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P.O. Box 10322 ▪ Killeen, TX 76547-0322 ▪ Bus (254) 526-7746 ▪ EFAX (800) 286-7128  
[Management@MonarchRealtyGrp.com](mailto:Management@MonarchRealtyGrp.com) ▪ [www.MonarchRealtyPM.com](http://www.MonarchRealtyPM.com)

## Application Checklist

Please Bring signed the Following Documents from your Pre-Leasing Packet

### Requiring Signatures\*

- Information About Brokerage Services\*
- Tenant Selection Criteria\*
- Qualification and Guidelines\*
- Completed Residential Lease Applications and Authorization to Release Information \*

### Supporting Documentation

- Applications Fees and Application Deposit Funds in Separate Money orders
  - 2 forms of Government Issued ID's
  - Copy of your Social Security Cards
  - Proof Of Income (LES, Pay Stubs)
- All color copies submitted need to be readable.



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## Application process

### 1. *All applications should be completely filled out.*

- ❖ All applications should be submitted with 2 picture id's and should match the name on the application.
- ❖ All applications should be submitted with last two months pay stubs or LES in case of military personnel.
- ❖ All applications should be submitted with \$50.00 per person

### 2. *Verifying application approval*

- ❖ The prospective tenant must make THREE times the rent amount for two months.
- ❖ To figure if the tenant makes enough money you must:
  - Add the last two months gross amount together.  
(If military, add the total amount after any allotments.)
    - ◆ Example:  $1000+1000=2000.00$
  - Times the rent amount by three.
    - ◆ Example:  $575 \times 3 = 1725.00$

In this scenario the tenant would qualify one half of the application process.

- ❖ The prospective tenant cannot have any recent charge-off accounts with in the last 12 months.
- ❖ The prospective tenant cannot have any criminal record.

### 3. *ALL APPLICATIONS WILL BE REVIEWED AND APPROVED BY BROKER OR PROPERTY MANAGER. NO EXCEPTIONS!*

## **Automatic Application Denials**

- \*Registered sexual predators or offenders**
  - \*Any Felony offense**
- \*Any Criminal conviction where the applicant has been out of jail less than 10 years**
- \*Any Criminal offense of physical or violent nature against people or property**
- \*Collections efforts filed by past landlord or property management companies**
- \*Any past unlawful detainer action or eviction**
- \*Incomplete or unverifiable information on rental application**
  - \*Discrepancies between rental application and verified information**
- \*Any rental history upon which previous landlord or management refuses to re-rent to applicants will result in denial**



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## **CREDIT REQUIREMENTS**

**\*Good Credit is required**

**\*The non-existence of an existing credit rating may result in denial or require a lease Co-signer**

**\*Outstanding bad debts reported on credit history report may result in denial or require an additional month of Pre-paid rent**

**\*Collections on credit report may result in denial or require an additional month Pre-paid rent**

**\*Non-discharged bankruptcies on credit will result in denial**



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## **Privacy Policy for Monarch Realty Group, LLC.**

### **1. What is personal information?**

Personal information is:

- (1) information in a consumer report; or
- (2) an individual's first name or initial and last name in combination with any of the following:
  - (a) birth date;
  - (b) social security number or other government issued identification number;
  - (c) mother's maiden name;
  - (d) unique biometric data (fingerprint, voice print, retina image);
  - (e) unique electronic identification number or routing code;
  - (f) telecommunication access devices including debit or credit card information; or
  - (g) financial institution account or information.

A consumer report is a report related to a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living prepared by or obtained from an agency that collects such information such as a credit reporting agency.

### **2. How is personal information collected?**

This company obtains personal information in the following ways:

- (1) in consumer reports from reporting agencies to which this company subscribes in connection with lease applications, loan applications, or for other reasons that the consumer may authorize this company to obtain;
- (2) in lease applications a prospective tenant completes;
- (3) in loan applications a borrower or buyer completes;
- (4) in other real estate related forms the customer or client completes in or related to a transaction; and
- (5) in tax reporting forms that the customer or client is required to complete and which are given to this company.

When completing the forms required above, the customer or client may send the information to this company by regular mail, fax, personal delivery, or by e-mail. Customers or clients may occasionally provide personal information to this company or its agents by other means such as telephone calls, fax messages, or e-mail messages in order expedite a transaction in which the customer or client is involved.

### **3. How and when is the personal information used?**

Personal Information from Prospective Tenants: The personal information that prospective tenants provide to this company is primarily used to obtain consumer reports (credit checks). It may also be used to perform background checks and rental history searches. The information in the consumer reports may be discussed with landlords for whom this



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company manages property. This company also reports information to credit reporting agencies and uses personal information to complete those reports.

Personal Information from Owners of Properties Managed by the Company: When this company acts as a property manager for a property owner, the company uses the property owner's personal information only: (a) to deliver the required management services; (b) to file any required reports with governmental agencies (for example, the IRS); or (c) for other purposes the property owner may authorize.

Personal Information from Clients: When this company represents a person (buyer, seller, landlord, or tenant) in a transaction the agent servicing the client may, on the client's behalf and at the client's instruction, convey personal information he or she provides to the agent to service providers (for example, mortgage lenders and title companies) as those service providers may require for the products or services the client needs or requests. If this company represents a prospective tenant in a lease transaction, the personal information may, on the tenant's behalf and with the tenant's knowledge, be discussed with and provided to landlords or their agents. This company and its agents exercise reasonable discretion when discussing any personal information with others.

#### **4. How is the personal information protected?**

Written files in this company are protected under lock and key.

Electronic records are protected under an access name and password assigned to persons in this company.

This company and its agents exercise reasonable discretion when discussing any personal information with others and releases personal information to others only as described by this policy.

This company does not permit its employees or agents to make copies of consumer reports or records of insurance claims. The consumer reports retained in the company's files are not to be accessed in the future as a convenience to customers or clients.

The individual agents that work with this company are independent contractors and the agent with whom a customer or client works with may maintain a separate transaction file. The company instructs its agents to not permit other persons to access the personal information in files the agents maintain. The company instructs its agents to protect the personal information in the agents' files in the same manner as described in this policy.

#### **5. Who has access to the personal information?**

The following persons have access to personal information in this company's files:

- (1) the agent or broker who is servicing or coordinating the transaction;
- (2) the office manager to whom the agent reports; and
- (3) the owner of the company.



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Property owners for whom the company manages properties do not have access to personal information in the company's files. However, the company and its agents may discuss the information in a tenant's consumer report or lease application with a property owner. Copies of such information are provided to the landlord only: (1) with the tenant's consent; or (2) if the company ceases to be the property manager and the landlord requests that the files be sent to the landlord, the landlord's attorney, or the new property manager.

Personal information from a buyer, seller, landlord, or tenant may be discussed with others (such as mortgage lenders or prospective landlords) only as is reasonably necessary to negotiate or close the transaction or to provide the services the customer or client seeks from this company.

This company may, at the customer's or client's request, provide personal information to service providers in a transaction such as a title company or mortgage company if it is necessary to expedite or complete a transaction.

If the company is required by law to allow others to access the personal information in the company's files, the company will comply with the law (for example, compliance with court orders, subpoenas, or governmental investigations). The company will also allow law enforcement agencies access to personal information in order to cooperate with such investigations.

## **6. How is the personal information disposed?**

This company uses reasonable measures to dispose of personal information. Personal information is usually disposed of by shredding or burning documents, erasing electronic files by means that make the files unreadable or undecipherable, or by eradicating personal information from documents or electronic files in ways that make the personal information unreadable.

## **7. Erroneous Records:**

If this company erroneously reports information to a consumer reporting agency, the company will act to correct the information in the company's records and request the reporting agency to correct the information in its records promptly after the company has learned and determined that the report was in error.

If this company maintains an erroneous record that a consumer has issued a dishonored check, the company will promptly delete the record after the company and consumer agree that the information is in error or after the consumer provides the company with a law enforcement agency report stating that the dishonored check was not authorized.

**Notice: This company asks any person who provides personal information to this company or one of its agents to identify the information at that time as "personal information."**



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**Dear Prospective Tenants:**

**Thank you for applying for residency with Monarch Realty Group, LLC.-  
Monarch Property Management.**

**Attach you will find the residential lease application(s).**

**In order to process your application (s) we will need the following items  
from you:**

- **Government issued Photo ID's (Driver's Lic., Military ID etc.)**
- **Copy of Social Security card(s)**
- **A \$50.00 non-refundable application fee per applicant. (Money order only, no cash, no checks)**
- **Application Fee Deposit (Separate money order)**
- **A legible and completely filled out application(s)  
(No blank spaces. Place N/A in any space that does not apply).**
- **Copies of 2 most recent pay stubs**
- **If military, 2 most recent LES**

If you have any question please don't hesitate to contact us at  
[Management@MonarchRealtyGrp.com](mailto:Management@MonarchRealtyGrp.com)





## **Before processing any application we require:**

**\*Application Fee: \$50.00 per person. (MONEY ORDER ONLY, NO CASH OR CHECKS ACCEPTED)**

**\*Picture ID's (2 government issued)**

**\*Social Security Card**

**\*Each applicant must qualify individually.**

**\*Filled out application completely and signed**

**\*Student rental applications with no prior rental history will require having a lease co-signer**

**\*Co-signers must pay \$50.00 application fee prior to processing**

**\*Credit Check is a must**

**\*Approved rental applications will hold the unit for 24 hrs, for applicants to sign lease agreement, after 24 hrs it will be release to market the property for rent**

**\*Applicants must be at least 18 years old to enter into a lease agreement**

**\*Prepayment of Rent is require prior of signing agreement**

**\*A Non-Refundable Pet Fee (for approved properties only) is required at time of lease signing**



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## Qualifications and Guidelines

**Monarch Realty Group, LLC. , Monarch Property Management does business in accordance with the Federal Fair Housing Law. We do not discriminate against any person because of race color, religion, sex, handicap, familial status, marital status, sexual orientation, or national origin.**

*We require all tenants 18 years old or older who will be occupying the dwelling to fill out a rental application if they are only going to be listed as an "occupant" who will not be signing the lease as a resident. It is the property owner's decision to allowed roommates to lease the property and also to allowed pets in property.*

- ❖ Complete the application along with a \$50.00 non-refundable application fee, (\$50.00 per EACH applicant). And your application deposit fee. The application deposit fee will hold the property for 5 days unless an extension is granted. Otherwise the property will go to the next applicant.
- ❖ The security Deposit is placed on the property to hold possession of the property and WILL BE FORFEITED TO THE PROPERTY OWNER IF YOU CHANGE YOUR MIND, OR DO NOT MOVE INTO THE PROPERTY.
- ❖ Credit reports will determine if the rental application is accepted or denied. We make no prior determination.
- ❖ You must have a VERIFIABLE employment history for a minimum of 6 consecutive months.
- ❖ You must have a VERIFIABLE monthly income equal 3 times the amount of the rent. If you receive any additional income such as SSI, child support, etc. that you want us to consider you must provide proof of such said income.
- ❖ We verify at least one-year favorable rental history with no unpaid rental judgment, or evictions. NO late pays in the last 6 months and NO bankruptcy less than 1 year old.
- ❖ Pet fees are \$250.00 per pet and are non-refundable for the properties that allowed pets. **(NO PITTBULLS, ROTTWEILERS, GERMAN SHEPHERDS, HUSKIES, MALAMUTES, DOBERMANS, GREAT DANES, ST. BERNARDS, AKITAS, PRESA CANARIOS, CHOWCHOWS, OR WOLF-HYBRIDS OR ANY OTHER VICIOUS ANIMALS ARE ACCEPTED). NO EXOTIC PETS.**

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- ❖ We will not give possession to the property until all deposits and rents are paid and the lease is fully executed.
- ❖ On move-in day, you will receive a lease packet that will contain the Lease Agreement, Pet Agreement (if applicable), Move-in Inventory Condition Form, Company Business Card, Keys, Garage Door Openers (if applicable), Security Code (if applicable).
- ❖ Rent is due on the 1<sup>st</sup> day of every month payable in Money Orders or Cashier's Check Only. You may pay by allotment, if desired ACH or E-checks. Sorry we are not equipped for credit/debit cards at this time.
- ❖ If moving in during the last 7 days of the month, your security deposit, pro-rated rent & 1<sup>st</sup> full month's rent are required, made payable to Monarch Property Management in Money Orders or Cashier's Check Only. We do not accept personal checks.
- ❖ If military, and Got Orders from military to go someplace else, we need Copy of orders, this will be use for Security Deposit Regulation.

*We are here to provide you with the best property management service possible. Please don't hesitate to ask us for our help. If we don't have an answer, we'll find it!*

**I (we) \_\_\_\_\_ (initials) have read and understood the above qualifications and guidelines that Monarch Realty Group, LLC. And Monarch Property Management have put forth.**

Prospective Tenant	Date	Prospective Tenant	Date
Owner/Representative		Date	

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# Information About Brokerage Services

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

### TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

### A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

### A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - o that the owner will accept a price less than the written asking price;
  - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - o any coincidental information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

### TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<b>MONARCH REALTY GROUP, LLC.</b>	<b>9001607</b>	<b>INFO@MONARCHREALTYGRP.COM</b>	<b>(254)526-7746</b>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<b>Gladys I. Monge, ABR, GRI</b>	<b>0474594</b>	<b>INFO@MONARCHREALTYGRP.COM</b>	<b>(254)702-0050</b>
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials Date

Regulated by the Texas Real Estate Commission

Information available at [www.trec.texas.gov](http://www.trec.texas.gov)

IABS 1-0 Date

