



Rental Application for Residents and Occupants

TEXAS APARTMENT ASSOCIATION
MEMBER

Each co-resident and each occupant over 18 must submit a separate application.
Spouses may submit a joint application.

Date when filled out: _____

ABOUT YOU

Full name (exactly as on driver's license or gov't ID card): _____
Your street address (as shown on your driver's license or gov't ID card): _____
Driver's license # and state: _____
OR gov't photo ID card #: _____
Former last names (maiden and married): _____
Social Security #: _____ Birthdate: _____
Ht.: _____ Wt.: _____ Sex: _____ Eye color: _____ Hair: _____
Marital Status: single married divorced widowed separated
U.S. citizen? Yes No Do you or any occupant smoke? Yes No
Will you or any occupant have an animal? Yes No
Kind, weight, breed, age: _____

Current home address (where you now live): _____ Apt. # _____
City/State/Zip: _____
Home/cell phone: (_____) _____ Current rent: \$ _____
E-mail address: _____
Apartment name: _____
Name of owner or manager: _____
Their phone: _____ Date moved in: _____
Why are you leaving your current residence? _____

Previous home address (most recent): _____ Apt. # _____
City/State/Zip: _____
Apartment name: _____
Name of owner or manager: _____
Their phone: _____ Previous monthly rent: \$ _____
Date you moved in: _____ Date you moved out: _____

YOUR WORK

Current employer: _____
Address: _____
City/State/Zip: _____
Work phone: (_____) _____
Position: _____
Your gross monthly income is over: \$ _____
Date you began this job: _____
Supervisor's name and phone: _____

Previous employer (most recent): _____
Address: _____
City/State/Zip: _____
Work phone: (_____) _____
Position: _____
Gross monthly income was over: \$ _____
Dates you began and ended this job: _____
Previous supervisor's name and phone: _____

YOUR CREDIT HISTORY

Your bank's name: _____
City/State/Zip: _____
List major credit cards: _____
Other non-work income you want considered. Please explain: _____
Past credit problems you want to explain. (Use separate page)

YOUR RENTAL/CRIMINAL HISTORY

You must check if applicable.

Have you, your spouse, or any occupant listed in this application ever:
 been evicted or asked to move out?
 moved out of a dwelling before the end of the lease term without the owner's consent?
 declared bankruptcy?
 been sued for rent?
 been sued for property damage?
 been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion?
 been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method?
Please indicate below the year, location, and type of each felony or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. _____

You represent that the answer to any item not checked above is "no."

YOUR SPOUSE

Full name: _____
Former last names (maiden and married): _____
Social Security #: _____
Driver's license # and state: _____
OR gov't photo ID card #: _____
Birthdate: _____
Ht.: _____ Wt.: _____ Sex: _____ Eye color: _____ Hair: _____
Are you a U.S. citizen? Yes No
Current employer: _____
Address: _____
City/State/Zip: _____
Work phone: (_____) _____ Cell phone: (_____) _____
Position: _____
E-mail address: _____
Date began job: _____ Gross monthly income is over: \$ _____
Supervisor's name and phone: _____

OTHER OCCUPANTS

Names of all people who will occupy the unit without signing the lease. Continue on separate page if more than three.
Name: _____ Relationship: _____
Sex: _____ DL or gov't ID card# and state: _____
Birthdate: _____ Social Security #: _____
Name: _____ Relationship: _____
Sex: _____ DL or gov't ID card# and state: _____
Birthdate: _____ Social Security #: _____
Name: _____ Relationship: _____
Sex: _____ DL or gov't ID card# and state: _____
Birthdate: _____ Social Security #: _____

YOUR VEHICLES

List all vehicles (cars, trucks, motorcycles, trailers, etc.) owned or operated by you, your spouse, or any occupant. Continue on separate page if more than three.
1. Make, model, and color: _____
Year: _____ License #: _____ State: _____
2. Make, model, and color: _____
Year: _____ License #: _____ State: _____
3. Make, model, and color: _____
Year: _____ License #: _____ State: _____

WHY YOU WANT TO RENT HERE

Were you referred? Yes No If yes, by whom? _____
Name of locator or rental agency: _____
Name of individual locator or agent: _____
Name of friend or other person: _____
Did you find us on your own? Yes No If yes, fill in information below:
 Internet site: _____
 Rental publication: _____ Stopped by
 Newspaper: _____ Other: _____

EMERGENCY

Emergency contact person over 18 who will not be living with you:
Name: _____
Address: _____
City/State/Zip: _____
Work phone: (_____) _____ Home phone: (_____) _____
Cell phone: (_____) _____ Relationship: _____
If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

AUTHORIZATION

I or we authorize (owner's name) Interurban Sunpark LLC
to: (1) share the information above with the owner's electric provider; and (2) verify the information above by all available means, including reports from consumer-reporting agencies before, during, and after tenancy on matters relating to my lease, as well as income history and other information reported by employers to any state employment-security agency (e.g., Texas Workforce Commission). Work-history information may be used only for this Rental Application. Authority to obtain work-history information expires 365 days from the date of this application.
Applicant's signature _____
Spouse's signature _____

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by the resident or residents at the time of application for rental.

The TAA Lease Contract to be used must be the latest version of (**check one**): the Apartment Lease, the Residential Lease, or the Condominium/Townhome Lease, unless an earlier version is initialed by resident(s) and attached to this application. The blanks in the contract will contain the following information:

- Names of all residents who will sign the Lease Contract _____
- Name of owner or lessor **Interurban Sunpark LLC**
- Property name and type of dwelling (*bedrooms and baths*) _____
- Complete street address **2205 N Frazier**
City/State/Zip **Conroe, TX 77303**
- Names of all other occupants not signing Lease Contract (*persons under age 18, relatives, friends, etc.*) _____
- Total number of residents and occupants _____
- Our consent is necessary for guests staying longer than 0 days
- Beginning date and ending dates of Lease Contract _____
- Number of days' notice for termination 60
- Total security deposit \$ _____ Animal deposit \$ 0.00
- # of keys/access devices for 2 unit, 1 mailbox, 0 other _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid: at the onsite manager's office, through our online payment site, **OR** at **2205 North Frazier Conroe, TX**
- Prorated rent for: first month **OR** second month _____
- Late charges due if rent is not paid on or before 3rd
- Initial late charge \$ 100.00 Daily late charge \$ 10.00
- Returned-check charge \$ 50.00
- Animal-rules-violation charges: Initial \$ 100.00 Daily \$ 10.00
- The dwelling is to be furnished **OR** unfurnished.
- Utilities paid by owner (**check all that apply**): electricity, gas, water, wastewater, trash/recycling, cable/satellite, master antenna, Internet, stormwater/drainage, other _____
- Utility-connection charge \$ _____
- You are (**check one**): required to buy insurance, not required to buy insurance.
- Agreed reletting charge \$ _____
- Security-deposit refund check will be by (**check one**):
 one check jointly payable to all residents (*default*), **OR**
 one check payable and mailed to _____
- Your move-out notice will terminate Lease Contract on (**check one**):
 last day of the month, **OR** exact day designated in your move-out notice.
- If the dwelling unit is a house or duplex, owner will be responsible under paragraph 12.2 of the Lease Contract for lawn/plant maintenance, lawn/plant watering, lawn/plant fertilization, picking up trash from grounds, trash receptacles.
You will be responsible for anything not checked here.
- You will be responsible for the first \$ _____ of each repair.
- Special provisions regarding parking, storage, etc. (*see attached page, if necessary*): _____

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current TAA Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.
2. **Application Fee (may or may not be refundable).** You have delivered to our representative an application fee in the amount indicated in paragraph 14 below, and this payment partially defrays the cost of administrative paperwork.
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 14. The application deposit is not a security deposit, but it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; **OR** it will be refunded under paragraph 10 if you are not approved; **OR** it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7, if you fail to answer any question, or if you give false information.
4. **Approval When Lease Contract is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve your application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve your application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within three days after we give you our approval in person, by telephone, or by email, or within five days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages and terminate all further obligations under this agreement.
7. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your application or the application deposit. If, before signing the Lease Contract, you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
8. **Completed Application.** An application will not be considered completed and will not be processed until all of the following have been provided to us (*unless not checked*): a separate application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the application to be considered completed.
9. **Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed application. Your application will be considered disapproved if we fail to notify you of your approval within seven days after we have received a completed application. Notification may be in person, by mail, or by telephone unless you have specified that notification be by mail. You must not assume approval until you receive actual notice of approval.
10. **Refund After Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within _____ days (*not to exceed 30 days; 30 days if left blank*) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (*may or may not be refundable*): \$ _____
Application deposit (*may or may not be refundable*): \$ _____
Administrative fee (*refundable only if not approved*): \$ _____
Total of above fees and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** Our representative's signature indicates our acceptance only of the above application agreement. It does not bind us to approve your application or to sign the proposed Lease Contract.

If you are seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)

Name: _____ Phone: (_____) _____

Important medical information in emergency: _____

Acknowledgment. You declare that all your statements on the first page of this application are true and complete. You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. **You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your application may be denied, such as criminal history, credit history, current income, and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for our time and expense, and terminate your right of occupancy.** Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs. We may at any time furnish information to consumer-reporting agencies and other rental-housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you.

Right to Review the Lease. Before you submit an application or pay any fees or deposits, you have the right to review the Rental Application and Lease Contract, as well as any community rules or policies we have. You may also consult an attorney. These documents are binding legal documents when signed. We will not take a particular dwelling off the market until we receive a completed application and any other required information or monies to rent that dwelling. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties. You are entitled to a copy of the Lease Contract after it is fully signed.

Applicant's Signature: _____ **Date:** _____

Signature of Spouse: _____ **Date:** _____

Signature of Owner's Representative: _____ **Date:** _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (*street, city*): **Interurban Sunpark LLC**
2. Person accepting application: _____ Unit # or type: _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that the applicant or co-applicant was notified by telephone, by letter, or in person of acceptance or nonacceptance: _____
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person or persons notified (*if there are more than one applicant, at least one of them must be notified*): _____
6. Name of owner's representative who notified the applicant: _____

PRIVACY POLICY

The purpose of this policy is to outline some of our procedures relating to the confidentiality and security of sensitive personal information, including social security numbers, disclosed to us by prospective and existing residents. For the purposes of this policy, the term "sensitive personal information" shall mean an individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: (i) social security number; (ii) driver's license number or government-issued identification number; or (iii) account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account. This term does not include publicly available information that is lawfully made available to the general public from the federal government or a state or local government.

1. **Collection and use of sensitive personal information.** When you apply to rent a unit in our community, we will ask you to disclose certain sensitive personal information on your rental application and possibly other lease documentation. This sensitive personal information will be used by us for business purposes including confirmation of your identity, determination of your eligibility for rental and collection of amounts you owe.

2. **Protection and access to sensitive personal information.** We will keep the sensitive personal information you provide to us in our files. If you become a resident in our community, we will keep the sensitive personal information in a resident file. If you do not become a resident, we will keep your sensitive personal information in a general file. Personnel with the owner and management company, if applicable, will have access to our files. We also reserve the right to disclose sensitive personal information for business related reasons to others such as independent contractors, credit reporting agencies, collection agencies or prospective purchasers or their agents in a manner allowed by law.

3. **Disposal of records containing sensitive personal information.** It is our policy to dispose of records that contain sensitive personal information by shredding, erasing, or by other means making the sensitive personal information unreadable or undecipherable.

4. **Taking corrective action.** In the event that you experience identity theft or we discover that there has been unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information, as defined above, we will comply with all applicable law with respect to taking appropriate corrective action.

This policy has been designed to meet the requirements of applicable law with respect to the adoption of a privacy policy. Nothing contained in this policy shall constitute a representation or warranty of any type whatsoever that sensitive personal information will not be misplaced, duplicated, or stolen. No liability is assumed with respect to any such occurrences.

Applicant Signature

Date of Application



Cancellation Policy

I hereby acknowledge that I have read and understand item 3 of the Application Process Guidelines which states that “deposits are refunded on cancelled applications – provided the applicant’s decision to cancel is made within 72 hours from the time application is made”.

I understand that once the 72-hour period has expired, if I decide to cancel my application, my deposit will be retained by the owner of the property as liquidated damages and there will be no further obligation by either party.

The amount of the deposit I have paid is \$ _____.

Applicant Signature

Date

Community Representative Signature

Date

SUNPARK APARTMENTS

Rental Criteria

Welcome to our community. Thank you for making this community your new home. In order to reside in our community we require that each applicant must be 18 years of age and meet certain rental criteria. Before you fill out our Rental Application, we suggest that you review these requirements to determine whether you meet them. Please note that the term "Applicant" provided below applies to all residents to be identified on the Apartment Lease Contract and the person or persons to be responsible for paying rent. Please note that is our current rental criteria; nothing contained in these requirements have been met and is limited to the information we receive from the various credit/criminal reporting services used.

All prospective residents will be required to meet the following qualification standards to include, but not limited to:

- OCCUPANCY GUIDELINES:** No more than two individuals per bedroom may occupy an apartment unit, plus one infant per bedroom up to the age of 6 months at the time the lease is signed.
- INCOME/EMPLOYMENT:** Total monthly combined household income must be at least three (3) times the amount of the apartment's monthly rental rate. Income verification must include one of the following: provide a copy of (2) most recent pay stubs. Other sources of verification will be original bank statements indicating automatic deposits.
- CREDIT:** Must have satisfactory credit history. No foreclosures will be accepted. Bankruptcies may be accepted if over 5 years old and if new credit history is in good standing. (an additional deposit equal to one month's market rent is required) . If no credit history: we will require an additional deposit equal to one month's market rent.
- IDENTIFICATION:** All applicants must have a government-issued I.D. A social security number is also required.
- NON-CITIZENS:** Applicants who are citizens of another country must provide (1) a passport; (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country. This community may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition, for applicants who do not have credit history in this country and/or guarantor, *this community will accept in lieu of the credit/guarantor requirements and additional deposit equal one month's market rent, unless otherwise expressed in writing by management.*
- CRIMINAL HISTORY:** A criminal history check will be done on all applicants over the age of 18. Under no circumstances can a waiver be granted to any new applicant who has a felony conviction, a sex offense conviction, or whose name appears on a sex offender registry maintained by law enforcement officials. Applicants will be rejected if applicant has a plea of guilty to, been convicted of, or received deferred adjudication for: (a) A Felony: of any kind no matter how long ago it was. (b) A Misdemeanor for any of the following charges no matter how long ago: burglary of habitation, building

or vehicle, assault of any kind, selling, possession, manufacturing of any amount or kind of drug, any weapon related charges, and or any sex crime.

RENTAL HISTORY:

Previous payment history will be reviewed, and negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt as described above, delinquent rental payments, and/or evictions filed within the past (12) months. Landlord must also be willing to re-rent to resident.

This community supports the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, handicap or familial status.

FALSIFICATION:

Any falsification of information on the application automatically disqualifies the applicant or occupant and will result in retention of any and all application, administration, and security deposits.

SECURITY POLICIES:

We are concerned about your safety, but we cannot provide or guarantee it. As you can appreciate no one can ensure your safety. No matter what measures the owner takes no security system, patrol or electronic security device can prevent crime.

I HAVE READ AND UNDERSTAND THE RENTAL POLICIES OF THIS COMPANY.

Applicant Signature

Date

Applicant Signature

Date

