

CENTURY 21[®]

Judge Fite Property Management

Residential Lease Application

TENANT SELECTION CRITERIA

Pursuant to Property Code Section 92.3515, the following constitute grounds upon which Landlord will be basing the decision to lease a property to Applicant(s). Based on the information the Applicant provides, Landlord may deny the application or may take other adverse actions against the Applicant, including but not limited to: Requiring a Lease Guarantor (Co-Signer) on the lease, requiring additional deposit(s), or increasing monthly rent to a higher amount than advertised.

Applicant understands and agrees that the application fee paid to process the application is non-refundable once payment has been submitted. Applicant must submit fee within 48 hours of submitting the application.

1. ALL APPLICANTS 18 YEARS AND OLDER ARE REQUIRED TO COMPLETE A SEPARATE APPLICATION that is FULLY completed, dated, and signed. Full names of ALL the occupants, ALL animals, and ALL vehicles must be listed on the application. Please fill in all the blanks with the correct information, or N/A if it does not apply. We must have ALL EMAILS, phone numbers, and COMPLETE addresses, including zip codes. Reports supplied by Applicant(s) will not be accepted.
2. APPLICATION PROCESSING FEE: A \$75.00 NON-REFUNDABLE processing fee is charged for each application. The processing fee must be in the form of a cashier's check, money order, Visa, or MasterCard. A payment link will be sent to your email to pay the processing fee online once the application is received. APPLICATION(S) WILL NOT BE PROCESSED WITHOUT THE APPLICATION PROCESSING FEE.
3. ADMINISTRATION FEE: Once the application is approved by the Landlord, you are required to submit a NON-REFUNDABLE Administrative Fee of \$175.00 within 24 hours of approval and prior to the Residential Lease Agreement being sent to you for signature.
4. IDENTIFICATION: A valid, current Government-issued photo ID is required. A Social Security Card will be requested.
5. EMPLOYMENT VERIFICATION REQUIREMENTS: Employment will be verified for all Applicant(s). TWO (2) YEARS of verifiable work history is required. If transferring from outside of the area, a letter of transfer on company letterhead containing salary and hire/start date is required.

Employed Applicant(s) are required to provide the last two most recent company payroll statements identifying the employee, year-to-date pay, and pay period dates. Reliable documentation, EMAILS, telephone numbers AND fax numbers for all income sources must be provided.

Self-employed and/or Applicant(s) paid 1099 as a contractor, are required to produce TWO YEARS (2) of signed tax returns including the Profit & Loss form and the previous THREE (3) MONTHS of bank statements showing the account holder's name and all deposit lines. If

Applicant has ownership in a company, they are using for an income source to qualify, Applicant is considered self-employed.

Unemployed Applicant(s) must provide proof of income. See #7 below for additional information.

6. **INCOME REQUIREMENTS:** Applicant(s) must have a combined gross income of at least THREE (3) TIMES the monthly rental amount. UNVERIFIABLE INCOME WILL NOT BE CONSIDERED. The Landlord may accept Lease Guarantor in lieu of acceptable credit, income, or Landlord history. A Lease Guarantor must complete an application and be qualified per this Tenant Selection Criteria to qualify as a Lease Guarantor.
7. **ADDITIONAL INCOME SOURCE REQUIREMENTS:** All sources of other income must be verifiable if needed to qualify for an available property. This includes Disability Assistance, Child Support, Unemployment, and Social Security Assistance. Please include verifiable documents that may apply to your specific income source. UNVERIFIABLE INCOME WILL NOT BE ACCEPTED.
8. **CRIMINAL HISTORY SCREENING:** Landlord will obtain a criminal history check on all persons over the age of 18 years old, listed on the application to lease the property or occupy the property. Landlord's decision to lease the property to the Applicant(s) may be influenced by criminal activity in accordance with the Department of Housing and Urban Development guidelines. Criminal history checks include Nationwide Criminal, Sex Offender, and Global Homeland Security searches.
9. **RENTAL HISTORY VERIFICATION:** Current and previous rental history must be verified for a minimum of the last TWENTY-FOUR (24) MONTHS WITH NO INTERRUPTIONS. References must confirm timely payments, required notice of intent to vacate, no complaints regarding disturbances or illegal activities, no NSF checks, no damage to previous rental units, and no failure to leave the premises clean and without damage at the time of lease termination. ANY APPLICANTS WITH A HISTORY OF EVICTION ACTIONS OR MONIES OWED TO A PREVIOUS/CURRENT LANDLORD WILL BE DECLINED. A Nationwide Eviction Search will be completed on all Applicants.
10. **OCCUPANCY POLICY:** Our occupancy policy is as defined by the Department of Housing and Urban Development, in addition to state and local law.
11. **PROHIBITIONS:** Applicant(s) / Tenant(s) may not permit any part of the Property to be used for: (1) any activity which is a nuisance, offensive, noisy, or dangerous; (2) the repair of any vehicle; (3) ANY BUSINESS OF ANY TYPE, including but not limited to child care; (4) any activity which violates any zoning ordinance, owners' association rule, or restrictive covenant; (5) any illegal or unlawful activity; or (6) activity that obstructs, interferes with or infringes on the rights of other persons near the Property.
12. **ANIMAL(S):** If an animal is approved, a minimum \$175.00 non-refundable animal fee is required, along with an additional \$175.00 refundable animal deposit per animal. Animal Fees and deposits are determined by the advertised rate, set by the individual Landlord or conditional approval. Animal deposits are required within 48 hours of Applicant approval.
13. **SECURITY DEPOSIT:** Applicant(s) are required to pay a security deposit at the time of signing the lease. The amount of a security deposit will be based upon all information collected and will be equal to no less than ONE (1) month's rent.

14. EXCEPTIONS TO TENANT SELECTION CRITERIA: Any exceptions to our Tenant Selection Criteria must be submitted to our office in writing for the Landlord's consideration. If approval is given for such exceptions, an additional security deposit, Lease Guarantor and/or additional advance rent payments may be required.
15. RISK ASSESSMENT: "A" rated application is an excellent rating in all categories: credit history, criminal history, employment history/verification, and rental/mortgage history. "B" & "C" rated applications are normally a result of poor credit, while other areas are good. The Landlord may require a double or triple security deposit for their approval of 'B' & 'C' rated applications. The owner/landlord of the property MUST approve all 'B' & 'C' rated applications.
16. DISCLOSURES: All information collected for the approval or denial of this application is considered confidential in nature and is for company use only. An Applicant's Leasing Agent is not authorized to negotiate on behalf of CENTURY 21 Judge Fite Property Management. Verbal representations are non-binding.
17. 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 national criminal, sex offender, and global homeland security background check related to Applicant and any Occupant; (3) Obtain a national eviction report; and (3) Verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.
18. NOTICE OF LANDLORD'S RIGHT TO CONTINUE TO SHOW THE PROPERTY: Unless Landlord and Applicant enter into a separate written agreement, 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.
19. PRIVACY POLICY: Landlord's Agent or Property Manager maintains a privacy policy that is available upon request.
20. FINANCIAL: Applicant submits a NON-REFUNDABLE Application Processing Fee of \$75.00 to Century 21 Judge Fite Property Management for processing and reviewing the application. All deposits/fees and the first month's rent are required to be paid via certified funds (cashier's check or money order). This includes animal deposits and pool/spa deposits (if applicable). All deposits, first month's rent, and utility order confirmations are due to our office prior to move-in.

Approved Applicant(s) will submit a single NON-REFUNDABLE Administration Fee of \$175.00 prior to receiving the Residential Lease.

Approved Applicant(s) will submit the required deposit(s) and/or additional fees within 48 hours of approval notification.

Approved Applicant(s) will be required to pay the first full month's rent on the Residential Lease Agreement commencement start date/move-in date.

21. ACKNOWLEDGEMENT AND REPRESENTATION:

- (a) Signing this application indicates that Applicant has had the opportunity to review CENTURY 21 Judge Fite Property Management's TENANT SELECTION CRITERIA. The TENANT SELECTION CRITERIA include factors such as criminal history, credit history, current income, and rental history.
- (b) 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.
- (c) Applicant represents that the statements in this application are true and complete.
- (d) Per the Uniform Electronics Transaction Act (UETA), I understand that by signing or typing below qualifies as my legally binding signature.

AFFIRMATION BY APPLICANT:

By submitting your application and application fee, you are confirming you have read the TENANT SELECTION CRITERIA CENTURY 21 Judge Fite Property Management has listed above, and understand that all terms, conditions, and any/all charges due will apply.

PRINTED NAME

APPLICANT SIGNATURE

DATE

CENTURY 21[®]

Judge Fite Property Management

RESIDENTIAL LEASE APPLICATION

Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____

Anticipated Move-in Date: _____ Monthly Rent Offer: \$ _____

Security Deposit Offer: \$ _____ Initial Lease Term Requested (months): _____

Property Condition: Applicant ☐ HAS ☐ HAS NOT viewed the Property in-person prior to submitting the application.

**If the Applicant has not viewed the property in person, a Residential Lease Sight Unseen Addendum will be required to be signed if the application is approved.*

Applicant is strongly encouraged to view the Property in person prior to signing the lease.

The Landlord does not express nor implies warranty as to the Property's condition. Applicant requests required repairs and/or treatments regarding the properties condition if approved to lease the property: _____

Applicant was referred to Landlord by: _____

Real Estate Agent: _____ Ph.: _____ Email: _____

☐ C21JFPM Website ☐ Zillow ☐ Internet ☐ Sign ☐ Other _____

Applicant's name (first, middle, last): _____

Is there a co-applicant (occupant over 18 years old?) ☐ Yes ☐ No

**If yes, co-applicant must submit a separate application.*

Applicant's former last name (maiden or married): _____

Mobile: _____ Home: _____ Work: _____

Email: _____ Soc. Sec. (ITIN) #: _____

Date of Birth: _____ Driver License #: _____ in _____ (state)

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

Relationship: _____

Name: _____

Full Address: _____

Phone: _____ Email: _____

Name ALL other persons who will occupy the Property:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

(Provide 2 years of Rental History)

Applicant's Current Address: _____ Apt. No. _____

City, State, Zip: _____

Landlord or Property Manager's Name: _____ Phone: _____

Email: _____ Move-In Date: _____ Move-Out Date: _____

Rent: \$ _____ Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

City, State, Zip: _____

Landlord or Property Manager's Name: _____ Phone: _____

Email: _____ Move-In Date: _____ Move-Out Date: _____

Rent: \$ _____ Reason for move: _____

(Provide 2 years of Employment History)

Applicant's Current Employer: _____

City, State, Zip: _____

Employment Verification Contact: _____ Phone: _____

Email: _____ Start Date: _____

Gross Monthly Income \$: _____ Position: _____

Applicant's Previous Employer: _____

City, State, Zip: _____

Employment Verification Contact: _____ Phone: _____

Email: _____ Start Date: _____

Gross Monthly Income \$: _____ Position: _____

Does Applicant have additional verifiable income they want considered? ☐ Yes ☐ No

If yes, please list all details for 2nd employment and/or additional verifiable income: _____

List **ALL** vehicles to be parked on the Property:

<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>License Plate</u>	<u>Year</u>

(All Animals require a photo to be submitted for records.)

Will any Animals (dogs, cats, birds, reptiles, fish, and other Animals) be kept on the Property? ☐ Yes ☐ No

<u>Type & Breed</u>	<u>Name</u>	<u>Color</u>	<u>Weight</u>	<u>Age(yrs.)</u>	<u>Gender</u>	<u>Neutered?</u>	<u>Bite History?</u>	<u>Rabies Shots Current?</u>
					M F	Y N	Y N	Y N
					M F	Y N	Y N	Y N
					M F	Y N	Y N	Y N
					M F	Y N	Y N	Y N

Please disclose **ALL** Assistance Animal(s) listed above where Applicant is requesting a reasonable accommodation. Please provide appropriate documentation with a reasonable accommodation request for the Assistance Animal(s): _____

(Please Circle)

Y N Did Applicant review and understand CENTURY 21 Judge Fite Property Management Landlord's **Tenant Selection Criteria**?

Y N Does anyone who will occupy the property smoke or vape? If yes, please explain in the comment section below.

Y N Will the Applicant maintain renter's insurance for the entire duration of the lease?

Y N Will any water-filled furniture be on the property, including waterbeds?

Y N Is Applicant or Applicant's spouse, even if separated, in the military? If yes, is the military person serving under orders limiting the military person's stay to one year or less?
☐ Yes ☐ NO

Has Applicant ever *(if yes, please explain in the comment section below.)*:

Y N been evicted?

Y N been asked to move out by a Landlord?

Y N breached a lease or rental agreement?

Y N filed for bankruptcy?

Y N lost property in a foreclosure?

Y N been convicted of a crime? (Provide location, year, and type of conviction.)

- Y N Is any occupant a registered sex offender? (Provide the location, year, and type of conviction.)
- Y N Has Applicant ever had ANY credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? (Provide details below.)
- Y N Is there additional information the Applicant wants considered?
- Y N Does Applicant request Co-Signer/ Lease Guarantor to qualify per the Landlords Tenant Selection Criteria? Please list name of Co-Signer/ Lease Guarantor and confirm application is submitted.

Additional comment section: _____

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 national criminal, sex offender, and global homeland security background check related to Applicant and any Occupant; (3) Obtain a national eviction report; and (3) Verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

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- (g) Applicant represents that the statements in this application are true and complete.
- (h) Per the Uniform Electronics Transaction Act (UETA), I understand that by signing or typing below qualifies as my legally binding signature.

AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

By signing this application, Applicant agrees to give permission to CENTURY 21 Judge Fite Property Management to:

- a) Contact my current and former employers to release any information about my employment history and income history.
- b) Contact my current and previous Landlords to release any information about my rental history.
- c) Contact any current or former mortgage lenders on property I own or have owned, to release my information about my mortgage payment history.
- d) Contact my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit.
- e) Obtain a copy of my consumer report/credit report from any consumer reporting agency, and to obtain background information about me.

*Landlords Representative:
Century 21 Judge Fite Property Management
1003 Legacy Ranch Road, Suite 102
Waxahachie, TX 75165
Phone: 972-780- 5380
Email: applications@judgefite.com*

Century 21 Judge Fite Property Management and Broker will act under specific instructions to verify some and/or all the information described in this authorization. Century 21 Judge Fite Property Management and broker maintains a privacy policy that is available upon request.

PRINTED NAME

APPLICANT SIGNATURE

DATE