



Rental Application for Residents and Occupants

TEXAS APARTMENT ASSOCIATION

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

Spouses may submit a joint application.

M E M B E R

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) Aspen Village Apartments _____

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 Aspen Village Apartments
- Property name and type of dwelling (*bedrooms and baths*) _____
- Complete street address 5416 50th St.
City/State/Zip Lubbock, TX 79414
- 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 7 days
- Beginning date and ending dates of Lease Contract _____
- Number of days' notice for termination 30
- Total security deposit \$ _____ Animal deposit \$ 250.00
- # of keys/access devices for 2 unit, 1 mailbox, _____ other _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid: at the onsite manager's office, through our online payment site, **OR** at Rent Drop Box
- Prorated rent for: first month **OR** second month _____
- Late charges due if rent is not paid on or before 4
- Initial late charge \$ 50.00 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 required by law to be refunded 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.



Aspen Village Apartments

5416 50th Street
Lubbock, TX 79414
(P) 806-799-9000 (F) 806-799-9029
TTY-1-800-659-8331

EFFECTIVE: NOVEMBER 1, 2013

In the heart of a big city, a small piece of history and southern hospitality has been preserved just for you.

With just 70 homes, Aspen Village provides the perfect resolution to your frenzied day

Your new pet friendly home comes cable ready with ceramic tile, a private patio or balcony, Walk-in closets, ceiling fans, central heat and AC, substantial storage, ample parking, a pristine swimming pool, laundry facility, 24 hour emergency on-site maintenance and a soothing atmosphere.

Welcome Home, to Aspen Village

The Fair Housing Act- as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, familial status or disability. Please note that this is our criteria; nothing contained in this criteria, shall constitute a guarantee or representation that all residents and occupants currently residing at this community have met these requirements. There may be residents and/ or occupants that have resided at this community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met are limited to the information we receive from various resident credit reporting services used. Please review this information on the before completing the application and paying the application processing fee, which is non-refundable. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

AVAILABILITY OF PLAN

This Tenant Selection Plan is available tot the public upon request. It will be posted in a common area of the rental office. It may be reviewed at the above location during normal office hours.

To be eligible for occupancy at this property, there must be a match between the applicant's family size and the unit size available at Aspen Village Apartments. The goal of this Tenant Selection Plan is to establish a guideline for the selection of residents Aspen Village Apartments

MODIFICATION OF PLAN

Aspen Village Apartments will review this Tenant Selection Plan at least once annually or when there is a change in Company Regulations to ensure that it reflects current operating practices, program priorities and Company requirements.

IDENTIFICATION

All applicants must present a valid driver's license or other government issued photo identification and one of the following.

- A United States issued Social Security card
- Form I-94 Arrival-Departure record
- Temporary resident Alien card verifying approved entry by the US Government
- I-551 Permanent Resident Card
- I-688 Temporary Resident Card
- I-688A Employment Authorization Card

JOB STABILITY (CURRENT AND PREVIOUS)

- Applicant must supply 6 months of stable verifiable employment. If less than 6 months of employment history, an additional deposit or guarantor may be required.
- If retired or not employed, applicant must pass income, credit and criminal criteria, or pay an additional deposit or provide a guarantor.
- If self-employed, applicant must produce bank statements which show sufficient to meet minimum income requirements, or provide guarantor.
- No job, but full time student (minimum of 9 hours) must provide proof of school enrollment, and must provide either an additional deposit or provide a cosigner.

RENT/EARNINGS RATIO

- All applicants must have a verifiable income source.
- Applicants must make at least 2 ½ times the rental amount less any concessions or incentives. If applicant's income is not sufficient, a guarantor may be required. Guarantor's income must be 2 ½ times their rent/mortgage plus 2 ½ times the proposed applicant's rent combined.

CREDIT RATINGS (Past 24 months) (Excluding student loans and medical accounts)

- An applicant may be denied with an unsatisfactory credit report.
- If 50% or greater negative credit the applicant must pay an additional deposit.
- The presence of utility collection accounts will require further review.
- Any bankruptcies in the previous 24 months must be discharged and debtors list presented.
- Foreclosure history in the past 24 months may be allowed with an additional deposit or guarantor so long as there is clean rental history since the filing.
- Any unresolved tax liens; any unpaid rental housing debt or evictions will result in an automatic denial of the application.

RENTAL HISTORY

- First time renters need an additional deposit or guarantor.
- Must have at least 6 months of verifiable and positive residency history. Verification must be by apartment community or organization. It cannot be made by an individual unless proof of payments on a timely basis can be made.
- If the landlord reference would not relet to the applicant due to lease violation then applicant is automatically rejected.
- Mortgage must be verifiable via credit report or formal written documentation of home ownership.

CRIMINAL BACKGROUND

- An applicant or occupant will automatically be denied in the event of a felony or received adjudication for a felony offense(s) in the past 15 years.
- An applicant or occupant with a misdemeanor may still be considered.
- Individuals with convictions of; sexual misconduct, drug related crimes and/or a crime against a person or person's property will automatically be denied.
- An applicant or occupant will automatically be denied should applicant appear on the list of known terrorists and wanted fugitive as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

PET DEPOSIT

Pet Deposit (If Applicable) will be determined by the Owners of the Community and will be implemented across the board. No deposit will be required for the assistive animal of a disabled applicant.

APPLICATION FEE(S)

Each applicant and co-applicant (s), 18 years of age or older, must submit a separate application. A State identification card or a State driver's License is required for processing of the application. Non-US Citizens must provide a US Government issued photo ID and an identification number. A *Non-Refundable* application fee equal of \$35 will be applied per applicant.

SECURITY DEPOSIT(S)

All Security Deposits are required to be paid prior to move in.

All Security Deposits are subject to deductions upon Move Out; reference the UAH approved Charge and Damage List for pricing. A small sample of damages and charges you may encounter are listed below:

Unpaid Rent, Unpaid Utilities, Repairs, Damages, Stickers, Tears, Burns, stains, or unapproved holes; replacement cost of our property that was in or attached to the apartment and is missing; replacing dead or missing smoke alarm(s), cost of cleaning/necessary repairs to re-rent the unit, removal of unauthorized security or alarm devices, removal of abandoned property and/or disposal of trash, any animal related damages, applicable court cost, attorney fees, reletting fee, charge for un-returned keys and other access devices.

Please note that the forfeiture of a Security Deposit will apply if/when:

- The Tenant fails to move in or take possession of the unit after signing the Lease Contract
- The Tenant fails to provide notice of intent to vacate within the required time frame
- The Tenant Vacates as the result of a Judicial Eviction
- Failure to fulfill the Lease Terms as Identified within the Lease Contract

If approved for a Refund, the amount less deductions will be mailed within 30 days after move out, along with an itemized statement of account, to the forwarding address provided by the Tenant.

If denied for a Refund, an itemized statement of all deductions will be mailed within 30 days after move out to the forwarding address provided by the Tenant.

If no address is given the refund will be mailed to the last known address unless Management Approval has been obtained for a different method.

OCCUPANCY STANDARDS

- Two people per bedroom size (Exception-child less than 6 months).

ROOMMATES MUST QUALIFY INDIVIDUALLY IN ALL AREAS EXCEPT INCOME; ROOMMATES COMBINED INCOME MUST MEET RENT/EARNINGS RATIO FOR THE APARTMENT.

DEFINITIONS:

GUARANTOR- Guarantor must not have any automatic reflections and rejections and qualify in all other criteria areas. Guarantors must reside in the United States.

OCCUPANTS- Occupants is immediate family members under the age of 18 or legal dependents as indicated on the most recent federal or state income tax form. Occupants must not have any automatic rejections. All others need to apply for lessee status, complete an application and be screened.

NOTE: The identification, income, employment and deposit requirements may be modified if required by federal subsidy or financing programs.

Based on the final results of applicant screening, a guarantor or an additional deposit of \$_____ will be required.

By signing below, Applicants acknowledges that he/she has reviewed the rental selection criteria, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Owner Representative

Date