



# Armadillo Properties

## **Copperas Cove**

2602 E Bus Hwy 190

Copperas Cove, TX 76522

Phone: (254) 547-0505 • Fax: (254) 547-0669

**Email:**

**manager@armadilloproperties.com**

## **LEASE APPLICATION**

What we will need from you to process your application in a timely manner:

- 1. Copy of your government/state issued ID**
- 2. Recent pay stub or LES (last 30 days)**
- 3. Supervisor's name and address or unit information**
- 4. Completed and signed application**
- 5. Application fee**

Your application fee covers credit check, sex offender check, and criminal background clearance. Fees are as follows:

**\$38 for a Single Person**

**\$55 for a Married Couple or Two Roommates**

**\$65 for a Third Roommate or Guarantor**

Checks, money orders, credit and debit cards accepted for application fee.

**NO CASH ACCEPTED**

**\*\*\* PLEASE NOTE \*\*\***

- 1. Liability Insurance is a Requirement**
- 2. ALL NON-DEPENDENT OCCUPANTS over the age of 18 must submit a separate and complete application.; including co-applicant spouses.**
- 3. Carefully review our enclosed Roommate Policy for rules and fees associated with NON-DEPENDENT ADULT roommates.**
- 4. Each roommate must be able to qualify on his/her own.**

**Thank you, from all of us here at Armadillo Properties!**



## 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 ☐ 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 \_\_\_\_\_

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

Name and Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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: \_\_\_\_\_

Residential Lease Application concerning \_\_\_\_\_

Applicant's Previous 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 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: \_\_\_\_\_

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo. Payment

Will any animals (dogs, cats, birds, reptiles, fish, and other animals) be kept on the Property? ☐ yes ☐ no

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

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

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"/>
<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?

<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"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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?  
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.  
had any credit problems, slow-pays or delinquencies? If yes, provide more information below.  
Is there additional information Applicant wants considered?

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 **Armadillo Properties** (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:

_____	_____	(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.*

# Liability Insurance Requirement

Resident is required to maintain property damage liability insurance during the term of the lease Agreement and any subsequent renewal periods. It is required that the insurance be no less than One Hundred Thousand Dollars (\$100,000) for damages to the property of Resident and Landlord with provisions covering, at a minimum, perils of fire, explosion, sewer backup, smoke and accidental water discharge.

## **Option 1: Do Nothing and Enroll in AssetProtect**

Our company offers a cost-effective insurance program with coverage for your personal property. For just \$15.00 per month, this program meets the \$100,000 liability insurance requirement in your lease and provides \$10,000.00 in coverage for your personal property. Resident will pay the monthly cost, which shall be due and payable each month without demand at the time rent is due. Landlord provides no representations or warranties with respect to the insurance or services provided by the program or the sufficiency of such insurance or any other insurance described herein. You are under no obligation to elect this option or enroll through this program. You will be enrolled in this program unless you proceed with option 2. The program is not owned or operated by Landlord. However, Landlord may receive compensation in the event you are enrolled.

## **Option 2: Third Party Policy**

In the event Resident elects to obtain other insurance, Resident shall request that the company be named as an "Additional Interest" or "Interested Party" to be informed if the policy is cancelled or terminated (see below requirements). Such policy shall be written as a policy not contributing with and not in excess of coverage which Landlord may carry and shall remain in full force and effect during the Term of the Lease Agreement and any subsequent renewal periods. Resident must provide the policy to the property manager. Resident agrees that a failure by Resident to comply with any of the terms and conditions of this Addendum shall constitute a default under the Lease Agreement to the extent permitted by Applicable Law. In the event of such default to the extent permitted by Applicable Law, Landlord shall have all rights and remedies available to it under the Lease Agreement. Resident will be automatically enrolled in the AssetProtect program at a cost of \$15.00 per month and consist of the coverage outlined above.

I understand that Property Management Company is not a licensed insurance agent and is neither making an offer of insurance nor selling insurance.

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**Applicant's Signature**

**Date**

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**Applicant's Signature**

**Date**

## Resident Qualifying Criteria:

We are delighted that you are interested in leasing a dwelling in one of our communities. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us:

1. A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. For married couples, spouses are co-applicants, even if only one will occupy the unit.
2. Each applicant must provide government photo identification and allow it to be photocopied.
3. Applicants who are first-time renters or who do not have sufficient income under paragraph 6 below may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 6 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer.
4. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available unit; i.e., no more than two persons per bedroom. See our attached family occupancy policy, covering various sizes, configuration of units, and children's ages during the lease term.
5. Employment and monthly income must be verifiable. Total verifiable monthly income of each applicant must be 3 times the monthly rent. Otherwise, a guarantor is necessary. For married couples, verifiable income of both spouses may be combined to satisfy this requirement.
6. Applicants may be denied occupancy for the following reasons:
  - Falsification of application by any applicant
  - Incomplete application by any applicant
  - Insufficient income of any applicant
  - Criminal conviction history of violent or sexual crimes committed by an applicant or by other occupants (including children) who plan to live in the unit
  - Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
  - Poor rental profile of any applicant (rental history reports are obtained) including, but not limited to:
    - Non-payment or frequent late payment of rent
    - Eviction
    - Drug use
    - Poor housekeeping
    - Poor supervision of applicant's children
    - Unruly or destructive behavior by applicant, applicant's children, or applicant's guests
    - Violence to persons or property by applicant, applicant's children, or applicant's guests

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, family status, sexual preference, or any other protected status; in accordance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act).

**I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RESIDENT QUALIFYING CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MIGHT BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RESIDENT QUALIFYING CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MANAGER MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT TO OCCUPANCY.**

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**Applicant Signature**

**Date**

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**Applicant Signature**

**Date**

# Fair Housing Policy

1. We are absolutely committed to compliance with fair housing laws. Different properties under our management may have different policies, provided that those policies do not violate local, state, or federal fair housing statutes, regulations, or laws. Fair housing laws do not require equal treatment of all persons. Instead, they require that persons may not be discriminated against on the basis of race, color, religion, sex, national origin, handicap, or familial status.
2. Under federal fair housing Laws, rental housing owners may treat people differently for reasons other than those listed above; such as rental history, credit record, criminal history, income, current drug use, and settlement of outstanding debt.
3. Texas fair housing statutes and regulations are identical to federal laws.
4. City ordinances may add other protected classes, which are not protected classes under federal and state law, such as: age, student status, vocation, sexual preference, etc...
5. Definition of family. Federal statutes and regulations define a family as follows: A family consists of one or two adult parents or custodians PLUS a child who must be (1) their natural or adopted child, (2) a child who they have legal custody of or are applying for legal custody of (e.g. guardian/ward or foster parent/child), or (3) a child who is living with the adult(s) by written permission of the child's parent or custodian. A pregnant woman also is considered a family under federal housing statutes. A married couple without children living with them does NOT constitute a family.
6. Please consult our Roommate Policy for rules and fees associated with NON-DEPENDENT ADULT roommates.

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**Applicant's Signature**

**Date**

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**Applicant's Signature**

**Date**



# Roommate Policy

Effective June 13, 2011, the following roommate policy applies to all rental units managed by Armadillo Properties:

**Roommates will be accepted for all Armadillo Properties' managed units with the following charges and criteria:**

## **All Units:**

All NON-DEPENDENT ADULT applicants must be named on the lease and must individually meet all qualifications for the property, including income-to-rent-ratio criteria.

Total occupancy of any unit is not to exceed two (2) adults, or three (3) minor children per listed bedroom.

## **Multi-family Units (duplexes, 4-plexes, apartments, etc...):**

**2nd NON-DEPENDENT ADULT** person on the lease will incur a **\$25 per month** occupancy charge, in addition to rents and all other fees due per the lease.

All subsequent NON-DEPENDENT ADULT persons on lease - \$200 per person, per month occupancy charge, in addition to rents and all other fees due per the lease.

## **Single-family Homes:**

**2nd NON-DEPENDENT ADULT** person on the lease will incur a **\$100 per month** occupancy charge, in addition to rents and all other fees due per the lease.

All subsequent NON-DEPENDENT ADULT persons on lease - \$600 per person, per month occupancy charge, in addition to rents and all other fees due per the lease.

**For the purposes of this policy, NON-DEPENDENT ADULT is defined as any occupant who is over the age of 18 years, and who is not being claimed by the primary named Lessee as a legal dependent for federal income tax purposes.**

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Applicant's Signature

Date

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Applicant's Signature

Date