

Qualifying Criteria & Application Instructions

1. Submit complete lease packet attached to this listing to our office at the address below with application fee of \$45 per adult and \$45 for a single admin fee.

Austin Property Team
2101 South I-35, #201
Austin, TX 78741

2. Application will not be processed until we have certified funds in our office along with complete lease packet.
3. Screening process can take up to 3 days depending on promptness of current landlord's and employer's response to APT's request for verification.
4. Once applicant is approved they will receive a welcome email from APT and must submit an "application deposit" within 24 hours of approval. If applicant does not submit an "application deposit" APT has the right to move to the next applicant and will not refund any fees submitted by the applicant.

Welcome to Austin Property Team (APT). This is a guide to the rental requirements for our management company. Before you apply to rent any of our properties, please take time to review these rental criteria to determine if you are eligible. The term "applicant(s)" under these criteria means the person(s) who will be signing the lease as "resident"; the term "Occupant" in these criteria means the other person(s) authorized to be occupants under the Lease. Together with the Rental Application these criteria will govern your application. Any person 18 years or older will be required to complete and signed an application and sign the lease as a "resident" as well as pay an application fee.

Fees: All application and administrative fees are due at the time the application is submitted. Each application fee is \$45 per adult and a single administrative fee of \$45 is required. Both the app and admin fees are non-refundable and non-transferable. Once applicant is approved an "application deposit" must be submitted within 24 hours of approval. *This "application deposit" is not the "security deposit."* It will ensure APT holds the unit for the applicant. The "application deposit" will be credited toward the "security deposit" upon move-in by the tenant and first month's rent is received. If applicant fails to sign lease and/or move-in on agreed lease start date the "application deposit" will be

non-refundable and held by the landlord for liquid damages. If you are not approved the “application deposit” will be refunded within 7 days.

Occupancy Guidelines: No more than two (2) persons (residents or occupants) per bedroom may occupy. Notwithstanding the foregoing, a family may occupy a unit if the family does not exceed two persons per bedroom plus a child who is less than ten (10) years old at the time of rental application. Applicant must preview property in person or have representative preview before applying for lease. APT discourages sight unseen applicants. Tenant must start lease agreement within 15 days after applicant is approved.

Income and Employment: Monthly income for all applicants must be three (3) times the current monthly rent. All applicants must have verifiable and acceptable employment history. Verification can include: pay stubs, written verification from income source or w-2 forms. If an applicant is relying on a new employment position, applicant must provide a letter of intent from the new employer. APT has a company policy of not accepting Section 8 vouchers for our rentals unless an owner requests it.

Rental History: Applicants must have a minimum of one (1) year satisfactory rental history or R1 rating of home ownership. Satisfactory history will be defined as no more than three (2) late payments no to exceed thirty (15) day past due, or no more than (1) returned checks. The resident must have given proper notice to vacate and have no outstanding financial obligations to previous landlord. Broken leases and evictions within a ten (10) year period will not be accepted unless applicant has paid off debt to previous landlord or worked out payment arrangements prior to submitting an application.

Credit: All applicants must have an acceptable credit history. If bankruptcy has been declared, we require the bankruptcy to be discharged and new positive credit established. Existing credit must be at least 50% positive.

Criminal History: The rental application will be denied if an applicant or occupant has:

1. A conviction or received deferred adjudication for any felony.
2. A conviction or received deferred adjudication or the following class A misdemeanor offenses:
 - a. Offenses classified by the Texas Penal Code, as an offense against the person, an offense against a family member, arson, criminal mischief, disorderly conduct and related offenses.
3. A conviction or received deferred adjudication for any other offenses for which a person is required to register as a sex offender in the state of Texas

We reserve the right, but are under no obligation, to make exceptions to this policy for non-violent offense or any other crimes we feel are justifiable.

Pets: Pets (dogs only) are permitted with a \$175 deposit per pet and an additional 2% of gross rental amount added to monthly rent of unit. The following breeds, regardless of weight are restricted: German Shepards, Rottweilers, Doberman Pinschers, Chows, Pit bulls, Staffordshire Terriers, Great Danes and St. Bernards. Other Restrictions may apply.

False Information: Any Falsification of information on the application will automatically disqualify the applicant and all deposits and application money will be forfeited.

All applicant's qualifications are evaluated and determined acceptable by APT under its sole discretion. APT reserves the right to make modifications to these criteria at its own discretion.

X _____
Applicant Signature Date

X _____
Applicant Signature Date

X _____
Applicant Signature Date

X _____
Applicant Signature Date



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**Austin Property Team's
PRIVACY POLICY ON PERSONAL INFORMATION**

We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

HOW INFORMATION IS COLLECTED. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to lease or rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.

HOW AND WHEN INFORMATION IS USED. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

HOW THE INFORMATION IS PROTECTED AND WHO HAS ACCESS. Only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

HOW THE INFORMATION IS DISPOSED OF. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or shredding of paper documents or electronic files containing such information.

LOCATOR SERVICES. If you were referred by a locator services, please be aware that the locator services are independent contractors and are not our employees, even though they may have initially processed rental applications and filled out lease forms. You should require any locator services you use to furnish you their privacy policies.

Thank you,
Austin Property Team

Applicants signatures | Date

Applicants Signature | Date



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Statement of Breed

I/We have submitted an application to lease a property located at

And I/We do have pet(s), and I/we understand that the acceptance of pets and the specific breed of pets are negotiable issues between the property manager, the landlord of the property and the applicants.

It is the policy of Austin Property Team not to accept the following breeds of dogs:

Rottweilers
Doberman Pinschers
Chows
Pit Bulls
Staffordshire Terriers
German Sheppards
Great Danes
St. Bernards

Or any other breed of dog that may be deemed dangerous to the tenant, invitees of the tenant or the general public.

With this understanding, I/We acknowledge the policy of Austin Property Team and state that our pets are not one of the breeds listed above, and in fact our dog(s) are of the following breed(s):

Thanks,
Austin Property Team



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: \$ _____

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)
 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)

Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

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.

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. 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? |
|--------------|------|-------|--------|-------------|--------|--|--|--|
| | | | | | | <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 |
| | | | | | | <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

Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

Will Applicant maintain renter's insurance?

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?

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 any credit problems (including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies)?

been convicted of a crime?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

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 \$ _____ to _____ (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: _____



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:

_____ **austin property team** (name)
_____ **PO Box 13303** (address)
_____ **Austin, Tx 78711** (city, state, zip)
_____ **(512) 686-5454** (phone) _____ **(512) 949-5026** (fax)
_____ **info@austinpropertyteam.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.