

Normandy Apartments
Rental Application | Approval Criteria
BK Multifamily Services, LLC.
Revised and Effective September 01, 2016

Welcome to our community, thank you for considering a BK Multifamily Services managed apartment community. Before you apply to rent an apartment, please take time to review our rental application and approval criteria. The following information is offered so that all applicants will have available to them a detailed statement of the rental qualifying policies.

We will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation or mental or physical handicap.

The term "applicant(s)" under these criteria means the person(s) that will be signing the Lease as a "resident"; the term "occupant(s)" in these criteria means the person or persons that are authorized occupants under the lease. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and current occupants currently living here have met these requirements. There may be residents and occupants that have resided on the premises prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

Confidentiality:

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss information on applications with anyone other than the applicant. In addition, we do not discuss individual credit reports with an applicant. If an applicant is rejected for poor credit history, upon request, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.

Application for Residency:

An Application for residency must be completed and maintained for each adult applicant. Each applicant must complete the rental application fully and accurately. Falsification of information will result in denial of residency.

Application Fee:

Each applicant must pay a non-refundable application fee. Because there are no exceptions, it is important that you review this information carefully before submitting an application, making certain that, to the best of your knowledge you meet the rental application approval criteria stated.

Occupants:

Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment or six (6) persons in a three-bedroom apartment. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

Note: A family may occupy an apartment if the family does not exceed two (2) persons per bedroom plus a child who is less than twelve months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status.

Identification:

All visitors must present a valid driver's license or other photo identification in order to view the community. Other acceptable forms of identification are: Valid state issued ID card, valid Military ID card or a valid Passport. In addition, each applicant must provide one of the following forms of identification in order for the verification process to begin: United States government issued Social Security number, ITIN number, student visa, (I-20), current work visa, (I-94) or temporary resident alien card verifying approved entry by the United States government, (I-94W.)

Income/Employment:

Applicants must have a gross income source that can be verified and is at least two and one half (2.5) times the monthly rent of the apartment being leased. Acceptable income verification required may include the applicant's last six paycheck stubs, an employment verification on company letterhead signed by a direct supervisor, payroll of human resources department representative. In the event of a job change, the previous employment will be verified and the applicant must provide a copy of an employment contract or written offer letter from the new employer. Self-employed applicants will be required to provide either the previous year's tax return or bank statements for the last six (6) months. Proof of retirement benefits, disability income or full time student status is required. For properties that participate in government sponsored programs, income qualifications for applicants will be based upon the portion of rent they will be paying. Where applicable, applicant(s) must also qualify as defined by the current bond restrictions as set forth in the Regulatory Agreement.

Credit History:

An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

Residence History:

Up to 3 (three) years of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

Criminal History:

Applicants must have an acceptable criminal background check. With the state and Federal fair housing guarantees in mind, for all residents and staff, acceptable means it does not reveal:

- Any household member who is subject to a state sex offender lifetime registration requirement. Any household member who has any conviction or adjudication (other than an acquittal) of a sex offense, including but not limited to forcible rape, child molestation, lewd and lascivious conduct with a minor, and aggravated sexual battery.
- Any household member who has any conviction or adjudication (other than acquittal) of a felony that resulted in bodily harm or intentional damage or destruction of property. Applicants will not be considered until at least ten years from their date of release. Misdemeanor convictions will not be considered until at least five years from the date of release.
- Any household member who has any conviction or adjudication (other than acquittal) of a felony for the illegal manufacture or distribution of a controlled substance. Applicants will not be considered until at least seven years from their date of release. Misdemeanor convictions will not be considered until at least five years from the date of release.
- Any household member who has any conviction or adjudication (other than acquittal) of a felony and/or a misdemeanor for other categories of crimes not noted herein will be considered on a case-by-case basis. Arrest records are not considered. In the case of multiple convictions, the years noted herein for each conviction and/or adjudication are added and do not run consecutively.

All applicants should be advised that the use of criminal background information is to promote the safety of existing residents, property employees and to protect residents', employees' and the owner's personal property located on the Property. Reliance on criminal background information is weighted on the type of offense committed. For example, convictions for violent offenses against people or property or sex offenses are considered most serious and therefore have a longer look-back period. Applicants who have been denied housing because of a prior criminal conviction in accordance with the stated policies will be provided an opportunity to explain any mitigating circumstances, such as the facts surrounding the conviction, or their age at the time, and may provide evidence of rehabilitation. Applicants who do so will be reconsidered, but there is no guarantee of admittance. Each applicant will be considered on a case-by-case basis. Disabled applicants may make a reasonable accommodation request.

Lease Guarantors and Co-signers:

Note that this company does not permit co-signers. A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted only for income qualification purposes, discharged Bankruptcy and/or Foreclosures in lieu of the additional deposit. Guarantor must reside in the USA and qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus their own housing obligation.

Animal Acceptancy Policy:

Pets suitable for apartment living are allowed on the premises only after a pet lease has been signed and a pet fee paid with a maximum of two pets per apartment. Animals must be approved by management and must comply with the requirements of residential policies. Per the residential lease agreement, residents are responsible for their pets and no pets of any kind shall be permitted on the premises without written consent of management. BK Multifamily Services, LLC Services, Inc. reserves the right to amend existing policies as deemed necessary by giving reasonable notice. Notwithstanding any other provision herein, disabled individuals are permitted to own and utilize service animals. Furthermore, nothing herein shall hinder full access to the apartments and the common areas by individuals with disabilities.

The following list of dog breeds and any mix of are commonly considered aggressive and will not be allowed on the premises: Alaskan Malamute, American Bulldog, American Pit-bull, American White Shepard, Akita, Bandag, Argentine, Dogo, Belgian Groenendae, Belgian Laekenois, Belgian Malinois, Belgian Tervuern, Bull boxer, Belgian Shepard, Boerbel, Boxer, Catahoula, Cane Corso, Chow Chow, Dago Argentina, Dalmatian, Doberman Pinscher, Fila, Brasileiro, German Shepherd, Huskie, Japanese Josa, Mastiff, Neapolitan Mastiff, Pit Bull or Pitt Bull Terrier, Presa, Canarie, Rottweiler, Siberian Huskie, Staffordshire Terrier, Wolf Dog or Wolf Dog Hybrid.

- Resident must abide by rules and regulations set forth in the Animal Addendum
- We will accept cats, dogs, caged birds, and aquarium pets to include fish and turtles only.
- **No** snakes, alligators, wolves, or other wild, exotic, endangered or poisonous animals and reptiles will be allowed
- Fish tanks cannot exceed 40 gallons
- Pets shall not be kept, bred, or used for any commercial purpose.
- All animals should be spayed or neutered by six months of age unless the procedure is deemed medically unsafe by a veterinarian
- Pets must be confined to the pet owner's unit or acceptable designated areas and must not be allowed to roam free or be tethered.

- Pets must not be left unattended on patios or balconies. Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier
- Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings.
- Cat litter may not be disposed of in toilets.
- Pet caregivers are responsible for any damage caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the pet owner.
- No pet shall be allowed to become a nuisance or create any unreasonable disturbance.
- Feeding and caring for stray cat colonies is not acceptable. Stray or injured cats shall be trapped and care provided as necessary. Where no caretaker is available, stray or injured animals shall be reported to the local animal control authority for rescue.

Pet owner and/or caregiver shall indemnify the property, management and ownership and hold harmless against loss or liability of any kind arising from their pet(s).

Renters Insurance Requirements:

To fulfill your lease obligation all new and renewing residents are encouraged to provide evidence of liability or property damage insurance at a minimum limit of \$100,000. You may choose the insurance company and policy limits that are most appropriate for your situation, providing the minimum coverage level is satisfied. If you arrange your own policy simply provide proof of this coverage, with the name of the apartment community listed as an "additional interest" or "interested party". Please note that the community's insurance does not cover a resident's possessions if they are damaged or stolen. You are responsible for damage or loss of personal property from theft, liability, neglect, vandalism, fire, and water damage. Additionally, to obtain coverage for your possessions we strongly recommend you purchase a policy that includes "contents" insurance.

Overview: As you make your renter's insurance decision, please keep in mind the following:

Proof of a \$100,000 minimum liability or property damage insurance policy is required for the term of your lease. This important renter's insurance coverage typically costs well under a dollar per day. This policy must provide coverage for damage or loss of personal property from theft, liability, neglect, vandalism, fire, and water damage.

Our Apartment Community requests to be named as "Interested Party" or "Additional Interest" on your policy.

You are free to select any insurance provider as long as the minimum liability coverage requirements are met.

Please note that BK Multifamily Services, LLC Services, Inc. and our associates are not licensed to answer insurance questions or advise on insurance matters, but can help you through this process.

Evaluation:

Company evaluates the above information with a scoring method that weighs the indicators of future rent payment performance. For further explanation of this type of method, please refer to "Credit Scoring and your Application to Rent an Apartment".

Validity Period:

Approved applications remain in good standing for a period of ninety (90) days from the approval date. If the lease is not signed and/or the applicant fails to occupy an apartment within the viable time period, the application must be re-submitted for verification and approval AND a new application fee must be paid.

Acknowledgment:

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.





Rental Application for Residents and Occupants

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

Date when filled out: _____

ABOUT YOU

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

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

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

YOUR WORK

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

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

YOUR CREDIT HISTORY

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

YOUR RENTAL/CRIMINAL HISTORY

You must check if applicable.

Have you, your spouse, or any occupant listed in this application ever:
 been evicted or asked to move out?
 moved out of a dwelling before the end of the lease term without the owner's consent?
 declared bankruptcy?
 been sued for rent?
 been sued for property damage?
 been convicted or received probation for a felony or sex crime?
Please indicate below the year, location, and type of each felony or sex crime for which you were convicted or received probation. We may need to discuss more facts before making a decision. _____

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) Normandy 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 **Normandy Apartments** _____
- Property name and type of dwelling (*bedrooms and baths*) _____
- Complete street address **3800 Normandy** _____
City/State/Zip **Port Arthur, TX 77642** _____
- 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 **3** days _____
- Beginning date and ending dates of Lease Contract _____
- Number of days' notice for termination **30** _____
- Total security deposit \$ _____ Animal deposit \$ _____
- # of keys/access devices for **1** 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 _____
- 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 \$ **25.00** _____
- 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.

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

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

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (*street, city*): **Normandy Apartments** _____ 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, 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: _____



Solicitud de arrendamiento para residentes y ocupantes

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

Los cónyuges pueden presentar una solicitud conjuntamente.

Fecha en que se llena: _____

TEXAS APARTMENT ASSOCIATION

M E M B E R

DATOS TOCANTES A USTED Nombre completo (exactamente como aparece en su licencia de manejar o documento estatal de identidad) _____

Dirección (tal como aparece en su licencia de manejar o documento estatal de identidad): _____

N.º y estado de su licencia de manejar: _____
o de su documento estatal de identidad: _____

Otros apellidos (de soltera y casada): _____

Su número de seguro social: _____

Fecha de nacimiento: _____ Estatura: _____ Peso: _____

Sexo: _____ Color de ojos: _____ Color del pelo: _____

Estado civil: soltero casado divorciado viudo separado

¿Es usted ciudadano de los Estados Unidos? Sí No

¿Fuma Ud. u otro ocupante? Sí No

¿Tendrá usted, su cónyuge u otro ocupante un animal? Sí No

¿De qué clase, peso, raza y edad? _____

Dirección actual _____ Apartamento N.º _____

Ciudad/Estado/C.P.: _____

Teléfono en casa o celular: (____) _____ Renta actual: \$ _____

Correo electrónico: _____

Nombre de los apartamentos donde vive actualmente: _____

Nombre del propietario o gerente actual: _____

Teléfono del propietario o gerente: _____

Fecha de ocupación de la dirección actual: _____

¿Por qué se muda de su residencia actual? _____

Dirección anterior más reciente: _____

_____ Apartamento N.º _____

Ciudad/Estado/C.P.: _____

Nombre del conjunto de apartamentos: _____

Nombre del propietario o gerente de ese conjunto: _____

Teléfono del propietario o gerente: _____

Renta mensual anterior: \$ _____

Fecha de ocupación: _____ Fecha de desocupación: _____

SU TRABAJO Empleador actual: _____

Dirección: _____

Ciudad/Estado/C.P.: _____

Teléfono en el trabajo: (____) _____

Puesto: _____

Sus ingresos brutos mensuales son más de: \$ _____

Fecha en que empezó: _____

Nombre y teléfono del supervisor: _____

Empleador anterior (más reciente): _____

Dirección: _____

Ciudad/Estado/C.P.: _____

Teléfono de trabajo: (____) _____

Puesto: _____

Sus ingresos brutos mensuales fueron más de: \$ _____

Fechas en que empezó y terminó: _____

Nombre y teléfono del supervisor anterior: _____

ANTECEDENTES CREDITICIOS Nombre, ciudad y estado de su banco: _____

Principales documentos de crédito: _____

Ingresos no provenientes del trabajo que se deben tomar en cuenta. Explicar. _____

Problemas crediticios que desea explicar. (Usar otra hoja.) _____

ANTECEDENTES DE ARRENTATARIO Y PENALES (Obligatorio marcar si corresponde.)

Usted, su cónyuge, u otro ocupante listado en esta Solicitud:

¿ha sido desalojado alguna vez o le han pedido que se mudara?

¿se ha mudado de una vivienda antes de finalizar el contrato, 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 o sexual?

Favor de indicar el año, el lugar y la clase de cada delito mayor y cada delito sexual por el cual ha sido condenado o puesto en libertad condicional. Tal vez tengamos que saber más detalles antes de tomar una decisión. _____

SU CÓNYUGE Nombre completo: _____

Otros apellidos (de soltera y casada): _____

N.º de seguro social de su cónyuge: _____

N.º y estado de su licencia de manejar: _____

o de su documento estatal de identidad: _____

Fecha de nacimiento: _____ Estatura: _____ Peso: _____

Sexo: _____ Color de ojos: _____ Color del pelo: _____

¿Es usted ciudadano de los Estados Unidos? Sí No

Empleador actual: _____

Dirección: _____

Ciudad/Estado/C.P.: _____

Teléfono, trabajo: (____) _____ Teléfono celular (____) _____

Puesto: _____ Inició el trabajo (fecha): _____

Correo electrónico: _____

Ingresos brutos mensuales son más de: \$ _____

Nombre y teléfono del supervisor: _____

OTROS OCUPANTES Nombres de todas las personas que ocuparán la unidad sin firmar el Contrato de arrendamiento. Si hay más de tres, siga en otra página aparte.

Nombre: _____ Relación: _____ Sexo: _____

N.º y estado de su licencia de manejar o de su documento estatal de identidad: _____

Fecha de nacimiento: _____ N.º de seguro social: _____

Nombre: _____ Relación: _____ Sexo: _____

N.º y estado de su licencia de manejar o de su documento estatal de identidad: _____

Fecha de nacimiento: _____ N.º de seguro social: _____

Nombre: _____ Relación: _____ Sexo: _____

N.º y estado de su licencia de manejar o de su documento estatal de identidad: _____

Fecha de nacimiento: _____ N.º de seguro social: _____

Nombre: _____ Relación: _____ Sexo: _____

N.º y estado de su licencia de manejar o de su documento estatal de identidad: _____

Fecha de nacimiento: _____ N.º de seguro social: _____

SUS VEHÍCULOS Enumere todos los vehículos pertenecientes a o conducidos por usted, su cónyuge y otros ocupantes (incluyendo carros, camiones, motos, remolques, etc.) Si hay más de tres, siga en otra página aparte.

Marca, modelo y color: _____

Año: _____ N.º de placas: _____ Estado: _____

Marca, modelo y color: _____

Año: _____ N.º de placas: _____ Estado: _____

Marca, modelo y color: _____

Año: _____ N.º de placas: _____ Estado: _____

Marca, modelo y color: _____

Año: _____ N.º de placas: _____ Estado: _____

¿POR QUÉ ELIGIÓ ESTA PROPIEDAD? ¿Se le fue recomendada? Sí No

En caso afirmativo, ¿por quién? _____

Nombre de la agencia de localización: _____

Nombre del agente de localización: _____

Nombre del amigo u otra persona: _____

¿Encontró la propiedad por su cuenta? Sí No En caso afirmativo, ¿cómo?

Sitio Internet: _____ Revista de propiedades: _____

De paso Periódico (¿cuál?): _____ Otro: _____

EN CASO DE EMERGENCIA Contacto de emergencia, mayor de 18 años y que no conviva con usted(es):

Nombre: _____

Dirección: _____

Ciudad/Estado/C.P.: _____

Teléfono, trabajo: (____) _____ Teléfono, casa: (____) _____

Teléfono celular: (____) _____ Relación: _____

Correo electrónico: _____

Si usted fallece, se enferma gravemente, desaparece o está encarcelado, según una declaración jurada hecha por (elija una o más): la persona anteriormente listada, su cónyuge, su padre, madre o hijo, podemos permitir que dicha(s) persona(s) entre(n) en su vivienda a retirar todo lo contenido, inclusive los bienes de usted en el buzón postal, los almacenes y áreas comunes. Si ninguna opción es señalada, cualesquiera serán autorizados, a nuestra opción. Si está usted gravemente enfermo o lesionado, usted nos autoriza a llamar al servicio médico de emergencia o a pedir una ambulancia a la cuenta de usted. No somos legalmente obligados a hacerlo.

Información sobre el contrato de arrendamiento contemplado

Debe llenarse sólo si el Contrato de arrendamiento no es firmado por el/los residente(s) en el momento de presentar la solicitud de arrendamiento.

El contrato de arrendamiento que se usa debe ser el formulario más reciente del (márquese uno): Contrato de arrendamiento de apartamento, Contrato de arrendamiento residencial o Contrato de arrendamiento de condominio o casa en unidad habitacional, a menos que se adjunte a esta Solicitud otra versión anterior del Contrato que lleva las iniciales de el/los residente(s). Los espacios en blanco del formulario tendrán que contener los siguientes datos:

- Nombres de todos los residentes que firmarán el contrato de arrendamiento _____
- Nombre del propietario/arrendador _____
- Nombre de la propiedad y clase de vivienda (cuántas recámaras y baños) _____
- Dirección completa _____
Ciudad/Estado/C.P. _____
- Nombres de todos los ocupantes que no firmarán el contrato de arrendamiento (hijos, parientes, amigos, etc.) _____
- Número total de ocupantes _____
- Se requiere nuestro permiso para huéspedes que se queden más de ____ días;
- Fechas de comienzo y del fin del contrato de arrendamiento _____
- Número de días de aviso de su intención de mudarse _____
- Total del depósito en garantía: \$ _____
- Depósito en garantía para tenencia de animal: \$ _____
- N.º de llaves o dispositivos de acceso a la unidad _____, el buzón _____, otras cosas _____
- Total de renta mensual para la unidad será \$ _____
- Pagará la renta: en la oficina del administrador, localizada en el conjunto residencial; por nuestro sistema de pagos en línea; o en _____
- Prorrateo de la renta del primer mes o segundo mes: \$ _____
- Fecha en que se impone un cargo por retraso si la renta es impaga: _____
- Cargo inicial por atraso: \$ _____

- Cargo por atraso por cada día adicional: \$ _____
- Cargo por cheque devuelto: \$ _____
- Cargos por violación tocante a tenencia de animales: Inicial \$ _____; Diario \$ _____
- Marque si la vivienda será amueblada;
- Servicios que el propietario pagará (**Marque todo lo que corresponda**):
 gas agua aguas residuales electricidad basura servicio de cable o satélite antena colectiva Internet agua de lluvia y canalización otros servicios _____
- Cargo por conexión de servicios: \$ _____
- Usted (**Marque uno**): debe comprar seguro no tiene la obligación de comprar seguro;
- Cargo convenido por nuevo arrendamiento: \$ _____
- Su depósito en garantía será devuelto por (**Marque uno**):
 un solo cheque pagadero a todos los residentes (a falta de otra alternativa) o un cheque pagadero a y enviado a _____.
- Su aviso de su intención de mudarse pondrá fin al contrato de arrendamiento (**señálese uno**): el último día del mes, la fecha exacta anotada en el aviso de su intención de mudarse;
- Si la vivienda es casa o dúplex, el propietario es responsable, según lo indica el párrafo 12.2 del Contrato de arrendamiento, de: mantener plantas y jardines, regar plantas y jardines, fertilizar plantas y jardines, recoger basura de los jardines, mantener y vaciar contenedores de basura. El inquilino es responsable de lo que no esté marcado.
- El inquilino es responsable del pago de los primeros \$ _____ de cada reparación.
- Disposiciones especiales con respecto al estacionamiento, el almacenaje, etc. (ver página adjunta, si fuera necesario): _____.

Convenio de solicitud

- Información sobre el Contrato de arrendamiento.** El Contrato de arrendamiento que las partes piensan celebrar está adjunto al presente—o si no está adjunto, el contrato ha de ser el Contrato de arrendamiento actual de la TAA, tal como se anota arriba. Toda información o condición especial debe ser explícitamente anotada en el Contrato de arrendamiento adjunto o en esta hoja de Información sobre el Contrato de arrendamiento contemplado.
- Cuota de solicitud (puede ser reembolsable o no).** Usted ha entregado a nuestro representante una cuota de solicitud en la cantidad indicada en el párrafo 14 a continuación, la cual amortiza parcialmente el costo de los trámites administrativos.
- Depósito de solicitud (puede ser reembolsable o no).** Además de cualquier cuota de solicitud, usted le ha entregado a nuestro representante un depósito de solicitud en la cantidad indicada en el párrafo 14. El depósito de solicitud no es un depósito en garantía. Sin embargo, será descontado al pago del depósito en garantía cuando el Contrato de arrendamiento haya sido firmado por todas las partes. **O** será devuelto, según lo especifica el párrafo 10, si su solicitud no es aprobada. **O** será retenido como liquidación de daños si usted no firma el contrato o intenta hacer una revocación, según lo indican los párrafos 6 o 7, o si deja de contestar cualquier pregunta o si proporciona información falsa.
- Aprobación cuando el Contrato de arrendamiento es firmado por adelantado.** Si usted y todos los solicitantes ya han firmado el Contrato de arrendamiento cuando aprobamos la Solicitud, nuestro representante le notificará de la aprobación a usted (o a uno de ustedes si son co-solicitantes), firmará el Contrato de arrendamiento, y entonces acreditará el depósito de solicitud de todos los solicitantes a cuenta del depósito en garantía.
- Aprobación cuando el Contrato de arrendamiento no ha sido firmado todavía.** Si usted y todos los solicitantes no han firmado todavía el contrato de arrendamiento en el momento en que aprobamos la Solicitud, nuestro representante le notificará de la aprobación a usted (o a uno de ustedes si son co-solicitantes), firmará el contrato de arrendamiento, y, cuando usted y todos los solicitantes han firmado el contrato, entonces acreditará el depósito de 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, una vez que le(s) hayamos aprobado en persona o por teléfono o por correo electrónico, usted y todos los solicitantes deben firmar el Contrato de arrendamiento dentro de los 3 días, o dentro de los 5 días si le(s) aprobamos por correo. Si usted o cualquiera de los solicitantes no firma el contrato como es debido, guardaremos el depósito de solicitud en carácter de liquidación por daños y terminaremos toda obligación futura bajo este acuerdo.
- Si usted hace una revocación antes de la aprobación.** Ni usted ni ninguno de los solicitantes puede retirar ni la solicitud ni el depósito de solicitud. Si, antes de firmar

el Contrato de arrendamiento, usted o cualquiera de los solicitantes retira una solicitud o nos avisa de un cambio de opinión en cuanto al arrendamiento de la vivienda, tendremos derecho a retener todos los depósitos de solicitud en carácter de daños liquidados y no existirá obligación futura entre las partes.

- Solicitud completa.** Una solicitud no se considera "completa" ni se procesa hasta que se nos haya dado todo lo listado a continuación (*a menos que haya algo no marcado*): una solicitud por separado completa y firmada por cada uno de los solicitantes; se nos ha pagado una cuota de solicitud; se nos ha pagado un depósito de solicitud. *Si no se señala ningún ítem, se requieren todos para que la Solicitud se considere completa.*
- Falta de aprobación dentro de siete días.** Le(s) notificaremos si ha(n) sido aprobado(s) dentro de siete días de la fecha en que recibimos una solicitud completa. Su solicitud debe considerarse "desaprobada" si no le(s) avisamos de su aprobación dentro de siete días de la fecha en que recibimos la solicitud completa. La notificación puede ser en persona, por correo o por teléfono, a menos que usted(es) haya(n) solicitado que la notificación sea por correo. No debe(n) usted(es) tomar la solicitud por aprobada hasta recibir la notificación de aprobación.
- 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 9, le(s) reembolsaremos todos los depósitos de solicitud cuyo reembolso es requerido por la ley dentro de _____ días (*no más de 30 días; 30 días si se deja en blanco*) de dicha desaprobación. Los cheques de reembolso pueden ser pagaderos a todos los solicitantes y ser enviados a un solicitante.
- Extensión de fechas límite.** Si la fecha límite para firmar, aprobar o reembolsar, conforme a los párrafos 6, 9 o 10 sea sábado, domingo o día festivo estatal o federal, la fecha límite se aplazará hasta el fin del próximo día hábil.
- Avisos para los solicitantes o de ellos.** Cualquier aviso que le damos a usted o a un co-solicitante se considera un aviso a todos los solicitantes; y cualquier aviso de usted o de un co-solicitante se considera un aviso de todos los solicitantes.
- 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.
- Recibo.** Cuota de solicitud (*puede o no ser reembolsable*): \$ _____
Depósito de solicitud (*puede o no ser reembolsable*): \$ _____
Cargo administrativo (*reembolsable sólo si la solicitud no es aprobada*): \$ _____
Suma de la cuota de solicitud y el depósito de solicitud: \$ _____
Cantidad total que hemos recibido hasta esta fecha: \$ _____
- Firma.** La firma de nuestro representante indica sólo que hemos aceptado el convenio de solicitud que antecede. No nos obliga a aceptar al solicitante como residente ni a firmar el Contrato de arrendamiento que se propone.

Si usted se enferma o se lesiona gravemente, ¿a qué médico podemos avisar? (**No tenemos la obligación de comunicar información médica a médicos o personal de emergencia.**)

Nombre: _____ Teléfono: (____) _____

Información médica de importancia en caso de emergencia: _____

Declaración que la información es correcta. Usted(es) afirma(n) que todas sus declaraciones en la primera página de esta solicitud son correctas y completas y nos autoriza(n) a verificarlas por cualquier medio, incluso con agencias crediticias y propietarios de otras unidades arrendadas. **Afirmar(n) también que ha(n) tenido la oportunidad de leer nuestros criterios de selección de inquilinos y las razones por las cuales se puede rechazar su solicitud, entre ellas, por antecedentes criminales, historia crediticia, ingresos actuales o historia de rentas. Usted(es) reconoce(n) que si no cumple(n) nuestros criterios de selección o si deja(n) de contestar cualquier pregunta o si proporciona(n) información falsa, podemos rechazar esta solicitud, retener la totalidad de cuotas, cargos administrativos y depósitos asociados a la solicitud como pena convencional por daños y poner término a su derecho de ocupación.** La provisión de datos falsos es un grave delito criminal. En cualquier pleito relacionado a esta solicitud o Contrato de arrendamiento, la parte que predomina tiene derecho a recobrar de la parte que no predomina todos los honorarios de abogado y gastos de litigio. Podemos en cualquier momento proveer a agencias crediticias y a propietarios de otras viviendas arrendadas, información relacionada a la manera en que usted(es) cumple(n) con las obligaciones de su contrato de arrendamiento, incluso tanto lo favorable como lo desfavorable relacionado con su cumplimiento con el contrato de arrendamiento, los reglamentos y sus obligaciones financieras. Las firmas recibidas por fax o vía electrónica son obligatorias. Usted(es) reconoce(n) que nuestra política de privacidad se encuentra a su disposición.

Derecho a revisión de contratos: Antes de presentar una solicitud o de pagar cualquier cargo o depósito, usted tiene derecho a estudiar el formulario de solicitud de arrendamiento, el contrato de arrendamiento y todo reglamento o política de la comunidad. Puede también consultar un abogado. Una vez firmados, estos documentos adquieren carácter legal obligatorio. No retiraremos ninguna vivienda del mercado hasta que hayamos recibido una solicitud completa y toda otra información necesaria o el dinero para rentar dicha vivienda. Se podrán hacer cambios y agregar provisiones adicionales al contrato de arrendamiento, si todas las partes se ponen de acuerdo por escrito. Usted tiene derecho a un original del contrato de arrendamiento una vez firmado por todas las partes.

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

- Nombre del conjunto de apartamentos o dirección de la vivienda (calle, ciudad): _____ N.º o tipo de unidad: _____
- Nombre de la persona que recibió la solicitud: _____ Teléfono: (____) _____
- Nombre de la persona que tramitó la solicitud: _____ Teléfono: (____) _____
- Fecha en que el solicitante o co-solicitante fue notificado por teléfono, por carta, o en persona de que la solicitud fue aprobada desaprobada: _____
(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.)
- Nombre(s) de la(s) persona(s) notificada(s) (si hay co-solicitantes, por lo menos uno debe ser notificado): _____
- Nombre del representante del propietario que notificó a la(s) persona(s) ya indicada(s): _____

