



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 govt. ID card): _____

Your street address (as shown on your driver's license or government ID card): _____

Driver's license # and state: _____
OR govt. photo ID card #: _____
Former last names (maiden and married): _____
Your Social Security #: _____
Birthdate: _____ Height: _____ Weight: _____
Sex: _____ Eye color: _____ Hair color: _____
Marital Status: single married divorced widowed separated
Are you a 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: _____ Apt. # _____
Home/cell phone: (____) _____ Current rent: \$ _____
Email address: _____
Name of apartment where you now live: _____
Current owner or manager's name: _____
Their phone: _____ Date moved in: _____
Why are you leaving your current residence? _____

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

YOUR WORK

Present 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: _____
List major credit cards: _____
Other non-work income you want considered. Please explain: _____
Past credit problems you want to explain. (Use separate page.) _____

YOUR RENTAL/CRIMINAL HISTORY

You must check if applicable. Have you, your spouse, or any occupant listed in this Application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.

YOUR SPOUSE

Former last names (maiden and married): _____ Full name: _____
Spouse's Social Security #: _____
Driver's license # and state: _____
OR govt. photo ID card #: _____ Height: _____ Weight: _____
Birthdate: _____ Eye color: _____ Hair color: _____
Are you a U.S. citizen? Yes No
Present employer: _____
Address: _____
City/State/Zip: _____ Cell phone: (____) _____
Work phone: (____) _____
Position: _____
Email address: _____
Date began job: _____ Gross monthly income is over: \$ _____
Supervisor's name and phone: _____

OTHER OCCUPANTS

Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.
Name: _____ Relationship: _____
Sex: _____ DL or govt. ID card# and state: _____ Social Security #: _____
Birthdate: _____ Relationship: _____
Name: _____ Relationship: _____
Sex: _____ DL or govt. ID card# and state: _____ Social Security #: _____
Birthdate: _____ Relationship: _____
Name: _____ Relationship: _____
Sex: _____ DL or govt. ID card# and state: _____ Social Security #: _____
Birthdate: _____

YOUR VEHICLES

List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.
Make, model and color: _____
Year: _____ License #: _____ State: _____
Make, model and color: _____
Year: _____ License #: _____ State: _____
Make, model and color: _____
Year: _____ License #: _____ State: _____

WHY YOU RENTED 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 (name): _____ 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) _____
Applicant's signature _____
Spouse's signature _____
to: (1) share the above information with owner's electric provider, and (2) verify, by all available means, the above, including reports from consumer reporting agencies before, during and after tenancy on matters relating to my lease, and income history and other information reported by employer(s) 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.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at 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 initiated 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 Lease Contract _____; Late charges due if rent not paid on or before _____; Daily/late charge \$ _____
- Initial late charge \$ _____; Returned-check charge \$ _____
- Name of Owner/Lessor _____; Animal violation charges: Initial \$ _____; Daily \$ _____
- Property name and type of dwelling (bedrooms and baths) _____; Check if the dwelling is to be furnished;
- Complete street address _____; Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master antenna, Internet, other utilities _____
- City/State/Zip _____; Utility connection charge \$ _____
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____; You are (check one): required to buy insurance or not required to buy insurance;
- Total number of residents and occupants _____; Agreed reletting charge \$ _____
- Our consent necessary for guests staying longer than _____ days; Security deposit refund check will be by: (check one)
- Beginning date and ending date of Lease Contract _____; one check jointly payable to all residents (default), OR
- Number of days notice for termination _____; one check payable and mailed to _____
- Total security deposit \$ _____; Animal deposit \$ _____
- # of keys/access devices for _____ unit, _____ mailbox, _____ other _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid: at the onsite manager's office; through our online paymentsite; at _____
- Prorated rent for: first month or second month \$ _____

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. However, 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, or fail to answer any question or 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 the 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 the 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 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, 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
- 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 same 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 an original 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): _____ Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that applicant or co-applicant was notified by telephone, 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(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____