



EMAIL APPLICATION TO: applications@judgefite.com

FAX APPLICATION TO: 972-780-5392

HAND DELIVER TO: 712 S. Cedar Ridge Drive Duncanville, Texas 75137

APPLICATION FEE: \$35.00 PER APPLICANT

Ph: 972-780-5380

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.

ALL OFFERS MUST BE PRESENTED IN WRITING WITH COMPLETED APPLICATION(S) AND FEES

- 1) All applicants 18 years or older must submit a separate, fully completed, dated and signed rental application. Full name of all occupants, pets and all vehicles must be on 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) A credit report from a national credit reporting agency will be obtained on all applicants. We will also perform a criminal background check on all applicants. Only criminal background checks will be required for applicants 18 or older who are not contributing financially to the household and are a full time college student and the same for elderly who do not contribute to the household finances.
- 3) A 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) Applications from other applicants are accepted until an application is approved. Because of the fiduciary relationship CENTURY 21 Judge Fite Mgmt. Co, Inc. has with owners, if more than one (1) application is submitted before approval can be achieved, then the most qualified applicant will be approved. If your application is approvable, but not the one approved for the property for which you are applying, you are welcome to consider other available properties that we may have without payment of an additional application fee.
- 5) Valid current photo ID documentation (driver's license, State ID or Military ID) is required.
- 6) 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 upon request two (2) years of signed tax returns and the previous three (3) month's bank statements. Non-employed applicants must provide proof of income.
- 7) 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.
- 8) All sources of other income must be verifiable if needed to qualify for a rental unit. This includes Disability Assistance.
- 9) A history of any of the following by any household member is cause for rejection of a rental application: Any recent drug related conviction. Any conviction or adjudication other than acquittal of a sex offense. Any conviction or adjudication other than acquittal of a felony. **Management will reject applicants with any felony charge pertaining to child abuse, endangerment or any type of sexually related crime.**
- 10) Residency must be verified for a minimum of the last twenty-four (24) months with **NO INTERRUPTIONS.** Rental history references must reflect timely payment, 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. **Management will reject any applicants with any history of eviction actions or monies owed to a previous/current landlord.**

- 11) As per guidance from the United States Department of Housing and Urban Development (“HUD”), maximum occupancy is two (2) persons per bedroom.
- 12) 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.
- 13) Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Only, non-violent, and common domesticated animals will be allowed on any property that permits pets. Rottweilers, American Staffordshire Terriers (pit bulls), Chows, Dobermans and mixed breeds including any of the above mentioned will not be approved. 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.
- 14) Applicant is required to pay a security deposit at the time of lease closing in the minimum amount of one (1) month’s rent. In owner/landlord’s sole discretion, a higher security deposit, additional pre-paid rent and/or guarantors may be accepted in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified per the listed terms above in order to be a guarantor.
- 15) Any exceptions to our company’s criteria must be submitted in writing to the rental agent for presentation to the owner/landlord for consideration. If approval is given for such exceptions, additional security, guarantors and/or additional advance rent payments may be required.
- 16) All deposits and first month’s rent are required to be in certified funds. (cashier’s check or money order) This includes the pet deposit and pool / spa deposit. (if applicable) All deposits, first month’s rent and utility order confirmations are due 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. A double or triple security deposit may be required with “B” & “C” rated applications for the owner to feel comfortable with approving the application. The owner 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 for company use only. The leasing agent is not authorized to negotiate on behalf of CENTURY 21 Judge Fite Mgmt. Co, Inc. Verbal representations are non-binding. Once your application is submitted to CENTURY 21 Judge Fite Mgmt. Co, Inc. the approval/denial process and negotiation process (if applicable) will be handled by the property manager overseeing the property for which you are applying. In the event an applicant is denied an adverse action letter will be sent to the applicant. 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 the application, lease agreement and all addendums (if applicable) and that I understand all the terms and all charges due.

Applicant’s Signature: _____

Date: _____



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.
©Texas Association of REALTORS®, Inc. 2007

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

	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.

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 \$ 35.00 for processing and reviewing this application and (check only one box if applicable):

- (1) \$ N/A 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 \$ N/A 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.

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.
©Texas Association of REALTORS®, Inc. 2007

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.



CENTURY 21 Judge Fite Management Company
 is proud to be a part of the CENTURY 21 Judge Fite Family.
 CENTURY 21 Judge Fite Company named one of the "Best Companies
 to work for in the state of Texas" by Texas Monthly 2006 and 2007.
... wherever life leads you!

CENTURY 21 Judge Fite Management Company celebrates over 55 years of property management service.

CREDIT CARD AUTHORIZATION FORM

Name on Card: _____

Billing Address: _____

Telephone #: _____ Day

_____ Evening

Credit Card #: _____

Type of card: (circle one) VISA MASTERCARD

Expiration Date: _____

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

AMOUNT TO CHARGE: \$ _____

Address to Apply Payment to: _____

Signature: _____

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

APPROVED _____

DECLINED _____

SIGNATURE

DATE

PLEASE FAX BACK TO C21JFPM - DUNCANVILLE @ (972) 780-5392

AA: _____

Prop ID: _____