

Armadillo Properties

Property Management Office

2602 E. Hwy 190, Copperas Cove TX 76522

(254) 547-0505 ofc, (254) 547-0669 fax

manager@armadilloproperties.com

LEASE APPLICATION

What we will need from you to process your application in a timely manner:

- 1. Copy of your government/state issued ID**
- 2. Recent pay stub or LES (last 30 days)**
- 3. Supervisor's name and address or unit information**
- 4. Completed and signed application**
- 5. Application fee**

Your application fee covers credit check, sex offender check, and criminal background clearance. Fees are as follows:

\$35 for a single person

\$35 for a married couple

\$60 for a non-married couple or roommates

****PLEASE NOTE:** Roommates are not accepted in single family homes. A maximum of 2 roommates are allowed for multi-family properties. Each roommate must be able to qualify on his/her own.

ALL occupants over the age of 18 must submit an application. Married couples may submit one application.

Thank you, from all of us here at Armadillo Properties.



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.

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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: \$ _____

Applicant was referred to Landlord by:

- Real estate agent _____ (name) _____ (phone)
- 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: 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'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)

Previous Landlord's Name: _____ Email: _____

Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Date Moved-In _____ Date Moved-Out _____ 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.

Residential Lease Application concerning _____

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/State	Mo.Pymt.

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

Type & Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

****Pets are subject to approval and a \$250 per pet NON-REFUNDABLE pet fee****

	Yes	No	Explanation
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:			
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, slow-pays or delinquencies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is any occupant a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any criminal matters pending against any occupant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

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.

Residential Lease Application concerning _____

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 \$ _____ for processing and reviewing this application and (check only one box if applicable):

- (1) \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.
- (2) an Application Deposit of \$ _____ in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

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.

Applications should take 24-48 hours to process. Once you have been notified of your approval, you will have 3 business days to pay your security deposit. If the deposit has not been paid after this time, the property will be released for other applicants.

Applicant's Signature

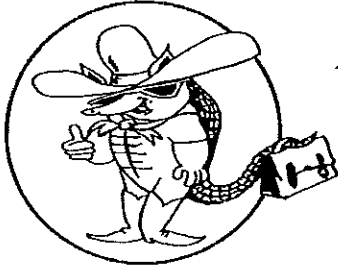
Date

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: _____



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Your Spouse's Information

FullName _____
Former Last Names (Married or Maiden) _____

Driver's License # and State _____
Or Government Photo ID _____

Birth Date _____
Height _____ Weight _____
Sex _____ Eye Color _____ Hair Color _____

Are you a U.S. Citizen? _____ Soc. Sec. # _____

Present Employer:

Address _____
City/State/Zip _____
Work Phone: _____ Date Began: _____
Position: _____
Monthly Gross Income: _____
Supervisor's Name and Phone Number: _____

Signing this form indicates my permission to release any information regarding my employment, previous rental history, mortgage payment history, verification of funds, and/or to obtain a consumer credit report.

SPOUSE'S SIGNATURE

DATE



TEXAS ASSOCIATION OF REALTORS®

**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:

_____	Armadillo Properties	_____	(name)
_____	2602 E. Highway 190	_____	(address)
_____	Copperas Cove, TX 76522	_____	(city, state, zip)
_____	(254) 547-0505	_____	(phone)
_____	(254) 547-0669	_____	(fax)
_____	manager@armadilloproperties.com	_____	(e-mail)

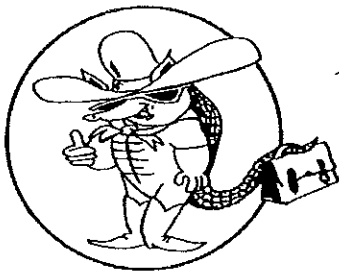
I give my permission:

- (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.



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RESIDENT QUALIFYING CRITERIA

We are delighted that you are interested in leasing a dwelling with Armadillo Properties. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses can complete one rental application.
2. The rental application will be reviewed when submitted to ensure we have all information needed to determine your eligibility.
3. Each applicant must provide a government photo identification and allow it to be photocopied.
4. Applicants who are first time renters or who do not have sufficient income under paragraph 6 below MAY qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 6 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer.
5. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available unit—no more than two persons per bedroom. See our attached family occupancy policy, covering various sizes and configurations of units.
6. Employment and monthly income must be verifiable. Total monthly income of applicant must be 3 times the monthly rent (otherwise, a guarantor is necessary).
7. Applicant(s) may be denied occupancy for the following reasons:
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income
 - Criminal conviction history of violent or sexual crime committed by an applicant or by any other occupants (including children) who plan to live in unit.
 - Poor credit history of any applicant (credit reports are obtained)
 - Poor rental profile of any applicant (rental history reports are obtained). Rental history of:
 - Non-payment or frequent late payment of rent
 - Eviction
 - Drug use
 - Poor housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children, or applicant's guests
 - Violence to persons or property by applicant, applicant's children, or applicant's guests.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or family status.

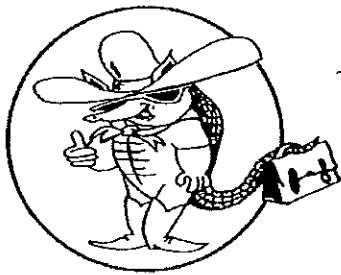
I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT TO OCCUPANCY.

Applicant signature

Date

Applicant signature

Date



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FAIR HOUSING POLICY

1. *Fair housing policy.* We are absolutely committed to compliance with fair housing laws. Different properties may have different policies, provided that the policies do not violate fair housing laws. Fair housing laws do not require equal treatment of all persons. Instead, they require that persons may not be discriminated against because of race, color, religion, sex, national origin, handicap or familial status. Under federal fair housing laws, rental housing owners may treat people differently for reasons other than those listed above—such as rental history, credit record, criminal history, income, current drug use, and settlement of outstanding debt. Texas fair housing statutes and regulations are identical to federal laws. City ordinances may add other protected classes such as age, student status, vocation, sexual preference, etc, which aren't protected classes under federal and state law.
2. *Definition of family.* Federal statutes and regulations define a "family" as follows: A family consists of one or two adult parents or custodians PLUS a child who must be (1) their natural or adopted child, (2) a child who they have legal custody of or are applying for legal custody of (e.g. guardian/ward or foster parent/child), or (3) a child who is living with the adult(s) by written permission of the child's parent or custodian. A pregnant woman also is considered a family under the federal fair housing statute. A married couple without children living with them does NOT constitute a family.
3. *Two persons per bedroom.* Each of the following types of applicants must rent at least the number of bedrooms indicated, with exceptions (if any) as required by federal fair housing laws. Applicants or guarantors must qualify for the amount of rent stated.
 - a. Only one adult—one bedroom. Applicant must qualify for entire monthly rent.
 - b. Only husband and wife—one bedroom. Husband and wife together must qualify for entire monthly rent.
 - c. Family of two—one bedroom. Applicant must qualify for entire monthly rent.
 - d. Family of three—two bedrooms. Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
 - e. All other families—2 persons per bedroom. Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
4. *Applications.* Each roommate, parent and adult living in a unit must submit a separate rental application. Husband and wife may submit a joint application. In renting to roommates, all roommates must be 18 or older.
5. *Two different families may live in the same unit only if:* (1) a single parent with children lives in the same unit with another single parent with children, (2) the persons-per-bedroom ratios are met, and (3) each parent qualifies for the entire monthly rent.
6. *Otherwise, non-family members (adults or minors) may live with a family only if:* (1) the persons-per-bedroom ratios above are met, and (2) the parent(s), guardians, or legal custodians of the children who live in the unit qualify for the entire monthly rent.

Applicant signature

Date

Applicant signature

Date