enrollment if Applicant becomes a Tenant and the required coverage is not maintained.
  5. **CHARGES FOR LLIP** – If enrolled in LLIP, Tenant will be responsible for the LLIP Premium Charge and an Administration Fee for processing, tracking, and administering enrollment. These amounts will be added to Tenant's monthly charges under the Lease. The charges are not penalties and are based on the cost of LLIP coverage and the administrative expense of monitoring insurance compliance.
  6. **NON-PRORATION OF LLIP CHARGES** – LLIP Premium Charges and Administration Fees are billed in full for each applicable month and are not prorated, regardless of the number of days enrolled in LLIP during that month.

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7. **LLIP DOES NOT REPLACE REQUIRED LIABILITY INSURANCE** – LLIP provides limited liability protection for the Landlord only. LLIP does not satisfy Tenant's obligation to maintain Required Liability Insurance under the Lease. Tenant must obtain and maintain liability insurance coverage that meets the Lease requirements.
8. **LLIP LIMITATIONS OF COVERAGE** – LLIP does not provide coverage for:
    - Tenant's personal property;
    - Tenant's living expenses;
    - Injuries to Tenant or Tenant's guests; or
    - Any losses not covered under the LLIP policy.

    Tenant may purchase a separate renter's insurance policy to obtain additional coverage for personal belongings or living expenses. The Lease does not require renter's insurance unless otherwise specified.
9. **LLIP REMAINS IN PLACE UNTIL PROOF OF INSURANCE IS RECEIVED** – LLIP will remain active, and LLIP charges will continue, until Tenant provides acceptable proof of Required Liability Insurance listing all Tenants. Doors Management & Leasing will discontinue LLIP enrollment and related charges once acceptable proof of coverage has been received and verified.

- **RESIDENT BENEFITS PACKAGE** – If approved and a Lease is executed, Tenant will be required to participate in the Resident Benefits Package ("RBP") as provided in the Resident Benefits Package Lease Addendum. The base RBP fee is $35.00 per month. Tenant may elect optional upgrades or additional services for an additional charge. The RBP fee and any elected upgrade charges are payable with Rent but are not Rent for purposes of default, eviction, or possession under the Lease.

  The base Resident Benefits Package ($35.00 per month) may include some or all of the following services, as applicable to the Property: • HVAC air filter delivery • Utility set-up or move-in concierge assistance • On-demand pest control • Resident rewards program • Credit-building / rent payment reporting • Identity fraud protection

  Important RBP Disclosures:
  1. The RBP fee is separate from rent and is charged monthly.
  2. The RBP is not insurance, not a warranty, and not a substitute for Tenant obligations under the Lease.
  3. The base RBP fee is all-inclusive for services provided under the base package. Optional upgrades or additional services may be purchased for an additional charge. No discounts or credits will be provided if any base RBP service is unavailable due to

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property limitations, unless expressly stated otherwise in the Resident Benefits Package Lease Addendum.

4. All RBP services are subject to the terms and conditions of the Resident Benefits Package Lease Addendum, which will be provided prior to lease execution.

CONSENT TO ELECTRONIC COMMUNICATIONS (EMAIL, TEXT, AND CALLS)

By submitting this Application Agreement and Authorization, Applicant or Guarantor, as applicable, consents to receive electronic communications from Landlord, Property Manager (Doors Management & Leasing), and, where applicable, Resident Benefits Package (RBP) service providers, at the email address(es) and telephone number(s) provided. This consent applies throughout the application process and, if a Lease or Lease Guaranty is executed, continues during the tenancy as permitted by applicable law.

Electronic communications may include application updates, requests for information, notices required under state or federal law, scheduling messages, leasing reminders, maintenance notifications, payment reminders, utility coordination, identity protection alerts, credit-reporting notifications, and other communications related to the application, lease, tenancy, or Resident Benefits Package.

Applicant or Guarantor, as applicable, expressly consents to receive communications by email, SMS/text message (including SMS/MMS), and telephone calls, including those using automated technology, prerecorded messages, or artificial voice, as permitted by law.

Applicant or Guarantor, as applicable, represents that the contact information provided belongs to them or that they have authority to consent to receive communications at such contact information.

Message and data rates may apply. Message frequency may vary.

Consent to receive electronic communications is not a condition of applying for housing, except to the extent necessary to receive required service-related communications associated with the application process, lease administration, tenancy, or any elected services.

Applicant or Guarantor, as applicable, may opt out of SMS/text communications at any time by replying “STOP” to any message, except for communications that are required to administer the lease or required services, which may continue as permitted by law.

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ACKNOWLEDGMENT – By submitting this application, you declare that all information provided is accurate and complete. You authorize verification of all information. False or incomplete information may result in denial and retention of applicable fees and deposits as permitted by this Agreement. Electronic signatures are legally binding.

APPLICATION AND SCREENING AUTHORIZATION – By submitting this application, the Applicant or Guarantor authorizes Doors Management & Leasing, as agent for the Landlord, to verify the information provided and conduct screening as permitted by applicable law.

Screening may include obtaining consumer reports and, if applicable, investigative consumer reports, which may contain information regarding credit history, rental history, employment or income verification, and criminal background information, to the extent allowed by law.

You authorize Doors Management & Leasing to obtain this information directly or through one or more third-party consumer reporting agencies or screening providers used in connection with the application process. You further authorize prior landlords, employers, and personal references to release relevant information for rental screening purposes.

All screening will be conducted in accordance with the Texas Property Code, the Fair Credit Reporting Act, the Texas Fair Housing Act, and other applicable federal, state, and local laws.

By signing electronically, you consent to electronic records and signatures.

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