

APPLICATION POLICY

PLEASE READ AND SIGN THE FOLLOWING AT TIME OF APPLICATION

(Application Fee {non-refundable} = \$35 each individual adult-All adults must fill out an application)

THE PROPERTY MANAGEMENT COMPANY DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL, STATE, AND LOCAL FAIR HOUSING LAWS AND DOES NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, FAMILIAL STATUS, MENTAL OR PHYSICAL DISABILITY, STATUS AS A STUDENT, MARITAL STATUS, SEXUAL ORIENTATION, OR AGE.

***** SEE BACK OF THIS FORM FOR QUALIFICATION DETAILS *****

1. You acknowledge that, as required by Texas law, you have been presented **INFORMATION ABOUT BROKERAGE SERVICES**, and have signed the form.
2. You acknowledge that, as required by Federal law, you have been presented **FEDERALLY REQUIRED LEAD HAZARD INFORMATION AND DISCLOSURE ADDENDUM**, and have signed the form.
3. Financial qualifications: Gross income should be three times the monthly rent; and, rent plus recurring debt should not exceed 50% of your gross income.
4. All offers by potential residents shall be presented to the Owner's Agent by the Leasing Agent, with the understanding that this presentation does not guarantee acceptance of the offer.
5. Acceptance of application fee(s), application deposit, and/or any other funds by Leasing Agent does not guarantee acceptance or approval of Applicant or Offer.
6. Processing time for application can be up to Seven (7) business days; however, it is common for processing to be completed in Two (2) business days.
7. **The APPLICATION FEE, APPLICATION DEPOSIT, FIRST MONTH'S RENT, and ANY OTHER RENT AND DEPOSITS collected at time of application and move-in must be paid separately in CERTIFIED FUNDS (Cashiers check, money order, etc.), payable to "The Property Management Company".**
8. Leases, which commence after the 20th day of the month, require the full payment of the first month's rent and the pro-rated second month's rent at time of move-in.
9. Leases handled on a rush basis, requiring immediate occupancy, are accepted by Resident in an "as is" condition with repairs and maintenance to be scheduled in a reasonable time frame by Owner or Owner's Agent.
10. NO promises made by the Leasing Agent regarding repairs, replacements, or maintenance will be honored without an application and presentation of offer in writing and approved by the Property Manager.
11. Any false information given on application will result in forfeiture of Application Deposit.
12. Smoking is **not** allowed inside the leased premises unless agreed to in writing.

Applicant

Date

Applicant

Date