

## Rental Application for Residents and Occupants

Each co-resident and each occupant over 18 must submit a separate Application.

### ABOUT YOU

Full name (exactly as it appears on driver license or govt. ID card) \_\_\_\_\_

Former name (if applicable) \_\_\_\_\_

Gender \_\_\_\_\_ Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_ Email address \_\_\_\_\_

Marital status ☐ single ☐ married U.S. citizen? ☐ yes ☐ no Do you or does any occupant smoke? ☐ yes ☐ no

I am applying for the apartment located at \_\_\_\_\_

Is there another co-applicant? ☐ yes ☐ no

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

### OTHER OCCUPANTS

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

### WHERE YOU LIVE

Current home address (where you live now) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you ☐ rent or ☐ own? Beginning date of residency: \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Apartment name \_\_\_\_\_

Name of owner or manager \_\_\_\_\_

Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous home address (most recent) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you ☐ rent or ☐ own? Dates From \_\_\_\_\_ To \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Apartment name \_\_\_\_\_

Name of owner or manager \_\_\_\_\_

Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

### YOUR WORK

Current employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**YOUR WORK (continued)**

Gross monthly income \$ \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Previous employer (most recent) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work phone \_\_\_\_\_ Dates: from \_\_\_\_\_ To \_\_\_\_\_  
Gross monthly income \$ \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME**

(Income must be verified to be considered.)

Type \_\_\_\_\_ Source \_\_\_\_\_ Gross monthly amount \$ \_\_\_\_\_  
Type \_\_\_\_\_ Source \_\_\_\_\_ Gross monthly amount \$ \_\_\_\_\_

**CREDIT HISTORY**

If applicable, please explain any past credit problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RENTAL SUBSTANTIATION**

Check only if applicable.

Have you or any occupant listed in this Application ever:

- ☐ been evicted or asked to move out?
- ☐ moved out of 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 convicted or received probation (other than deferred adjudication) for a felony, sex crime, or any crime against persons or property?

Please indicate below the year, location, and type of each felony, sex crime, or any crime against persons or property for which you were convicted or received probation. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW DID YOU FIND US?**

- ☐ Online search (website address) \_\_\_\_\_
- ☐ Referral from a person or locator? Name \_\_\_\_\_
- ☐ Social media (please be specific) \_\_\_\_\_
- ☐ Other \_\_\_\_\_

**EMERGENCY CONTACT**

Emergency contact person over 18 who will not be living with you:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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 mail box, 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.

**YOUR VEHICLES**

(If applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.)

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**YOUR ANIMALS***(if applicable)*

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Kind \_\_\_\_\_ Weight \_\_\_\_\_  
 Breed \_\_\_\_\_ Age \_\_\_\_\_  
 Kind \_\_\_\_\_ Weight \_\_\_\_\_  
 Breed \_\_\_\_\_ Age \_\_\_\_\_

**Application Agreement**

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this Application, you'll need to review the Application Agreement carefully and acknowledge that you accept the terms.

- Apartment Lease information.** The Lease contemplated by the parties will be the current TAA Lease. Special information and conditions must be explicitly noted on the Lease.
- Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease.
- Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease.
- If you fail to sign Lease after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, your Application will be deemed withdrawn, and we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
- If you withdraw before approval.** If 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.
- Approval in non-approval.** If we do not approve your Application within 7 days after the date we received a completed Application, your Application will be considered "disapproved." Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.
- Refund after non-approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- Extension of deadlines.** If the deadline for approving or refunding under paragraphs 6 or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- Keys or access devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and security deposits have been paid in full.
- Application submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease. Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding unit availability, unit characteristics, pricing or other questions, please call or visit our office.
- 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-applicants is considered notice from all co-applicants.

**Disclosures**

- Application fee (non-refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. Payment of the application fee does not guarantee that your Application will be accepted. The application fee offsets the cost of screening an applicant for acceptance.
- Application deposit (may or may not be refundable).** In addition to any application fees, you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. At our option, the application deposit will be credited toward the required security deposit or other amounts owed under the Lease when the Lease has been signed by all parties. OR, it will be refunded under paragraph 7 if the applicant is not approved; OR it will be retained by us as liquidated damages if you fail to sign or withdraw under paragraphs 4 and 5 of the Application Agreement.
- Fees due.** Your Application will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and the following fees:

A. Application fee (non-refundable): \$ 50.00

B. Application deposit (may or may not be refundable) \$ \_\_\_\_\_

- Completed Application.** Your Application will not be considered "complete" and will not be processed until we receive the following documentation and fees:

- Your completed Application;
- Completed Applications for each co-applicant (if applicable);
- Application fees for all applicants;
- Application deposit.

**Authorization and Acknowledgment**

I authorize Southway Manor

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

## Payment Authorization

I authorize Southway Manor

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

**Non-sufficient funds and dishonored payments.** If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

1. Applicant shall pay a charge of \$ 45.00 for each returned payment; and
2. We reserve the right to refer the matter for criminal prosecution.

## Acknowledgment

You declare that all your statements in this Application are true and complete. Applicant's submission of this Application, including payment of any fees and deposits, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit. 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 includes 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 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, 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, 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 Application and Lease, 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 if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed.

Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office.

This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

| FOR OFFICE USE ONLY                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Apt. name or dwelling address (street only): _____                                                                                                                                                                                                                                                                                                                                                                                                         | Unit # or type: _____ |
| 2. Person accepting application: _____                                                                                                                                                                                                                                                                                                                                                                                                                        | Phone: _____          |
| 3. Person processing application: _____                                                                                                                                                                                                                                                                                                                                                                                                                       | Phone: _____          |
| 4. Note that the applicant or co-applicant was notified <input type="checkbox"/> by telephone, <input type="checkbox"/> by letter, <input type="checkbox"/> by email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> nonacceptance.<br>(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: _____                                                                                                                                                                                                                                                                                                                                                                                           |                       |
| Additional comments: _____                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |



## Solicitud de arrendamiento para residentes y ocupantes

Cada residente y cada ocupante que tenga 18 años de edad o más debe presentar una solicitud por separado.

### DATOS PERSONALES

Nombre completo (exactamente como aparece en su licencia de conducir o documento gubernamental de identidad)

Nombre y apellido anteriores (si procede)

Sexo \_\_\_\_\_ Fecha de nacimiento \_\_\_\_\_ N.º seguro social \_\_\_\_\_

N.º licencia de conducir \_\_\_\_\_ Estado \_\_\_\_\_

N.º documento gubernamental de identidad \_\_\_\_\_ Estado (si procede) \_\_\_\_\_

Teléfono en casa \_\_\_\_\_ Celular \_\_\_\_\_

Teléfono de trabajo \_\_\_\_\_ Correo electrónico \_\_\_\_\_

Estado civil ☐ soltero/a ☐ casado/a Ciudadanía norteamericana? ☐ sí ☐ no ¿Firma usted u otro ocupante? ☐ sí ☐ no

Solicitud para el apartamento ubicado en \_\_\_\_\_

¿Existe otro solicitante? ☐ sí ☐ no

Nombre de otro solicitante: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

Nombre de otro solicitante: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

Nombre de otro solicitante: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

Nombre de otro solicitante: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

### OTROS OCUPANTES

Nombre completo \_\_\_\_\_ Relación \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ N.º seguro social \_\_\_\_\_

N.º licencia de conducir \_\_\_\_\_ Estado \_\_\_\_\_

N.º documento gubernamental de identidad \_\_\_\_\_ Estado (si procede) \_\_\_\_\_

Nombre completo \_\_\_\_\_ Relación \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ N.º seguro social \_\_\_\_\_

N.º licencia de conducir \_\_\_\_\_ Estado \_\_\_\_\_

N.º documento gubernamental de identidad \_\_\_\_\_ Estado (si procede) \_\_\_\_\_

Nombre completo \_\_\_\_\_ Relación \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ N.º seguro social \_\_\_\_\_

N.º licencia de conducir \_\_\_\_\_ Estado \_\_\_\_\_

N.º documento gubernamental de identidad \_\_\_\_\_ Estado (si procede) \_\_\_\_\_

Nombre completo \_\_\_\_\_ Relación \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ N.º seguro social \_\_\_\_\_

N.º licencia de conducir \_\_\_\_\_ Estado \_\_\_\_\_

N.º documento gubernamental de identidad \_\_\_\_\_ Estado (si procede) \_\_\_\_\_

### DOMICILIO ACTUAL

Dirección actual (donde vive ahora)

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Inquilino ☐ Propietario ☐ Desde (fecha): \_\_\_\_\_ Pago mensual \$ \_\_\_\_\_

Nombre de los apartamentos \_\_\_\_\_

Nombre del propietario o administrador \_\_\_\_\_

Teléfono \_\_\_\_\_ Razón por mudarse \_\_\_\_\_

Dirección donde vivía antes

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Inquilino ☐ Propietario ☐ Desde (fecha): \_\_\_\_\_ Pago mensual \$ \_\_\_\_\_

Nombre de los apartamentos \_\_\_\_\_

Nombre del propietario o administrador \_\_\_\_\_

Teléfono \_\_\_\_\_ Razón por mudarse \_\_\_\_\_

### EN TRABAJO

Empleador actual \_\_\_\_\_

Dirección \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Teléfono de trabajo \_\_\_\_\_ Fecha de inicio del empleo \_\_\_\_\_

**SU TRABAJO, continúe**

Ingresos brutos mensuales \$ \_\_\_\_\_ Puesto \_\_\_\_\_

Supervisor \_\_\_\_\_ Teléfono \_\_\_\_\_

Empleador anterior \_\_\_\_\_

Dirección \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Teléfono de trabajo \_\_\_\_\_ Empleado desde (fecha) \_\_\_\_\_ Hasta (fecha) \_\_\_\_\_

Ingresos brutos mensuales \$ \_\_\_\_\_ Puesto \_\_\_\_\_

Supervisor \_\_\_\_\_ Teléfono \_\_\_\_\_

**OTROS INGRESOS***(Para que se tomen en cuenta, deben verificarse.)*

Tipo \_\_\_\_\_ Fuente \_\_\_\_\_ Cantidad bruta mensual \$ \_\_\_\_\_

Tipo \_\_\_\_\_ Fuente \_\_\_\_\_ Cantidad bruta mensual \$ \_\_\_\_\_

**ANTECEDENTES CREDITICIOS**

Si procede, explique cualquier problema crediticio que haya tenido \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HISTORIAL PENAL Y DE ARRENDAMIENTO****Marque solo lo que corresponde.**

Usted u otro ocupante listado en esta solicitud:

- ☐ ¿ha sido desalojado alguna vez o se le ha pedido que se mudara?
- ☐ ¿se ha mudado de una vivienda antes del final del plazo de arrendamiento sin el consentimiento del propietario?
- ☐ ¿se ha declarado en quiebra?
- ☐ ¿ha sido demandado por rentas?
- ☐ ¿ha sido demandado por daños a la propiedad?
- ☐ ¿ha sido condenado o puesto en libertad condicional por un delito mayor, un delito sexual o cualquier delito contra la persona o la propiedad (aparte de casos de juicio diferido)?

Especifique el año, el lugar y la clase de cada delito mayor, cada delito sexual y cada delito contra la persona o la propiedad por el cual fue condenado o puesto en libertad condicional. Es posible que tengamos que saber más detalles antes de tomar una decisión. Por cada ítem anterior dejado en blanco, usted declara que la respuesta es "no."

\_\_\_\_\_

**¿CÓMO SUPO EN NUESTROS APARTAMENTOS?**

- ☐ Búsqueda en línea (Especificar dirección web) \_\_\_\_\_
- ☐ Recomendación de alguien o una agencia de localización (Nombre) \_\_\_\_\_
- ☐ Redes sociales en Internet (Especificar cuál o cuáles) \_\_\_\_\_
- ☐ De otra manera \_\_\_\_\_

**CONTACTO DE EMERGENCIA****Datos de una persona mayor de 18 años que no vivirá con usted, en caso de emergencia:**

Nombre \_\_\_\_\_ Relación \_\_\_\_\_

Dirección \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Teléfono de casa \_\_\_\_\_ Celular \_\_\_\_\_

Teléfono de trabajo \_\_\_\_\_ Correo electrónico \_\_\_\_\_

**SUS VEHÍCULOS***(Si procede)***Liste todos los vehículos pertenecientes a o conducidos por usted, su cónyuge y otros ocupantes (incluyendo carros, camiones, motos, remolques, etc.)**

Marca \_\_\_\_\_ Modelo \_\_\_\_\_ Color \_\_\_\_\_

Año \_\_\_\_\_ N.º placas \_\_\_\_\_ Estado \_\_\_\_\_

Marca \_\_\_\_\_ Modelo \_\_\_\_\_ Color \_\_\_\_\_

Año \_\_\_\_\_ N.º placas \_\_\_\_\_ Estado \_\_\_\_\_

Marca \_\_\_\_\_ Modelo \_\_\_\_\_ Color \_\_\_\_\_

Año \_\_\_\_\_ N.º placas \_\_\_\_\_ Estado \_\_\_\_\_

Marca \_\_\_\_\_ Modelo \_\_\_\_\_ Color \_\_\_\_\_

Año \_\_\_\_\_ N.º placas \_\_\_\_\_ Estado \_\_\_\_\_



Usted(es) no debe(n) tener un animal en su unidad sin previa autorización por escrito de la administración. Si autorizamos la presencia del animal, usted(es) debe(n) firmar un anexo sobre la tenencia de animales, lo que puede requerir depósitos, rentas, cuotas u otros cargos adicionales.

|             |            |
|-------------|------------|
| Clase _____ | Peso _____ |
| Raza _____  | Edad _____ |
| Clase _____ | Peso _____ |
| Raza _____  | Edad _____ |

### Acuerdo de solicitud

Usted y todos los otros solicitantes deben firmar el siguiente Acuerdo de solicitud antes de firmar el Contrato de arrendamiento. Aunque algunas partes de la información a continuación no correspondan en su caso ahora, hay algunas disposiciones que pueden llegar a corresponder antes de que firme(n) el Contrato de arrendamiento. Para continuar con esta solicitud, usted(es) debe(n) revisar con atención el Acuerdo de solicitud y reconocer que acepta(n) los términos.

- Información sobre el Contrato de arrendamiento.** El Contrato de arrendamiento que las partes piensan firmar será el Contrato actual de la TAA. Toda información o condición especial debe estar anotado explícitamente en el Contrato.
- Aprobación cuando el Contrato de arrendamiento se ha firmado por adelantado.** Si usted y todo otro solicitante ya han firmado el Contrato de arrendamiento en el momento en que aprobamos su solicitud, nuestro representante le notificará la aprobación a usted (o a uno de ustedes si hay otros solicitantes), firmará el Contrato de arrendamiento y entonces acreditará el depósito que acompaña la solicitud de todos los solicitantes a cuenta del depósito en garantía.
- Aprobación cuando el Contrato de arrendamiento no se ha firmado todavía.** Si usted y todo otro solicitante no han firmado todavía el Contrato de arrendamiento en el momento en que aprobamos la solicitud, nuestro representante le notificará la aprobación a usted (o a uno de ustedes si hay otros solicitantes), firmará el Contrato de arrendamiento cuando usted y todo otro solicitante lo hayan firmado, y entonces acreditará el depósito que acompaña la solicitud de todos los solicitantes a cuenta del depósito en garantía.
- Si usted(es) no firma(n) el Contrato después de haber sido aprobado(s).** A menos que autoricemos disposición contraria por escrito, usted y todo otro solicitante deben firmar el Contrato de arrendamiento dentro de 3 días de la aprobación si se le notificamos en persona o por teléfono, o dentro de 5 días si le(s) enviamos el aviso por correo. Si usted o cualquiera de los solicitantes no firma el Contrato, su solicitud se tendrá por retirada y podremos guardar el depósito que acompaña la solicitud como indemnización por daños y perjuicios, y terminar toda las obligaciones de este Acuerdo.
- Si usted(es) retira(n) su solicitud antes de que la aprobemos.** Si usted o cualquiera de los solicitantes retira una solicitud o nos avisa que ha cambiado de parecer en cuanto al arrendamiento de la vivienda, tendremos derecho a retener todos los depósitos que acompañan la solicitud como indemnización por daños y perjuicios y ya no existirá obligación entre las partes.
- Aprobación o falta de aprobación.** Si no aprobamos su solicitud dentro de 7 días de la fecha en que recibimos una solicitud completa, su solicitud se considera "desaprobada". Se le(s) puede avisar en persona, por correo o por teléfono, a menos que usted(es) haya(n) solicitado que le(s) avisemos por correo. No debe(n) usted(es) tomar la solicitud por aprobada hasta recibir el aviso de aprobación. Solo se puede cambiar el período de 7 días por acuerdo escrito por separado.
- Reembolso después de la desaprobación.** Si se le desaprueba a usted o a cualquier solicitante o si se le(s) toma por desaprobado(s) conforme al párrafo 6, le(s) reembolsaremos todos los depósitos que acompañan la solicitud dentro de 30 días de dicha desaprobación. Los cheques de reembolso pueden ser pagaderos a todos los solicitantes y ser enviados a un rincón solicitante.
- Extensión de fechas límite.** Si la fecha límite para aprobar o reembolsar conforme a los párrafos 6 o 7 es sábado, domingo o día festivo estatal o federal, la fecha límite se aplazará hasta el fin del próximo día hábil.
- Llaves o dispositivos de acceso.** Entregaremos las llaves o dispositivos de acceso sólo después de que: (1) todas las partes hayan firmado el Contrato de arrendamiento y otros documentos relacionados; y (2) la renta y los correspondientes depósitos en garantía hayan sido pagados en su totalidad.
- Presentación de la solicitud.** La presentación de una solicitud no garantiza su aprobación o aceptación. No nos obliga a aceptar al solicitante ni a firmar un Contrato de arrendamiento. Las imágenes de nuestro sitio web podrían representar un ejemplo de una unidad y podrían no reflejar los detalles de una unidad en particular. Para información que no encuentra en nuestro sitio sobre la disponibilidad de una unidad, sus características, costos u otras cuestiones, favor de comunicarse con nuestra oficina.
- Avisos para los solicitantes o de ellos.** Cualquier aviso que le damos a usted o a otro solicitante se considera un aviso a todos los solicitantes; cualquier aviso que nos da usted u otro solicitante se considera un aviso de todos los solicitantes.

### Divulgaciones

- Cuota de solicitud (no reembolsable).** Usted(es) acepta(n) pagar a nuestro representante la cuota de solicitud no reembolsable en la cantidad indicada en el párrafo 3. El pago de la cuota de solicitud no garantiza que su solicitud sea aceptada. La cuota de solicitud compensa los costos de evaluar la solicitud y tomar una decisión.
- Depósito que acompaña la solicitud (puede o no ser reembolsable).** Además de las cuotas de solicitud, usted(es) acepta(n) pagar a nuestro representante el depósito que acompaña la solicitud en la cantidad indicada en el párrafo 3. El depósito que acompaña la solicitud no es un depósito en garantía. El depósito que acompaña la solicitud será acreditado al depósito en garantía cuando todas las partes hayan firmado el Contrato; O BIEN, será reembolsado conforme al párrafo 7 si no se aprueba la solicitud; O BIEN será retenido por nosotros como indemnización por daños y perjuicios si usted(es) no firma(n) el Contrato o si retira(n) su solicitud conforme a los párrafos 4 y 5 del Acuerdo de solicitud.
  - Cuota de solicitud (no reembolsable): \$ \_\_\_\_\_
  - Depósito que acompaña la solicitud (puede o no ser reembolsable): \$ \_\_\_\_\_
- Cantidades adeudadas.** No se tramitará su solicitud sino hasta que recibamos su solicitud cumplimentada (y la solicitud cumplimentada de todo otro solicitante, si procede) y las siguientes cantidades:
  - Su solicitud cumplimentada;
  - Solicitudes cumplimentadas para todos los otros solicitantes (si procede);
  - Cuotas de solicitud de todos los solicitantes;
  - Depósito que acompaña la solicitud.

### Authorización y reconocimiento

Autorizo a \_\_\_\_\_

(nombré del propietario o agente) a obtener informes de cualquiera agencia de Informes del consumidor o de antecedentes penales, antes, durante y después de mi residencia, en cuestiones relacionadas al Contrato de arrendamiento entre dicho propietario y yo, y a verificar por todos los medios disponibles la información en esta solicitud, incluso antecedentes penales, historial de ingresos, y otra información comunicada por empleador(es) a cualquier agencia estatal de seguridad en el empleo. La información del historial de trabajo solo puede usarse a efectos de esta solicitud. La autorización para obtener información sobre mi historial de trabajo vence a 365 días de la fecha de esta solicitud. Acepto que la información proporcionada se puede utilizar con fines comerciales.

## Autorización de pago

Yo autorizo a \_\_\_\_\_

(nombre del propietario o agente) a cobrar el pago de la cuota de solicitud y el depósito que acompaña la solicitud en las cantidades especificadas en el párrafo 3 de la sección Divulgaciones.

**Fondos insuficientes y pagos rechazados.** Si un banco u otra entidad nos devuelve el cheque de un solicitante por cualquier razón, si se rechaza cualquier pago con tarjeta de crédito o tarjeta de débito que nos haga un solicitante, o si no podemos procesar satisfactoriamente cualquier transferencia ACH o cualquier transacción con tarjeta de débito o de crédito, y esto no se debe a un error nuestro o a un error de nuestro banco, entonces:

1. El solicitante pagará un cargo de \$ \_\_\_\_\_ por cada pago rechazado; y
2. Nos reservamos el derecho de referir el asunto para su procesamiento criminal.

## Reconocimiento

Usted declara que todas sus afirmaciones en esta solicitud son verdaderas y están completas. La presentación de esta solicitud por el solicitante, incluidos los pagos de cualquier cuota y depósito, se hace solo después de que el solicitante ha investigado totalmente, y a su satisfacción, los hechos que el solicitante considera materiales y necesarios para tomar la decisión de solicitar una unidad en arrendamiento. Usted nos autoriza que verifiquemos su información por cualquier medio, incluso por agencias de informes del consumidor y otros propietarios de viviendas de arrendamiento. Usted reconoce que tuvo la oportunidad de revisar nuestros criterios de selección para arrendamiento, que incluyen las razones por las cuales su solicitud se podría denegar, tales como antecedentes criminales, antecedentes crediticios, ingresos actuales y antecedentes de arrendamiento. Usted entiende que si no satisface nuestros criterios de selección para arrendamiento, o si no contesta alguna pregunta o da información falsa, podemos rechazar la solicitud, retener todas las cuotas de la solicitud como indemnización por daños y perjuicios por nuestro tiempo y gastos, y terminar su derecho de ocupación. Proporcionar información falsa es un delito penal grave. En los pleitos relacionados con la solicitud o el Contrato de arrendamiento, la parte vencedora podría recuperar, de la parte no ganadora, todos los honorarios de abogado y los costos de la litigación. En cualquier momento podríamos proporcionar información a las agencias de informes del consumidor y a otros propietarios de viviendas de arrendamiento referente al cumplimiento de sus obligaciones legales, incluida información favorable y desfavorable sobre su cumplimiento con el Contrato de arrendamiento, las reglas y las obligaciones financieras. Las firmas electrónicas o por fax son legalmente vinculantes. Usted reconoce que nuestra norma de privacidad está disponible para usted.

**Derecho de revisar el Contrato de arrendamiento.** Antes de presentar una solicitud o de pagar cualquier cuota o depósito, usted tiene el derecho de revisar la solicitud y el Contrato de arrendamiento, así como cualquier regla o norma de la comunidad que tengamos. También puede consultar a un abogado. Estos documentos son legalmente obligatorios cuando están firmados. No retiraremos del mercado ninguna vivienda particular sino hasta que recibamos una solicitud cumplimentada y cualquier otra información o cantidad requerida o el dinero para arrendar tal vivienda. Se podrían hacer cambios o incluir disposiciones adicionales en el Contrato de arrendamiento si ambas partes lo acuerdan por escrito. Usted tiene derecho a una copia del Contrato de arrendamiento después de que este esté debidamente firmado.

Las imágenes de nuestro sitio web podrían representar un ejemplo de una unidad y podrían no reflejar los detalles específicos de una unidad en particular. Si no encuentra en nuestro sitio web información sobre la disponibilidad o las características de una unidad, o tiene otras preguntas, llámenos a nuestra oficina.

Esta solicitud y el Contrato de arrendamiento son documentos vinculantes cuando están firmados. Antes de presentar una solicitud o de firmar un Contrato de arrendamiento, puede hacer una copia de estos documentos para revisarlos o consultar a un abogado. Se podrían hacer cambios o incluir disposiciones adicionales en el Contrato de arrendamiento si ambas partes lo acuerdan por escrito.

**Todas las partes deben firmar únicamente la versión en inglés.  
La traducción al español se le(s) da con fin exclusivamente informativo.**

### PARA USO EXCLUSIVO DE LA GERENCIA

1. Nombre del conjunto de apartamentos o dirección de la vivienda (calle, ciudad): \_\_\_\_\_ N.º o tipo de unidad: \_\_\_\_\_
2. Nombre de la persona que recibió la solicitud: \_\_\_\_\_ Teléfono: \_\_\_\_\_
3. Nombre de la persona que tramitó la solicitud: \_\_\_\_\_ Teléfonos: \_\_\_\_\_
4. Fecha en que el solicitante o co-solicitante fue notificado ☐ por teléfono, ☐ por carta, ☐ por correo electrónico, or ☐ en persona de que la solicitud fue ☐ aprobada o ☐ desaprobadada: \_\_\_\_\_ (El plazo fatal para que el solicitante y todos los co-solicitantes firmen el contrato de arrendamiento es tres días a partir de la fecha de notificación de aprobación en persona o por teléfono, cinco días, si por correo.)
5. Nombre(s) de la(s) persona(s) notificado(s) (si hay co-solicitantes, por lo menos uno debe ser notificado): \_\_\_\_\_
6. Nombre del representante del propietario que notificó a la(s) persona(s) ya indicada(s): \_\_\_\_\_





signed by all parties; OR, it will be refunded under paragraph 7 if the applicant is not approved; OR it will be retained by us as liquidated damages if you fail to sign or withdraw under paragraphs 4 and 5 of the Application Agreement.

3. **Fees due.** Your Application will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and the following fees:
- A. Application fee (non-refundable): \$ 50.00
  - B. Application deposit (may or may not be refundable) \$ \_\_\_\_\_
4. **Completed Application.** Your Application will not be considered "complete" and will not be processed until we receive the following documentation and fees:
- A. Your completed Application;
  - B. Completed Applications for each co-applicant (if applicable);
  - C. Application fees for all applicants;
  - D. Application deposit.

### Authorization and Acknowledgment

I authorize Southway Manor

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

### Payment Authorization

I authorize Southway Manor

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

**Non-sufficient funds and dishonored payments.** If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

1. Applicant shall pay a charge of \$ 45.00 for each returned payment; and
2. We reserve the right to refer the matter for criminal prosecution.

### Acknowledgment

You declare that all your statements in this Application are true and complete. Applicant's submission of this Application, including payment of any fees and deposits, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit. 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 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, 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, 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 Application and Lease, 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 if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed.

Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office.

This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city): \_\_\_\_\_ Unit # or type: \_\_\_\_\_
2. Person accepting application: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Person processing application: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Date that the applicant or co-applicant was notified ☐ by telephone, ☐ by letter, ☐ by email, 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: \_\_\_\_\_

Additional comments: \_\_\_\_\_

## SOUTHWAY MANOR APARTMENTS

- Equal Housing:** We do not discriminate based on race, color, religion, sex, handicap, and familial status or national origin.
- Availability:** All units are leased on first come first serve basis. Our company policy prohibits showing units that are not ready.
- Applications:** A Non-refundable application fee must be paid, and applications must be completed by all persons 18 years of age or older who will be residing in the unit. A valid government issued identification is required to apply. Copies, temporary identification cards, or receipts are NOT accepted.
- Administration:** A \$50 nonrefundable administration fee is required
- Income:** Total monthly income must equal at least 2.5 times the monthly rental rate. **Notarized letter will be accepted with a \$200 notarized letter fee. This is nonrefundable** (Personal letters of financial assistance and/or letters of income from individuals will not be accepted as main income)  
If self-employed they must provide Schedule C or a profit and loss statement.  
If none of the above can be provided than we can accept 3 MTh Bank Statement with a minimum of 6 months' rent in the bank
- Employment:** Must provide a least 6 months of current verifiable employment history
- Credit Check:** A complete check of credit history will be done
- Criminal Record:** A criminal history background will be reviewed on all person 18 year of age and older. Misdemeanors will be considered with a \$75.00 fee per misdemeanor (No more than 4 allowed)  
(Felony) conviction can result in the denial of the application. These offenses include Drug Activity, Theft, Breaking and Entering, Assault with a Deadly Weapon/Bodily Harm to another person  
Any Applicant/Occupant that has been convicted or charged with a sexually related offense will be denied.  
( Felonies must be over 10 years or older w/ no more than 1 allowed \$150. High risk fee w/ no special)
- Rental History:** **1<sup>st</sup> time renters will be accepted with a \$300.00 Fee.**  
Good payment history and proper notice to vacate must have been given. Applicants with an outstanding balance and or any other type of negative remarks at any other apartment communities will be denied\*\*
- Move In:** ELECTRIC MUST BE TURNED ON BY MOVE-IN DATE OR A \$50.00 UTILITY CHARGE WILL BE ASSESSED ALONG WITH ANY USAGE BILLED.
- Pets:** All pets must be approved through manager and must not be on the restricted breed list. Pets cannot exceed 50 pounds. A non-refundable pet fee of \$150 is required and \$150 pet deposit is required (per pet and maximum 2 pets per apartment)
- Management Rights:** Management has the right to require additional deposits or co-signer based on your overall approval process.

**\*\*Exception to any of these guidelines may require an additional nonrefundable charge.**

The Rental Application fee and administration fee are NOT refundable, regardless of the circumstance. Please review these policies carefully before submitting an application. WE WILL CONSIDER ALL APPLICATIONS, HOWEVER IF THE RENTAL QUALIFICATIONS AS STATED IN THIS DOCUMENT ARE NOT MET THE APPLICATION FEE AND ADMINISTRATION FEE WILL NOT BE REFUNDED.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

1/13/2022

**Southway Manor Apartments 7315 Southway Dr. Houston, Texas 77087**  
**Phone 713-645-2481**

Re: Second chance leasing

**RENTAL:**

1.) Broken leases:

- A. Must be over 2 years - \$300.00 high risk fee no special
- B. If over 5 years - \$150.00 high risk fee

2.) Evictions must be more than 3 years to be considered

- A. With - \$500.00 high risk fee, no more than 1 allowed and No special

**CRIMINAL:**

1.) Any misdemeanors to be considered (with a \$75 high risk fee per misdemeanors no more than 4 allowed)

2.) Felonies must be over 10 years (with no more than 1 allowed)

- A. With - \$150.00 high risk fee (no special)

***Criminal history that will not be considered are sexually based offenses and/or any offenses related to homicide***

**INCOME:**

1.) Current employment must be a minimum of 6 months. If less than six months there will be a \$150 high risk fee

2.) If income is 2.0-2.4 application will be approved with a \$150 high risk fee.

3.) Income-must provide check stubs for last 30-Days/Award Letters or bank statements showing Direct Deposits.

- 1. Notarized letter will be accepted must be typed and include **Company contact information**, Salary and hire date. (Personal letters of financial assistance and/or letters of income from individuals will not be accepted as main income) with a \$200 NONREFUNDABLE FEE
- 2. If self-employed they must provide Schedule C or
  - a. Profit and loss statement - \$125.00 High Risk Fee.
- 3. If none of the above can be provided then we can accept 3 Mth Bank Statement with a minimum of 6 months' rent in the bank - \$150.00 High risk

**\*\* ANY APPLICATION THAT HAS 4 OR MORE ISSUES WILL BE DENIED.**

**\*\* All high-risk fees are non-refundable**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Applicants Signature