

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

TEXAS APARTMENT ASSOCIATION

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

M E M B E R

Date when filled out: _____

ABOUT YOU

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

Former name (if applicable) _____

Gender _____ Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Home phone _____ Cell phone _____

Work phone _____ Email address _____

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

I am applying for the apartment located at _____

Is there another co-applicant? yes no

Co-applicant name _____ Email _____

Co-applicant name _____ Email _____

Co-applicant name _____ Email _____

Co-applicant name _____ Email _____

OTHER OCCUPANTS

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

WHERE YOU LIVE

Current home address (where you live now) _____

City _____ State _____ Zip _____

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

Apartment name _____

Name of owner or manager _____

Phone _____ Reason for leaving _____

Previous home address (most recent) _____

City _____ State _____ Zip _____

Do you rent or own? Dates: From _____ To _____ Monthly payment \$ _____

Apartment name _____

Name of owner or manager _____

Phone _____ Reason for leaving _____

YOUR WORK

Current employer _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Beginning date of employment _____

YOUR WORK, continued

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

ADDITIONAL INCOME

(Income must be verified to be considered.)

Type _____ Source _____ Gross monthly amount \$ _____
 Type _____ Source _____ Gross monthly amount \$ _____

CREDIT HISTORY

If applicable, please explain any past credit problem: _____

RENTAL AND CRIMINAL HISTORY

Check only if applicable.

Have you 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 (other than deferred adjudication) 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. You represent the answer is "no" to any item not checked above.

HOW DID YOU FIND US?

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

EMERGENCY CONTACT

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

Name _____ Relationship _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____
 Work Phone _____ Email Address _____

If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mail-box, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

YOUR VEHICLES

(If applicable)

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

Make _____ Model _____ Color _____
 Year _____ License # _____ State _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____

YOUR ANIMALS*(if applicable)*

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

Kind _____ Weight _____

Breed _____ Age _____

Kind _____ Weight _____

Breed _____ Age _____

Application Agreement

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

1. **Apartment Lease information.** The Lease contemplated by the parties will be the current TAA Lease. Special information and conditions must be explicitly noted on the Lease.
2. **Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease, and then credit the application deposit of all applicants toward the required security deposit.
3. **Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
4. **If you fail to sign Lease after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required **your Application will be deemed withdrawn**, and we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
5. **If you withdraw before approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
6. **Approval/non-approval.** If we do not approve your Application within 7 days after the date we received a completed Application, your Application will be considered "disapproved." Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.
7. **Refund after non-approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
8. **Extension of deadlines.** If the deadline for approving or refunding under paragraphs 6 or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
9. **Keys or access devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and security deposits have been paid in full.
10. **Application submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease. Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding unit availability, unit characteristics, pricing or other questions, please call or visit our office.
11. **Notice to or from co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicants is considered notice from all co-applicants.

Disclosures

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

Authorization and Acknowledgment

I authorize _____

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

Payment Authorization

I authorize _____

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

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

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

Acknowledgment

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

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

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

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

Applicant's signature

Date

FOR OFFICE USE ONLY

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

Additional comments: _____



Solicitud de arrendamiento para residentes y ocupantes

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

Fecha en que se rellena: _____

DATOS PERSONALES

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

Nombre y apellido anteriores (si procede) _____

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

N.º licencia de conducir _____ Estado _____

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

Teléfono en casa _____ Celular _____

Teléfono de trabajo _____ Correo electrónico _____

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

Solicitud para el apartamento ubicado en _____

¿Existe otro solicitante? sí no

Nombre de otro solicitante: _____ Correo electrónico _____

Nombre de otro solicitante: _____ Correo electrónico _____

Nombre de otro solicitante: _____ Correo electrónico _____

Nombre de otro solicitante: _____ Correo electrónico _____

OTROS OCUPANTES

Nombre completo _____ Relación _____

Fecha de nacimiento _____ N.º seguro social _____

N.º licencia de conducir _____ Estado _____

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

Nombre completo _____ Relación _____

Fecha de nacimiento _____ N.º seguro social _____

N.º licencia de conducir _____ Estado _____

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

Nombre completo _____ Relación _____

Fecha de nacimiento _____ N.º seguro social _____

N.º licencia de conducir _____ Estado _____

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

Nombre completo _____ Relación _____

Fecha de nacimiento _____ N.º seguro social _____

N.º licencia de conducir _____ Estado _____

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

DOMICILIO ACTUAL

Dirección actual (donde vive ahora) _____

Ciudad _____ Estado _____ Código postal _____

Inquilino Propietario Desde (fecha): _____ Pago mensual \$ _____

Nombre de los apartamentos _____

Nombre del propietario o administrador _____

Teléfono _____ Razón por mudarse _____

(Rellene lo siguiente solo si lleva menos de 6 meses en su domicilio actual.)

Dirección donde vivía antes _____

Ciudad _____ Estado _____ Código postal _____

Inquilino Propietario Desde (fecha): _____ Pago mensual \$ _____

Nombre de los apartamentos _____

Nombre del propietario o administrador _____

Teléfono _____ Razón por mudarse _____

SU TRABAJO

Empleador actual _____

Dirección _____

Ciudad _____ Estado _____ Código postal _____

Teléfono de trabajo _____ Fecha de inicio del empleo _____

SU TRABAJO, continúa

Ingresos brutos mensuales \$ _____ Puesto _____

Supervisor _____ Teléfono _____

(Rellene lo siguiente solo si lleva menos de 6 meses trabajando para su empleador actual.)

Empleador anterior _____

Dirección _____

Ciudad _____ Estado _____ Código postal _____

Teléfono de trabajo _____ Empleado desde (fecha) _____ Hasta (fecha) _____

Ingresos brutos mensuales \$ _____ Puesto _____

Supervisor _____ Teléfono _____

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

Tipo _____ Fuente _____ Cantidad bruta mensual \$ _____

Tipo _____ Fuente _____ Cantidad bruta mensual \$ _____

ANTECEDENTES CREDITICIOS

Si procede, explique cualquier problema crediticio que haya tenido _____

_____**ANTECEDENTES PENALES****Marque solo lo que corresponde.**

Usted u otro ocupante listado en esta solicitud:

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

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

_____**¿CÓMO SUPO EN NUESTROS APARTAMENTOS?** Búsqueda en línea (Especificar dirección web) _____ Recomendación de alguien o una agencia de localización (Nombre) _____ Redes sociales en Internet (Especificar cuál o cuáles) _____ De otra manera _____**CONTACTO DE EMERGENCIA****Datos de una persona mayor de 18 años que no vivirá con usted, en caso de emergencia:**

Nombre _____ Relación _____

Dirección _____

Ciudad _____ Estado _____ Código postal _____

Teléfono de casa _____ Celular _____

Teléfono de trabajo _____ Correo electrónico _____

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

Marca _____ Modelo _____ Color _____

Año _____ N.º placas _____ Estado _____

Marca _____ Modelo _____ Color _____

Año _____ N.º placas _____ Estado _____

Marca _____ Modelo _____ Color _____

Año _____ N.º placas _____ Estado _____

Marca _____ Modelo _____ Color _____

Año _____ N.º placas _____ Estado _____

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

Clase _____ Peso _____

Raza _____ Edad _____

Clase _____ Peso _____

Raza _____ Edad _____

Acuerdo de solicitud

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

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

Divulgaciones

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

Autorización y reconocimiento

Autorizo a _____

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

Autorización de pago

Yo autorizo a _____

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

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

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

Reconocimiento

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

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

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

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

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

Cuota de solicitud y método de pago

Por medio de presente autorizo un pago único con tarjeta de crédito por la cantidad total de la cuota de la solicitud. La cuota de la solicitud no es reembolsable. Consulte los detalles en su solicitud

Nombre en la solicitud

Fecha de presentación de la solicitud

Nombre de la propiedad

Nombre de la compañía (de administración)

Tipo de tarjeta de crédito

N.º de la tarjeta de crédito

Fecha de vencimiento (MM/AA)

Nombre como aparece en la tarjeta

Dirección de facturación

Ciudad

Estado

Código postal

Opción de pago con transferencia ACH:

N.º de cuenta bancaria

N.º de ruta del banco

Nombre del tenedor de la cuenta

Dirección

Ciudad

Estado

Código postal

PARA USO EXCLUSIVO DE LA GERENCIA

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

