

CENTURY 21

Judge Fite Management Company

APPLICATION FEE: \$50.00 PER APPLICANT

PHONE: (972) 780-5380

EMAIL APPLICATION TO: applications@judgefite.com

FAX APPLICATION TO: (972) 780-5392

HAND DELIVER TO: 1510 N. Hampton Rd., Ste. 150, DeSoto, TX 75115

CENTURY 21 JUDGE FITE MGMT. CO, INC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. CENTURY 21 JUDGE FITE MGMT. CO, INC. IS THE SOLE MANAGING AGENT FOR MANY SEPARATE, INDIVIDUAL OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE.

PURSUANT TO PROPERTY CODE SECTION 92.3515, OUR TENANT SELECTION CRITERIA IS OUTLINED BELOW. 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 APPLICANT (INCLUDING, BUT NOT LIMITED TO, REQUIRING A CO-SIGNER ON THE LEASE, REQUIRING ADDITIONAL DEPOSIT(S), OR RAISING RENT TO A HIGHER AMOUNT THAN ADVERTISED).

ALL OFFERS MUST BE PRESENTED IN WRITING WITH COMPLETED APPLICATION(S) AND FEE(S) PET APPROVAL AND/OR ANY REPAIR REQUESTS LISTED ON THE APPLICATION WILL DELAY THE APPLICATION PROCESS AND TIMELINE IS UNKNOWN

- 1) All applicants 18 years or older must submit a separate rental application that is fully completed, dated and signed. Full names of all occupants, pets and all vehicles must be listed on the application. ***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*** Please fill in all blanks with correct information or N/A if it does not apply. We must have all phone numbers and complete addresses with zip codes.
- 2) Landlord will perform a criminal history check on the applicant to verify the information provided by the applicant on the Lease Application. Landlord's decision to lease the property to applicant may be influenced by the information contained in the report. Criminal background checks are also required on all occupants 18 years or older and are not contributing financially to the household, such as a full-time college student and/or elderly persons applying to live in the property.
- 3) A \$50.00 non-refundable processing fee must accompany each application. The processing fee must be in the form of a cashier's check, money order, cash, Visa or MasterCard. (If paid in cash the ***EXACT*** amount is required, we do not make change) ***NO APPLICATION WILL BE PROCESSED WITHOUT THE PROCESSING FEE.***
- 4) Valid current photo ID documentation such as a Driver's License, State ID or Military ID is required.
- 5) Employment will be verified on all applicants. Two (2) years of verifiable work history is required and if transferred from outside the area, a letter of transfer on company letterhead containing salary and hire/start date is required. Reliable documentation, telephone numbers AND fax numbers for all income sources must be provided. Self-employed applicants are required to produce two (2) years of signed tax returns and the previous three (3) month's bank statements. Unemployed applicants must provide proof of income, see #7 below for additional information.
- 6) Applicants must have a combined gross income of at least three (3) times the monthly rental amount. We reserve the right to require a co-signer or guarantor. The landlord may accept guarantors in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified per this tenant selection criteria in order to qualify as a guarantor.
- 7) All sources of other income must be verifiable if needed to qualify for the property. This includes Disability Assistance, Child Support, and Social Security Assistance.
- 8) A criminal history check will be performed on each applicant to verify the information provided by the applicant on the Lease Application. Landlord's decision may be influenced by criminal activity in accordance with the Department of Housing and Urban Development guidelines.
- 9) 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 history of eviction actions or monies owed to a previous/current landlord will be rejected.**

- 10) Our occupancy policy is as defined by the Department of Housing and Urban Development, in addition to state and local law.
- 11) Tenant 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) Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Photos of listed pet(s) may be required. Aggressive breeds are not allowed in our rental properties. If a pet is approved, a \$175.00 non-refundable pet administration fee is required along with an additional \$175.00 pet deposit per pet.
- 13) 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 no less than one (1) month's rent.
- 14) Any exceptions to our tenant selection criteria must be submitted to our office in writing for owner/landlords consideration. If approval is given for such exceptions, an additional security deposit, guarantors and/or additional advance rent payments may be required.
- 15) All deposits and first month's rent are required to be paid via certified funds (cashier's check or money order). This includes pet 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.

An "A" rated application is an excellent rating in all categories of the following: 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 owner/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.

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 Management Company, Inc. Verbal representations are non-binding. If there are more than one (1) applicants applying for the property, we will request a designated point of contact to directly communicate with throughout the process and notify them of the approval or denial. In the event an applicant is denied, an adverse action letter will be sent to the applicant. If an application is denied or another adverse action is taken based upon information obtained from an applicant's credit report or credit score, the applicant will be notified. The applicant will then be able to contact the consumer credit reporting agency for additional details.

AFFIRMATION BY APPLICANT

I hereby affirm that I have read both the Tenant Selection Criteria CENTURY 21 Judge Fite Management Company, Inc. has listed above as well as the Texas Association of Realtors® Residential Lease Application and I understand that all of the terms, conditions and any/all charges due will apply.

PRINTED NAME

APPLICANT SIGNATURE

DATE



TEXAS ASSOCIATION OF REALTORS®
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?
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Yes	No	
<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? 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? been asked to move out by a landlord? breached a lease or rental agreement? filed for bankruptcy? lost property in a foreclosure? had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? 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 CENTURY 21 Judge Fite Mgmt. (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ N/A 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: _____



TEXAS ASSOCIATION OF REALTORS®
**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

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

_____ **CENTURY 21 Judge Fite Management** _____ (name)
_____ **1510 N. Hampton Road, Ste. 150** _____ (address)
_____ **DeSoto, TX 75115** _____ (city, state, zip)
_____ **(972)780-5380** (phone) _____ **(972)780-5392** (fax)
_____ **applications@judgefite.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.



Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<u>CENTURY 21 Judge Fite Mgmt CO.</u>	<u>413126</u>	<u>lorifisher@judgefite.com</u>	<u>(972)780-5380</u>
Licensed Broker/Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone

<u>James Robert Fite</u>	<u>161054</u>	<u>jimfite@judgefite.com</u>	<u>(214)920-9611</u>
Designated Broker of Firm	License No.	Email	Phone

<u>William Wayne Ferguson</u>	<u>267024</u>	<u>williamferguson@judgefite.com</u>	<u>(972)780-5380</u>
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone

<u>Lori Ann Fisher</u>	<u>491390</u>	<u>lorifisher@judgefite.com</u>	<u>(972)780-5380</u>
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov

CENTURY 21[®]

Judge Fite Management Company

CREDIT CARD AUTHORIZATION FORM

PLEASE FAX BACK TO C21JFMC - DESOTO @ (972) 780-5392

NAME ON CARD: _____

BILLING ADDRESS: _____

DAYTIME TELEPHONE #: _____

EVENING TELEPHONE #: _____

CREDIT CARD #: _____

TYPE OF CARD: (circle one) VISA MASTERCARD

EXPIRATION DATE: _____

CSV# (3 digit # on back of card): _____

AMOUNT APPROVED TO CHARGE: \$ _____

ADDRESS TO APPLY PAYMENT TO: _____

SIGNATURE

DATE

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

APPROVED: _____ DECLINED: _____

ACCOUNT: _____ PROPERTY ID: _____