



HERITAGE QUARTERS

PRIVACY POLICY

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

How personal information is collected.

You will be asked to provide some of your personal information when you apply for an apartment. This information will be on the rental application form or other documents that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used.

We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

How the information is protected and who has access.

We allow only authorized persons to have access to your personal information, and keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of.

After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

Locator services.

If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents—even though they may initially process rental applications and fill out lease forms. You should require any locator service you use to provide you, their privacy policies.



HERITAGE QUARTERS

RENTAL CRITERIA

Thank you for your interest in Heritage Quarters.

In order to help you make your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants over the age of 18. Only one application fee (if applicable) must be paid if it is for a married couple. The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility.
2. Each applicant must provide government photo identification and allow it to be photocopied.
3. Applicants who are first-time renters or who do not have sufficient income under paragraph six below may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least **THREE TIMES** the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. Suggested guarantors are parents, family, employer, or someone you are close to willing to except financial obligations per requirements.
4. If applicant's persons will be occupying the dwelling, the family size must be appropriate for the available apartment, i.e., no more than two persons per bedroom, in most circumstances. See our attached occupancy policy, covering various sizes and configurations of units and children's ages during the lease term.
5. Employment and monthly income must be verifiable. Scholarships, grants, and loans are not acceptable income. If you are unable to obtain a qualifying guarantor, you may submit full payment for your lease term upfront. Once your lease expires, in order to renew you must submit another full payment to qualify with a guarantor.
6. **Applicant(s) may be denied occupancy for the following reasons:**
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income (total of all applicants)
 - Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live in the unit
 - Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
 - Poor rental profile of any applicant (rental history reports are obtained)

Rental history of:

- Non-payment or frequent late payment of rent
- Eviction
- Drug use
- Poor housekeeping
- Poor supervision of applicant's children
- Unruly or destructive behavior by applicant, applicant's children or applicant's guests
- Violence to persons or property by applicant, applicant's children or applicant's guests

NO PETS WITHOUT APPROVAL, SIGNED PET ADDENDUM AND NON REFUNDABLE PET FEE PAID

We do not discriminate on the basis of race, color, religion, sex, national origin, disability or familial status.

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL CRITERIA.

Applicant Signature

Date



HERITAGE QUARTERS

LEASE APPLICATION

Applicant's Full Name: _____ Date: _____

Social Security: _____ Date of Birth: _____ Marital Status: _____

Driver's License #: _____ State: _____

Phone Number: _____ E-mail Address: _____

Current Address: _____

Name of Apts. if applicable: _____

Previous Address: _____

Name of Apts. if applicable: _____

College Attending: _____ Student Classification (Grade): _____

I am self-supporting: Yes No

I Am Employed:

Employers Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Date Started: _____ Position: _____

Gross Monthly Salary: \$_____ Yearly: \$_____

When did you move into your current home? _____

If not self-supporting, one or both guarantors will need to sign a Lease Guaranty form.

Guarantor Name(s): _____

Address: _____

City/State/Zip: _____

Phone #: _____

Work #: _____

Fax #: _____

Email: _____

Prospective roommates who will live with you:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Any Pets: Yes No | Dog Cat Breed: _____

Applicant's Vehicle Info:

Make/ Model/ Color: _____ Year: _____

State: _____ License Plate #: _____

How did you hear about HQ? Internet Drive By Rental Publication Friend

Other _____

FLOORPLAN PREFERENCE

1 Bed 3 Bed 4 Bed | 2 Bath 4 Bed Small 4 Bed Large

Have you been evicted or asked to move out? Yes No | Broken a rental agreement? Yes No

Declared Bankruptcy? Yes No | Have you been sued for rent or property damage? Yes No

Have you been arrested for a felony, sex-related crime or drug-related crime? Yes No

If you checked yes to any question above, please explain:

Emergency Contact (over the age of 18) who will not be living with you:

Name: _____ Relationship: _____

Address: _____ City/St/Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

In the event of serious illness, accident, etc, the above person is or is not authorized to remove and/or store all contents found in the dwelling, storerooms, and mailboxes of the applicant.

____ (Initial) You declare that all your statements on this application are true. Giving false information is a serious criminal offense. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right to occupancy. **This is an application, not a lease.** Units will not be reserved until the applicant is accepted, required fee is paid and a lease is executed. **The lease is a binding contract.** An application fee or an administrative fee, both of which are non-refundable may be required. **Once application is approved, you will have 3 days to execute lease contract or deposit will be forfeited. Required rental documents are to be executed 3 days after lease is signed or application could be denied and deposit forfeited.** If an administration fee is not required, a security deposit will be required upon execution of the lease. I authorize HERITAGE QUARTERS and any of its representatives to verify any information on my application by all means available, including consumer reporting agencies and other rental history verification by previous landlord.

Any deposit put down will only hold a unit for 24 hours, after which it becomes non-refundable.

Applicant's Signature: _____ Date: _____



HERITAGE QUARTERS

LEASE GUARANTY

RELEASE: I (resident) hereby authorize management to forward the Lease Guaranty to my guarantor, and to communicate with them on my behalf concerning my lease obligations. I understand that communication with anyone **NOT** listed on my account, regarding my account must be approved by me via written consent to Heritage Quarters

Resident's Printed Name: _____

Resident's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Property: Heritage Quarters Apartments

Address: 215 Washington Ave. | Waco, Texas 76701

Start Date of Lease: _____ End Date of Lease: _____ Monthly Market Rent: _____

APPROVED GUARANTOR (initial) _____ **GUARANTOR DOES NOT MEET REQUIREMENTS** (initial) _____

By signing this Lease Guaranty, the undersigned hereby guarantees all obligations of resident under the Lease Contract. By signing this Lease Guaranty, the undersigned acknowledges they have read the Lease Contract. **(This Lease Guaranty shall continue and will not be affected by amendment, modifications, roommate changes or deletions, unit changes, or renewals of the Lease Contract which may be agreed to from time to time between resident and management.)** Delay or failure by management to exercise rights, pursue remedies, give notices, or make demands of you, as Guarantor, shall not be considered as a waiver of our rights. All of our remedies under the lease against the resident apply to Guarantor as well. All residents and Guarantors are jointly and severally liable. This Guaranty is part of the Lease Contract and shall be performed in McLennan County where the unit is located. **Heritage Quarters is not responsible for informing guarantors of renewals signed by resident, options, specials or leasing deadlines.** Guarantors are required to provide a photo ID and proof of income to qualify. (Last 2 paycheck stubs)

GUARANTOR INFORMATION

Full Name: _____ DOB: _____

Address: _____ SSN: _____

City/State: _____ DL: _____ STATE: _____

Home Phone: _____ When did you move into your current home? _____

Cell Phone: _____

E-Mail Address: _____

Present Employer: _____ Work Start Date: _____

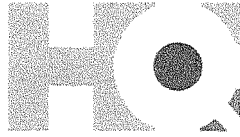
Address: _____

Position: _____ Gross Monthly Income: \$ _____ Year: \$ _____

Work Phone: _____ City: _____ State: _____ Zip: _____

Guarantor Signature: _____

Date: _____



HERITAGE QUARTERS

PRELEASE ADDENDUM

Resident Name: _____ Date: _____

Projected Lease Start Date: _____

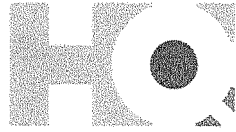
At the signing of the attached lease, a specific unit will not be assigned.

In order to help management assign a unit,
please indicate your preferences below.

CHOICE 1	FLOORPLAN _____	RENTAL RATE \$ _____
CHOICE 2	FLOORPLAN _____	RENTAL RATE \$ _____
CHOICE 3	FLOORPLAN _____	RENTAL RATE \$ _____

In the event that Heritage Quarters is unable to assign you a unit prior to June 1, 2020 that fits the preferences chosen above, Heritage Quarters may terminate this lease upon written notice to the other. Written notice must be received by no later than July 1, 2020. The lease is binding if Heritage Quarters is able to assign a unit based on the preference stated above. In the event of termination all fees or deposits paid by the residents will be returned. Dependent upon situation, your original assigned unit may be changed.

Resident Signature: _____ Date: _____



HERITAGE QUARTERS

CRIME FREE LEASE ADDENDUM

In consideration for the execution or renewal of a lease of the dwelling unit identified in the lease, Manager or Owner and Resident agree as follows:

Resident, any member(s) of the resident's household, a guest or any other person affiliated with the resident, whether on or off the property:

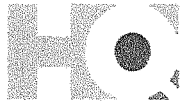
1. Shall not engage in criminal activity, including drug-related criminal activity, on or off the said premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Federal Controlled Substance Act [21 U.S.C. 802]).
2. Shall not engage in any act intended to facilitate criminal activity.
3. Will not permit the dwelling unit to be used for, or to facilitate criminal activity.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping or giving of an illegal or controlled substance as defined in Texas Health and Safety Code Chapter 481 – Texas Controlled Substances Act, at any locations, whether on or near the dwelling unit premises.
5. Shall not engage in any illegal activity, including, but not limited to prostitution as defined in Texas Penal Code Chapter 43 – Public Indecency, criminal street gang activity or engaging in organized criminal activity as defined in Texas Penal Code Chapter 71 – Organized Crime, threatening, intimidating, or committing assault as prohibited in Texas Penal Code Chapter 22 – Assaultive Offenses, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Manager or Owner and Resident.

Resident Signature

Date

Property Manager's Signature

Date



HERITAGE QUARTERS

ROOMMATE MATCHING

Resident's Full Name: _____ Nick Name? _____

Projected Move-In Date: _____ Floorplan: _____

Birthday: _____ Age: _____ Roommate Age Preference: _____

Gender: Male Female Prefer Not To Say

Roommate Gender Preference: Male Female Coed (if available)

School/ Occupation: _____ Major: _____ Fresh Soph Junior Senior

Favorite Food: _____ Favorite Music: _____ Favorite Hobby: _____

I would describe my cleanliness as: Very Neat Tidy Messy Cleaning is **NOT** my thing

I would describe my personality as: Introverted Shy Outgoing Super Extroverted

Study Habits: I study often Average Right before a test I'm pretty smart, no need to study

Drinking Habits: I drink often I drink socially I do not drink

I am willing to live with a drinker? Yes No

Smoking Habits: I smoke often Occasionally I do not smoke

I am willing to live with a smoker? Yes No

What is your sleep schedule? Early Bird Normal Night Owl Whenever I can

When do you wake up? Early Bird Normal I like to sleep in

I am willing to live with (if allowed): Dogs Cats Both Neither

Are you the chef? I don't cook I like to cook Fast food

What else would you like us to consider, if possible, for your roommate and unit assignment?

PROSPECTIVE ROOMMATES

Preferred Roommate _____ Phone Number _____ Email Address _____

Preferred Roommate _____ Phone Number _____ Email Address _____

Preferred Roommate _____ Phone Number _____ Email Address _____

Resident Signature _____ Date _____