

APPLICATION AGREEMENT & AUTHORIZATION

You and all co-applicants 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 accepted 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

- **APPLICATION FEE** – A non-refundable fee paid per applicant for the cost of processing and screening.
- **APPLICANT** – The person(s) applying to lease the Property, including all co-applicants and guarantors where applicable. If approved and a Lease is executed, the Applicant will become the Tenant under the Lease.
- **HOLDING DEPOSIT** – A payment required after application approval to reserve the property. A Holding Deposit is not a Security Deposit, does not guarantee approval, and secures the property only after approval and timely payment as outlined in this Agreement. The detailed terms governing refundability, non-refundability, and application of 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.
- **LLIP (LANDLORD’S LIABILITY INSURANCE PROGRAM)** – Limited liability coverage obtained by Doors Management & Leasing if you fail to provide acceptable proof of Required Liability Insurance.

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** – You may be required to provide documentation verifying the income stated in your application. Sufficient income of at least three (3) times the monthly rent in gross verifiable income is required.
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.

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. Approval notice is considered delivered when it is sent, not when it is opened or read. 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.

After all approved applicants have signed the Lease, Doors Management & Leasing will execute the Lease on behalf of the Landlord. The Holding Deposit must be paid within the timeframe stated in the approval notice (generally within 24 hours).

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** – A property is not secured and will remain actively marketed until (1) all applicants are approved; (2) the Lease is fully executed; and (3) the full Holding Deposit has been received. Payment of an Application Fee or Holding Deposit does not secure the property.
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.
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, the Applicant is required to pay a Holding Deposit to reserve the Property and remove it from the rental market. The following terms apply to the Holding Deposit to ensure clarity and avoid misunderstandings.

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** – Once an application is approved, the Holding Deposit becomes non-refundable. If Applicant fails or refuses to execute the Lease, withdraws after approval, or fails to take possession of the Property for any reason not caused by the Landlord, the Holding Deposit will be retained by the Landlord as liquidated damages for lost marketing time and administrative costs.
5. **RESERVATION OF PROPERTY AND LEASE STATUS** – Upon application approval and timely payment of the required Holding Deposit, the Property will be reserved for Applicant and

removed from the rental market, subject to completion of lease execution and all required move-in conditions.

The Property is not considered occupied, and possession will not be delivered until the Lease is fully executed by all parties and all required move-in conditions are met, including payment of all required amounts, proof of lease-required tenant liability insurance, and, if required, proof of completion of utility transfers.

Failure to complete required move-in conditions does not constitute a default or delay attributable to the Landlord or Property Manager.

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.
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 contact methods provided.

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 AGREEMENT

1. **SCOPE OF LIABILITY** – Each guarantor must submit and execute a separate Lease Guaranty, unless guarantors are married. Termination of your obligation applies only to future liabilities. You remain liable until you are released in writing.

2. **OUR REMEDIES** – Delay or failure to exercise rights is not a waiver. Remedies against residents also apply to guarantors. We do not have to exhaust remedies against residents before pursuing you.
3. **LOCATION OF PERFORMANCE AND PAYMENT** – This Guaranty is performed in Lubbock County, Texas. Payments must be made in Lubbock County unless otherwise stated.
4. **YOUR INFORMATION** – You represent that all information provided is accurate. You authorize verification and acknowledge that our privacy policy is available to you.
5. **SIGNATURE** – Electronic or facsimile signatures are legally binding.
6. **COPY OF LEASE CONTRACT** – We recommend you obtain and read the Lease. Upon written request, a copy will be provided.
7. **YOUR ACKNOWLEDGMENTS** – You unconditionally guarantee all obligations of residents, including rent, fees, damages, utilities, LLIP premiums, and all other sums.
8. **LENGTH OF OBLIGATIONS** – Your obligations continue for the full term, including renewals and amendments, unless and until you are released in writing.

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.
 - **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** – Like most rental homes, our properties require basic liability insurance. This coverage protects both you and the property in case of accidental damage.
1. **NOTICE** – By submitting this application, you acknowledge that you have been informed of the Required Liability Insurance and the potential LLIP charges that may be applied if you fail to maintain coverage.

2. **REQUIRED LIABILITY INSURANCE** – All residents are required to maintain personal liability insurance throughout the Lease term in the amount and form specified in the Lease. Providing proof of this insurance is a condition of tenancy.
3. **PROOF OF INSURANCE** – You must provide acceptable proof of Required Liability Insurance on or before the Lease start date and must maintain continuous coverage at all times. You are solely responsible for ensuring that your insurance provider properly lists all required parties and timely delivers proof of coverage to Doors Management & Leasing.
4. **AUTOMATIC LLIP ENROLLMENT** – If you do not provide acceptable proof of Required Liability Insurance, or if your coverage lapses for any reason, you will be automatically enrolled in the Landlord Liability Insurance Program (“LLIP”) to ensure continuous coverage. LLIP provides limited liability protection for the Landlord, not for you or your personal property. LLIP is not optional when Required Liability Insurance is not in effect. By submitting this application, you consent to LLIP enrollment when required.
5. **CHARGES FOR LLIP** – If you are enrolled in LLIP, you agree to pay:
 - the LLIP Premium Charge, and
 - an Administration Fee for processing, tracking, and administration of enrollmentThese amounts will be added to your monthly charges under the Lease. These 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.
7. **LLIP DOES NOT REPLACE REQUIRED LIABILITY INSURANCE** – LLIP provides limited liability protection for the Landlord only. LLIP does not satisfy your obligation to maintain the Required Liability Insurance described in the Lease. You must still obtain and maintain your own liability insurance coverage that meets the Lease requirements.
8. **LLIP LIMITATIONS OF COVERAGE** – LLIP does not provide coverage for:
 - your personal property,

- your living expenses,
- injuries to you or your guests, or
- any losses not covered under the LLIP policy

If you want coverage for your belongings or living expenses, you may purchase a separate renter's insurance policy at your option. 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 you provide acceptable proof of your own Required Liability Insurance. Doors Management & Leasing may remove LLIP only after proof of coverage is received and verified. Enrollment in LLIP automatically ends once acceptable proof is provided.
- OFFER OF RESIDENT BENEFITS PACKAGE – Landlord offers an optional Resident Benefits Package (“RBP”) designed to provide certain services intended to simplify aspects of renting. Participation in the RBP is voluntary. Tenant may elect one of the package options described below or may decline participation entirely. No Tenant is required to enroll in the RBP as a condition of leasing the Property. If elected, the RBP fee is payable with Rent but is not Rent for purposes of default, eviction, or possession under the Lease.

RBP PACKAGE OPTIONS – If Tenant elects to participate in the RBP, Tenant may choose one of the following options, subject to property-specific limitations and availability of services:

- Package A – Full Resident Benefits Package (\$35.00 per month) If elected, Package A 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
- Package B – Limited Resident Benefits Package (\$25.00 per month) If elected, Package B may include the following services, as applicable to the Property: • Utility set-up or move-in concierge assistance • HVAC air filter delivery • On-demand pest control

The Doors Management & Leasing Resident Benefits Package (“RBP”) provides savings and convenient, professional services designed to make caring for your home easier and more efficient.

Important RBP Disclosures:

1. Participation in the RBP is optional.
2. The RBP fee is separate from rent and is charged monthly.
3. The RBP is not insurance, not a warranty, and not a substitute for Tenant obligations under the Lease.
4. The total monthly cost of the RBP is all-inclusive, and no discounts or credits will be provided if any RBP service is unavailable due to property limitations, unless expressly stated otherwise in the Resident Benefits Package Lease Addendum.
5. All RBP services are subject to the terms and conditions of the Addendum Regarding Resident Benefits Package, which will be provided prior to lease execution.

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

By submitting this Application Agreement and Authorization, Applicant/Tenant 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.

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/Tenant 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/Tenant 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/Tenant 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.

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.

APPLICANT AUTHORIZATION – By submitting this application, you authorize Doors Management & Leasing, as agent for the Landlord, to verify the information you provided and to conduct tenant screening as permitted by Texas 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.