

# Award

PROPERTY MANAGEMENT

## Rental Application Packet

*initial / sign / date all pages where indicated*

X \_\_\_\_\_ Award will review and process fully completed applications as they are received. Applications must be fully completed with supporting documents and application fees to be considered. If multiple applicants for a property have submitted completed applications, Award will notify each applicant asking if they wish to proceed with the application process before continuing. If multiple applicants are being considered for a property, the Owner(s) will make the final decision after reviewing qualifying applications.

X \_\_\_\_\_ All applicants above the age of eighteen (18) are required to be listed on the lease as a resident and submit the following: A complete Award application packet including; initialed / signed / dated Texas Association of Realtors application (TAR-2003) providing contact information for verification purposes, Requirements of Occupancy, and a **non-refundable application fee of \$50.00 per applicant in certified funds** (cashier's check -or- money order).

X \_\_\_\_\_ In addition:

- When there are multiple applicants, each applicant is required to meet all qualifying criteria individually.
- If a guarantor is required, all guarantors are to submit: a completed "Residential Lease Guaranty" (TAR-2007) application, meet all qualifying criteria, provide proof of income with supporting documents, and a non-refundable application fee of \$45.00.

X \_\_\_\_\_ **Under no circumstances will your application process begin until the office has received the following from each applicant: certified application fee, a fully completed application, and if applicable, a complete guarantor application with certified application fee.**

X \_\_\_\_\_ Submit all items mentioned above along with your supporting financial documents to our office at: 3601 Hulen Street, Suite 101, Fort Worth, Texas 76107 -or- by email: [Info@AwardPM.com](mailto:Info@AwardPM.com)

X \_\_\_\_\_ Applications will be thoroughly verified before they are presented to the property owner for their final decision. Though our owners may have different criteria to be met, all applicants must meet Award's minimum requirements listed under our Requirements for Occupancy. \*If you do not meet all listed requirements, we highly suggest you contact the office before submitting an application.

### Acceptance and Move-in Procedures

X \_\_\_\_\_ Upon approval, applicants have forty-eight (48) hours to submit their certified security deposit and must schedule their lease signing appointment to take place within four (4) days of their approval date. \*If the lease has not been signed and executed within four (4) days of approval all applications and fees will be void

- Make your certified security deposit payable to: **Award Property Management** \*CASH WILL NOT BE ACCEPTED
- Your lease signing appointment will be a brief meeting (approx. 30-45 minutes, depending on questions) to execute your lease and go over Award's policies and procedures. Be sure to bring a current photo identification card, i.e, driver's license, state ID, military ID or passport with you to your lease signing appointment.

X \_\_\_\_\_ **UTILITY & MAINTENANCE REDUCTION PROGRAM:** In addition to your monthly rent Tenant will pay \$20 to have HVAC filters delivered to their home approximately every 30 days (1" only) and 90 days (4" plus) under the Utility & Maintenance Reduction Program. Resident shall properly install the filter that is provided within three (3) days of receipt. Tenant hereby acknowledges that the filters will be dated and subject to inspection by Landlord upon reasonable notice to verify replacement has been timely made. If at any time Resident is unable to properly or timely install a filter Tenant shall immediately notify Landlord in writing. Tenant's failure to properly and timely replace the filters is a material breach of this agreement and Landlord shall be entitled to exercise all rights and remedies it has against Tenant and Tenant shall be liable to Landlord for all damages to the property, A/C or heating system caused by Tenant's neglect or misuse.

**I have fully read and understand the entire Award Property Management Rental Application Packet, Acceptance and Move-in Procedures, and Requirements for Occupancy.**

X \_\_\_\_\_ Date

## Requirements for Occupancy

To help ensure a quick application process, provide necessary supporting documents with your application packet

- X\_\_\_ **Income:** Monthly income must equal three (3) times the entire rental amount.
- X\_\_\_ **Employment:** Must have current verifiable employment with at least two (2) years solid employment history. Self-employed, retired or military see financial proof. Full-time students or applicants who do not meet all qualifying criteria will require a guarantor. *\*Guarantor/co-signer must meet all qualifying criteria.*
- X\_\_\_ **Financial:** i.e., past four (4) most recent check stubs -or- direct deposit stubs from current employer -or- past two (2) bank statements reflecting direct deposits, previous years signed tax return. Self-employed or retired submit: copies of previous years signed tax return and past six (6) months bank statements reflecting stable income source. Military submit: current copy of your LES. *\*Income will be verified.*
- X\_\_\_ **Rental history:** A minimum of two (2) years verifiable residency indicating no outstanding debt to any previous landlord(s) is required. If you broke your lease with current or previous landlord you must provide written release from management. *\*History of residing with family or under a relative owned property will not be considered for rental verification.*
- X\_\_\_ **Credit:** A credit history report will be pulled on each individual applicant; credit history must meet our minimum score guidelines of 580. Exception applies toward medical, discharged/released bankruptcies over five (5) years old will be considered.
- X\_\_\_ **Criminal:** Criminal, Sex Offense, and Terrorist Database History will be thoroughly checked.
- X\_\_\_ **Age:** Anyone minimum eighteen (18) years of age to occupy residence must complete entire application process (see pg-1) and will be required to be listed on the lease as a resident.
- X\_\_\_ **Pet deposit:** If the property owner permits a pet; approval is required and an additional deposit per pet will be required.

**Automatically rejected for any of the following or similar reasons:** false, inaccurate or incomplete application(s), past evictions, money owed to previous landlord, judgments related to residency, outstanding federal tax liens, current bankruptcy proceedings, bankruptcy filled in the past five (5) years that has not been discharged or released, current foreclosure proceedings, prior foreclosure within past ten (10) years, undisclosed criminal record, felony conviction within past ten (10) years, felony or misdemeanor conviction as a result of any physical, violent, domestic violence, spousal abuse or any sex offense crimes, registered sex offender, appearance on sexual offense or terrorist database(s), unpaid child support or excessive misdemeanors.

**Pending the reason for denial; the property owner may offer the option to pay an additional deposit and/or an increased monthly rent amount in order to reconsider authorizing an approval. \*Ultimately, the property owner has the final decision.**

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### NOTICE TO APPLICANTS

Information concerning sex offenders in any area may be obtained free of charge at:

[www.records.txdps.state.tx.us](http://www.records.txdps.state.tx.us)

Disclosure: Real estate brokers and sales agents are required by law to make properties available without regard to race, color, religion, national origin, sex, or familial status.

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X Applicant Signature

Date



### 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 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. 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 \_\_\_\_\_ (name) \_\_\_\_\_ (phone) \_\_\_\_\_ (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 \_\_\_\_\_ Citizenship \_\_\_\_\_ (country)

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

Applicant's Previous Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_  
\_\_\_\_\_  
(city, state, zip)  
Landlord or Property Manager's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

Residential Lease Application concerning \_\_\_\_\_

Date Moved-In \_\_\_\_\_ Move-Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Reason for move: \_\_\_\_\_

Applicant's Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ (street, city, state, zip)  
Supervisor's Name: \_\_\_\_\_ 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)  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Describe other income Applicant wants considered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all vehicles to be parked on the Property:  

Type	Year	Make	Model	License Plate No./State	Mo.Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property?  yes  no  
If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?		Declawed?		Rabies Shots Current?		Bite History?	
						Y	N	Y	N	Y	N	Y	N
						<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"/>
						<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"/>

<input type="checkbox"/>	<input type="checkbox"/>	Will any waterbeds or water-filled furniture be on the Property?	
<input type="checkbox"/>	<input type="checkbox"/>		Does anyone who will occupy the Property smoke?
<input type="checkbox"/>	<input type="checkbox"/>		Will Applicant maintain renter's insurance?
<input type="checkbox"/>	<input type="checkbox"/>		Is Applicant or Applicant's spouse, even if separated, in military?
<input type="checkbox"/>	<input type="checkbox"/>		If yes, is the military person serving under orders limiting the military person's stay to one year or less?
<input type="checkbox"/>	<input type="checkbox"/>	Has Applicant ever:	
<input type="checkbox"/>	<input type="checkbox"/>	been evicted?	
<input type="checkbox"/>	<input type="checkbox"/>	been asked to move out by a landlord?	
<input type="checkbox"/>	<input type="checkbox"/>	breached a lease or rental agreement?	
<input type="checkbox"/>	<input type="checkbox"/>	filed for bankruptcy?	
<input type="checkbox"/>	<input type="checkbox"/>	lost property in a foreclosure?	
<input type="checkbox"/>	<input type="checkbox"/>	had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies?	
<input type="checkbox"/>	<input type="checkbox"/>	been convicted of a crime? If yes, provide the location, year, and type of conviction below.	
<input type="checkbox"/>	<input type="checkbox"/>	Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.	
<input type="checkbox"/>	<input type="checkbox"/>	Is there additional information Applicant wants considered?	

Residential Lease Application concerning \_\_\_\_\_

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 \$ 50.00 to **Award Property Management** (entity or individual) for processing and reviewing this application. Applicant  submits  will not submit an application deposit of \$ \_\_\_\_\_ 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.

\_\_\_\_\_  
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:

\_\_\_\_\_ (name)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ (phone) \_\_\_\_\_ (fax)  
\_\_\_\_\_ (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.*