



APPLICATION REQUIREMENTS

Each applicant over the age of 18 must fill out a TAR “Residential Lease Application” along with an “Agreement for Application Deposit and Hold” on the property. **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 **\$55** per applicant. 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.
6. Please make application deposit payable to **Ambassador Property Management**.
7. Please provide copy of State 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 and/or Ambassador Property Management
3000 Joe DiMaggio Blvd., #92
Round Rock, Texas 78665
512-351-7800

NOTE: *The application process can take 3-7 business days to complete. Please be aware! **DO NOT call regarding the status of any application prior to 5 business days!** *You may wish to expedite your application process for a \$75 fee. Approved applicants must sit through tenant orientation prior to obtaining keys and taking possession. Orientations are by appointment only and during normal business hours. Missed and Late Appointments will result in a \$20 fee.**

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____



Application & Leasing Fees:

- After the 10th day of non-payment Landlord may reserve the right to conduct a “landlord lockout” and proceed with eviction
- Returned Check charges begin at \$35.00 per incident
- 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
- 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 will be conducted for compliance
- 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. These terms are the sole determination of management.
- Ambassador Property Management has a **NO Smoking Policy**
- **Applicants must acknowledge “APM Tenant Screening Policy” & “APM Pet Policy”**
- **All applicants and occupants must present documentation prior to application acceptance. Amendments to the lease will carry a \$150 fee plus additional application fees.**

*Signing this acknowledgment indicates that you have had the opportunity to review Ambassador Property Management’s tenant selection criteria. 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: _____