



CENTURY 21
APD Associates

9201 Montana Avenue, El Paso, TX 79925
Business: (915) 779-5611 Fax: (915) 779-5059
website century21apd.com

Tenant's Selection Criteria

Upon receipt of an application for rent and processing fee in the amount of \$30.00 per applicant, we will proceed to obtain information for a prospective tenant. Tenant must have viewed the home, accompanied by their real estate agent. No application will be approved until the home has been seen by the tenant or a representative of the tenant, if tenant is out of town.

Applications are processed Monday thru Friday 9:00 am to 5:00 pm, we will do our best to resolve an application within 48 to 72 business hours. We may have delays in processing if rental history is not obtained quickly or owner is not available for presentation. Applications received over the weekend will be processed the next business day.

We will run a credit report through Experian/TRW reporting agency.

We do not have a minimum credit score, all applications will be considered and presented to the owner of the home. We will analyze the type accounts that are open and current or delinquent balances, in particular time of delinquency and nature of account.

We will contact your current landlord to verify rental history, we may go back up to two years on rental history.

Applicant must be currently employed, with a minimum of one year at current employment. Income must be equivalent to three times the rent amount. Income to be considered can be from employment, social security, disability, annuities, child support, and public assistance.

Century 21 APD Associates manages homes for individual owners.

Upon verification of all information stated above application will be submitted to owner of the home, they will make the ultimate decision on approval or denial of application. Once owner has been presented all information they may decide to deny the application or approve with higher deposit or rent.

Lease terms are for one year minimum, any application submitted must clearly state desired term of contract which will also be presented to the owner for approval.

Homes are on the market on as-is condition unless stated otherwise. **Any request for repairs** must be presented for negotiation up front with lease application.

Deposit is to be paid immediately upon approval of application to secure home. Leases are to begin no later than ten days from approval date. First month's rent and deposit are to be paid in certified funds only (money order or cashier's check). Pet deposit will apply, varies by property, amount stated is per pet, multiple pets will require multiple deposit.

Processing fee is \$30.00 which is non-refundable, not applied towards security deposit or rent whether the application is approved or denied.



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Criterios de selección de los inquilinos (Tenant's Selection Criteria)

Al recibir una aplicación en alquiler se procederá a obtener información para un posible inquilino. El inquilino debe haber visto la casa, acompañado por su agente de bienes raíces. Ninguna solicitud será aprobada hasta que la casa ha sido visto por el inquilino o un representante del inquilino, si el inquilino está fuera de la ciudad.

Las solicitudes se procesan de lunes a viernes 9:00 AM a 5:00 PM, vamos a hacer nuestro mejor esfuerzo para resolver una solicitud dentro de las 48 a 72 horas. Podemos tener retrasos en el procesamiento si la historia de alquiler no se obtiene rápidamente o que el propietario no está disponible para la presentación. Las solicitudes recibidas durante el fin de semana serán procesados el día hábil siguiente.

Pediremos un informe de crédito a través de agencia de informes de Experian / TRW. Vamos a ejecutar un informe de crédito a través de agencia de informes de Experian / TRW.

No tenemos una calificación de crédito mínima. Todas las aplicaciones se consideran y se presentaran al propietario de la casa. Analizamos las cuentas de tipo que sean saldos pendientes y actuales o delincuentes, en particular el tiempo de la delincuencia y la naturaleza de la cuenta.

Nos pondremos en contacto con el propietario para verificar su historial de alquiler, también podemos revisar dos años de historia de alquiler si es necesario.

El solicitante debe ser empleado actualmente, con un mínimo de un año en el empleo. Los ingresos que se puede considerer es ingreso de empleo, la seguridad social, asistencia de discapacidad, las anualidades, la manutención de los hijos, y la asistencia pública.

Century 21 APD Associates gestiona casas y propiedades privadas. Tras la verificación de toda la información que se ha indicado anteriormente, la solicitud se envía al propietario de la casa. El dueño de la propiedad tomará la decisión final sobre la aprobación o denegación de la solicitud. Una vez que toda la información se ha presentado, el propietario va rechazar o aprueba la solicitud con un mayor depósito o aumentará la renta.

Los términos del arrendamiento son por un mínimo de un año, cualquier solicitud presentada debe indicar claramente el término deseado de contrato, también se presentará al propietario para su aprobación.

Las casas están en el mercado en condiciones tal cual a menos que se indique lo contrario. Toda solicitud de reparación debe ser presentado para su negociación cuando se presente la solicitud de contrato.

El depósito debe ser pagado inmediatamente después de la aprobación de la solicitud para asegurar la casa. Los arrendamientos se iniciarán no más tarde que diez días desde la fecha de aprobación. El primer mes de renta y depósito deben ser pagados en fondos certificados solamente (giro postal o cheque de caja). Depósito de animal doméstico se aplicará y varía por propiedad. La cantidad indicada es por mascota. Varias mascotas requerirá depósito múltiple.

El cargo de procesamiento es \$ 30.00 que no es reembolsable, no se aplica al depósito de seguridad ni a la renta si la solicitud es aprobada o negada.



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)

A. Applicant Identification:

Applicant's name (as listed on proof of identification) _____
Applicant's former last name (if applicable) _____
E-mail _____ Mobile Ph. _____
Work Ph. _____ Home Ph. _____
Do you consent to receiving text messages? yes no Soc. Sec. No. _____
Driver License/ID No. _____ in _____ (state) Date of Birth _____
Height _____ Weight _____ Eye Color _____ Hair Color _____

Are there co-applicants? yes no **Note: If yes, each co-applicant must submit a separate application.**
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____

B. Property Condition:

Applicant has has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person 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:

C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent? yes no
If yes, Name: _____
Company: _____
E-mail: _____ Phone Number: _____

Applicant was made aware of Property via:
 Sign Internet Other _____

D. Applicant Information:

Housing:

Applicant's Current Address: _____ Apt. No. _____
(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

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

Move In Date: _____ 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: _____

Move In Date _____ Move Out Date: _____ Rent \$ _____

Reason for move: _____

Employment and Other Income:

Applicant's Current Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ 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)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

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

Name and Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

E. Occupant Information:

Name all other persons that are not co-applicants who will occupy the Property:

Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

F. Vehicle Information:

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

<u>Type</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>License Plate No./State</u>	<u>Mo. Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.

G. Animals:

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

yes no

If yes, list all animals to be kept on the Property:

<u>Type & Breed</u>	<u>Name</u>	<u>Color</u>	<u>Weight</u>	<u>Age in Yrs.</u>	<u>Gender</u>	<u>Neutered?</u>	<u>Bite History?</u>	<u>Rabies Shots Current?</u>	<u>Assistance Animal?</u>
_____	_____	_____	_____	_____	_____	<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

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

H. Additional Information:

<u>Yes</u>	<u>No</u>
<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?
 Does anyone who will occupy the Property smoke or vape?
 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:

<u>Yes</u>	<u>No</u>
<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"/>

been evicted?
 been asked to move out by a landlord?
 breached a lease or rental agreement?
 filed for bankruptcy?
 lost property in a foreclosure?
 been convicted of a crime? If yes, provide the location, year, and type of conviction below.

Residential Lease Application concerning _____

Yes No

- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
- Has applicant had any credit problems, slow-pays or delinquencies? If yes, provide more information below.
- Is there additional information Applicant wants considered?

Additional comments: _____

I. Authorization:

Applicant authorizes Landlord and Landlord's authorized 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 \$ 30.00 to Century 21 APD Assoc. (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.
- (4) Applicant is responsible for any costs associated with obtaining information.

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:

_____	Century 21 APD Associates	_____	(name)
_____	9201 Montana Ave.	_____	(address)
_____	El Paso, TX 79925	_____	(city, state, zip)
_____	(915)779-5611	_____	(phone)
_____	(915)779-5059	_____	(fax)
_____	lmadrid@century21apd.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.



The Professional
LandlordTM

Century 21 APD Associates

Property Management

9201 Montana Ave.

El Paso, TX 79925

Office: (915)779-5611

CREDIT CARD AUTHORIZATION FORM

COMPANY NAME: CENTURY 21 APD Associates

ADDRESS: 9201 Montana Ave.
El Paso, TX 79925

CONTACT: Linda Madrid (Property Manager)

PHONE: (915)779-5611

EMAIL: lmadrid@century21apd.com

PLEASE CONFIRM THAT ALL CREDIT CARD NUMBERS ARE LEGIBLE

AMOUNT to CHARGE _____ FOR: _____

3% Convenience Fee

CARD NUMBER: _____ EXP DATE: __/__/__

Verification Code __ __ __ (Last 3 digits on back of Visa/Master Card/Discover cards only **NO** American Express)

Cardholder's NAME as it appears on the card: _____

Cardholder's Billing Address: _____

SIGNATURE: _____ DATE: _____

PLEASE NOTE: The charge on your statement will appear as *The PROMAS Landlord Software Center*