

***Please read the entire packet and submit in full with all deposits and fees in certified funds. Applications are not accepted by fax, email, or electronic signature. No Drop Box provided for our applicant's protection. Only complete applications accepted.



REALTOR PROCESS ACKNOWLEDGEMENT

***Applications will only be considered after complete -**

Our process:

1. Each applicant will fill out a completed application properly. Each person 18 and older regardless of whether they are going to be on the lease or listed as an occupant.
2. Each applicant will read and understand the application requirements attached to the MLS.
3. Additional explanation letters may be requested by management. ***Realtors who submit an application with knowledge other than what was reported by the applicant or false representation will be held responsible.***
4. Applicant communication may be through the Real Estate agent until such time of approval.
5. Following approval the tenant will be asked to solely communicate with management regarding the property and additional requests.
6. An applicant can be denied for many reasons. In these cases, such reasons will not be disclosed to the Realtor.
7. Application fee and application deposit must be in certified funds (cashier's check or money order) no personal checks and turned in with the lease application. Please make your application fee to: Ambassador Property Management. The application fee is **NON-REFUNDABLE in all cases submitted**. The application deposit is **NON-REFUNDABLE** unless application is denied. If applicant is accepted and does not take possession of the property management will retain the application deposit.
8. First full month's rent will be paid prior to occupancy in the form of certified funds.
9. ***There is NO pre approval process available.***
10. All approved applicants **may** be required to complete a tenant orientation prior to or just after possession.
11. Invoices for payment are to be submitted to the Listing Brokerage. Ambassador Property Management will **not** be responsible for payment. A W-9 form will be submitted with each invoice regardless of prior business transactions. Payment will be submitted up to 30 days after tenant takes possession of the property.

NOTE: The application process can take 3-7 business days to complete. Please be aware! PLEASE REFRAIN FROM calls regarding the status of any application prior to 5 business days! You may wish to expedite your application process for a \$75 fee. The expedite fee will speed up the processing of any application ONLY, yet does not guarantee a speed answer. This fee is NON-REFUNDABLE. Any applicant and/or Realtor who becomes disruptive and disrespectful to staff will cause the application to be denied/rejected at the discretion of the director.

Signing this acknowledgment indicates that you have had the opportunity to review Ambassador Property Management's tenant selection criteria and the application process.

Signature: _____

Brokerage: _____

License #: _____



APPLICATION REQUIREMENTS

Each applicant over the age of 18 must fill out a TAR "Residential Lease Application". **Applications will only be accepted if they are complete.**

A completed application should have the following:

1. A completed TAR application for each applicant with all blanks filled in properly, including past landlord's name and phone numbers.
2. Last two pay stubs, if W-2 employed. OR Last year's tax return, if self-employed. OR Employee verification letter from new employer on company letterhead.
3. If newly hired, please provide your employment letter that references your start date and salary.
4. If your credit is sub-standard and/or you have had issues with bankruptcy or any other issues you feel may affect your application (including criminal history), please write a letter along with your application explaining in detail the circumstances. You may be asked to complete a letter prior to approval.
5. Application fee and application/security deposit must be in certified funds (cashier's check or money order) no personal checks and turned in with the lease application. **Application fee is \$75 per applicant and \$99 administrative fee.** Please make your application fee to: Ambassador Property Management. The application fee is **NON-REFUNDABLE**. The application deposit is **NON-REFUNDABLE** unless application is denied. First full month's rent will be paid prior to occupancy in the form of certified funds. **Upon renewal a \$99 administrative fee will apply or \$150 change fee when adding or deleting an party.**
6. Please make application deposit payable to **Ambassador Property Management**.
7. Please provide copy of State or US issued I.D. and/or SSN card.
8. Applicants may be denied if:
 - Unacceptable payment history and evictions, incomplete or inaccurate information provided
 - Unpaid child support
 - Unexplained and/or unacceptable criminal history by applicant or by other occupant
 - Unsatisfactory credit history

****Individual owner of property may include additional criteria for tenant selection.***

****There is NO pre approval process available.***

9. Deliver all paperwork to: **Assigned Realtor in c/o Ambassador Property Management
1000 Heritage Center Circle
Round Rock, Texas 78664**

NOTE: The application process can take 3-7 business days to complete. Please be aware! PLEASE REFRAIN from calling regarding the status of any application prior to 5 business days! THE LISTING REALTOR IS NOT AN EMPLOYEE OR AMBASSADOR CONTRACTOR AND IS NOT INVOLVED IN THE SCREENING PROCESS! You may wish to expedite your application process for a NON REFUNDABLE \$75 fee. The expedite fee will speed up the processing of any application ONLY, yet does not guarantee a speedy answer or a rush move in date. This fee is NON-REFUNDABLE.

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

Application & Leasing Fees:

- Returned Check charges begin at \$35.00 per incident with additional late fees
- Pet Violations begin at \$150 per pet and \$25 daily
- Number of vehicles are limited to the number of licensed drivers in the household without permission
- All HOA CC&Rs must be obtained by the tenant upon possession
- Pet deposits are \$250-\$500 per animal subject to landlord approval.
(1/2 non-refundable as pet fee; 100% non-refundable if applying after occupancy)
- All accepted pets will be subject to evaluation with an additional \$35 fee
- **Quarterly internal inspections may be conducted for compliance in accordance to the TAR lease**
- Ambassador Property Management reserves the right to give notice to move as a result of record of slow payment history, non-payment, non-compliance with rental agreement, suspicious criminal activity, or damage beyond normal wear and tear.
- **ALL vacating tenants are required to have carpeted areas cleaned professionally producing proof of service upon vacancy.**
- Ambassador Property Management has a **NO Smoking Policy**. **Persons to have found to violate this policy will be subject to forfeit their security and/or pet deposits.**
- **Applicants must acknowledge "APM Pet Policy" regardless of intent to have pets or not**
- **All applicants and occupants must present documentation prior to application acceptance. Amendments to the lease will carry a \$150 fee plus additional application fees.**
- Tenant may not pay rent in cash or personal check. All Payments following possession must be made online or with certified funds mailed to the address listed on the lease only.
- Rent is considered late on the 4th of each month. Initial late fee is \$100/\$75 daily.
- Keyboxes are placed on the property during 60 last days of lease. Tenants are **required** to cooperate with showings during this period to retain any deposits submitted.
- **Deposit returned will submitted as required after all obligations have been met by the occupant. An administrative processing fee of \$150 will apply.**

Obligations Upon Approval or Denial:

- Not later than the 2nd day after Landlord notifies Applicant of the approval, Applicant must sign a written lease for the Property with terms described in this agreement and the Application Deposit will be credited to the security deposit in the lease.
- If Landlord notifies Applicant of approval and Applicant fails to sign the lease within the time required, Landlord will retain the Application Deposit and may lease the Property to another person.

*Signing this acknowledgment indicates that you have had the opportunity to review Ambassador Property Management's application requirements. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded. **Any applicant and/or Realtor who becomes disruptive and disrespectful to staff will cause the application to be denied/rejected at the discretion of the director.***

Applicant: _____**Date:** _____**Applicant:** _____**Date:** _____**Applicant:** _____**Date:** _____**Applicant:** _____**Date:** _____



P.O. Box 5362
Round Rock, Texas 78683-5362
www.ambassadorproperty.com
Email: info@ambassadorproperty.com

Phone: (512) 351-7800
Fax: (888) 565-9930

Pet Policy & Procedure

- ❖ Any tenant wishing to bring pets onto any Ambassador managed property must read, understand and abide by the rules outlined in this policy, the primary purpose of which is to ensure that safe and sanitary surroundings are provided for all tenants, visitors and management employees, to protect the physical integrity of the property, and to protect and provide for the well-being of the pets themselves.
- ❖ Tenant must register all pets with property management. Permission to keep a pet is granted at the sole discretion of management and will be based in part on the pet's own merit, as well as the tenant's ability to maintain proper control.
- ❖ Tenant will be responsible for all fees and deposits associated to pet policy as an addendum to the lease in place. These fees are payable for the entire leasing term even if the pet is no longer harbored at the residence. There will be no refund for pets that move out before the end of the lease term.

Types of Pets

- ❖ The term "pet" refers to a domesticated species and genus of animal commonly recognized as a household pet, examples of which are cats, dogs, birds and fish.
- ❖ Assistive animals that provide assistance, service and support to a disabled person are not considered pets and are not limited by this policy. However, they must be registered with management.
- ❖ Vicious pets, exotic pets or any poisonous or venomous pets will not be permitted.
- ❖ Keeping aggressive dog breeds, if allowed by management, will require proof of liability insurance in the amount of at least \$100,000.
- ❖ Pets may not be kept or bred for commercial purposes while on the property.
- ❖ Unauthorized pets, including pets of visitors or guests, will not be allowed on the property even on a temporary basis.
- ❖ There may be a maximum number of pets allowed for each property set forth by owner.

Restrictions

- ❖ All cats and dogs must be licensed in accordance with all applicable ordinances of the local municipality and must display a current license tag on their collar.
- ❖ All cats and dogs must have current rabies and distemper vaccinations and must display a current rabies vaccination tag on their collar. A veterinarian's statement regarding vaccinations must be provided to management. Management will have the right to verify shot records with veterinarian.
- ❖ If a pet is left unattended for an inappropriate period due to the tenant's illness, neglect, or inability to provide pet care, management, at its discretion, may enter the tenant's unit and arrange for the pet's care. Tenant will provide management with the name, address and telephone number of a person or source who will accept the responsibility for the pet's care in the event of such an occurrence. Any costs incurred will be deducted from the tenant's security deposits.

Condition of Property

- ❖ Presence of a pet may not interfere with maintenance or routine pest extermination of the unit. Tenant is responsible for removing or protecting the pet when these procedures are requested or scheduled by management.
- ❖ Tenant is responsible for keeping all areas where pet is housed clean, safe and free of parasites, including fleas. Dog owners must pick up and dispose of all dog waste deposited on property. Cat owners must place soiled litter in tied plastic bags and dispose of it in outside garbage facilities, not the toilet system. Litter boxes must be changed a minimum of once a week, or more often if odor problems occur.

Complaints and Warnings

- ❖ Tenant is responsible for keeping pet from disturbing other tenants or becoming a nuisance. Nuisance may include chronic noise that disturbs other tenants; failure to properly dispose of pet wastes; and unleashed or unattended pets. Pets found unsupervised shall be turned over to the local authorities.
- ❖ Complaints regarding failure to comply with this policy must be made in writing to management. If the complaint is determined to be valid, management will issue a warning to the tenant who must immediately remedy the situation.

Damages and Fees

- ❖ Tenant is responsible for and must immediately pay for the cost of all damages or injuries caused by his/her pet and will also be responsible for the full cost of flea extermination in the building that may be required because of the tenant's pet.

Acknowledgement

- ❖ Tenant agrees that keeping a pet on the property is a privilege, not a right, and that management reserves the right to prohibit or demand removal of any pet at any time.
- ❖ Tenant agrees to indemnify, hold harmless and defend the owner, agents and employees of Ambassador Property Management against all liability, judgments, expenses or claims by a third party for any injury against any person or damage to any property caused by any pet or animal possessed or brought onto the property by the tenant, or allowed by the tenant to be brought onto the property.
- ❖ Tenant(s) understands that the permission granted is only for the pets described in the pet agreement and not other pet(s) or offspring, not even for temporary care, will be permitted without landlord's permission.
- ❖ Ambassador Property Management reserves the rights to revoke permission to keep pets at any time. If any of the above conditions are not kept. If such permission is revoked, said pet(s) shall be removed from the property within 48 hours. Failure to remove a pet from the premises may result in a fee of \$100 per day until the pet(s) is removed. Loss of deposits.
- ❖ **All pets are subject to evaluation during the approval process, property inspection process, and any other requested time during these term of the lease as a result of incident. Evaluation fees are due immediately to technician in certified funds paid to "OSLO'S FRIENDS". Many evaluations are conducted during routine inspections. No proof or receipt of evaluations will be provided to tenant.**

I have read, understand, and agree to the terms of the above Pet Policy.

Tenant's Signature _____

Name (Printed) _____ Date _____

Tenant's Signature _____

Name (Printed) _____ Date _____



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"/>
<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?
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? If yes, provide the location, year, and type of conviction below.
Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
Is there additional information Applicant wants considered?

<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"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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 \$ 55.00 per adult to Ambassador Property Management (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: _____



**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®, INC. 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:

_____ (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.