



SUMMARY OF RENTAL STANDARDS

Lease Term: Month to month through twelve month lease terms are available.

Application Fee: A non-refundable application fee per person of \$35.00 is required for anyone eighteen (18) years of age or older. Married couples may fill out one joint application for a non-refundable fee of \$35.00.

Identification: Each applicant must present two (2) valid forms of identification. These forms include a government issued photo ID card, Social Security Card, or current passport. Marticula Consular ID cards are not accepted as a proper form of ID.

Security Deposit: Each apartment requires a refundable deposit of \$300.00 at the time of apartment reservation. Deposit may or may not be refundable in accordance with the Apartment Lease Contract. Security deposits are forfeited and non-refundable if applicant does not cancel reservation in writing within seventy-two (72) hours of signing Lease Reservation Agreement.

Age: Minimum age of eighteen (18) must be validated by driver's license or state issued photo ID card.

Income: The minimum monthly gross income (before taxes) must be equal to three (3) times the amount of the monthly rental amount. Income must be verifiable. Tips or bonus monies received will not be considered as verifiable income unless the amounts and frequency of payment can be listed on pay-stubs or verified by employer.

If Alimony/Child Support is used as income, notarized or court awarded documentation indicating amount and frequency of payment must be provided.

If Social Security is used as income, official documentation from the Social Security Administration indicating the amount and frequency of payment must be provided.

If Disability is used as income, official documentation from payment source indicating the amount and frequency of payment must be provided.

If Savings Account are used as income, bank statements from the previous three consecutive months prior to the date of application must demonstrate (1) sufficient balance to cover entire lease term and (2) balance has been maintained over the three month period with no major fluctuations per minimum monthly income requirements.

If Retirement/Trust Fund is used as income, official documentation from the company managing the fund, indicating the amount and frequency of payment must be provided.

If Scholarships are used as income, official documentation from the person or organization indicating the amount and frequency of payment must be provided.

If Military, a letter verifying income or pay stubs covering past thirty (30) days are required. Or, notarized documentation of military housing allowance is required.

Employment: Applicant(s) must be gainfully employed with stable employment and employment must be verifiable. To verify employment either applicant must provide copies of pay stubs for last two (2) consecutive months or officer of the company must fill out an Employment Verification Form verifying employment and gross monthly income.

If applicant is newly employed, a letter must be provided on company letterhead and signed by an officer of the company that states employment agreement and gross monthly income or officer of the company must fill out an Employment Verification Form verifying employment and gross monthly income.

If applicant is self-employed, personal tax records showing reported income and paid taxes are required. Letters from CPA's or other such organizations will not be considered sufficient verification.

Rental: All applicants must have rental and/or mortgage history. Prompt payment record and/or satisfactory references for a minimum of six (6) months. History that provides information showing a skip or an eviction, balance owed to prior landlord, collections and/or breeched lease may result in denial of application unless satisfactory restitution has been provided and is confirmable with the management of the property. In cases of unsatisfactory rental and/or mortgage history that have been settled with the management of the property an additional amount to be added to the security deposit will be required.

For applicants renting for the first time the applicant must either (1) pay an additional amount to be added to the security deposit or (2) must have a co-signor for the Apartment Lease Contract.

Credit: Satisfactory credit bureau rating for a minimum of two (2) years and seventy percent (70%) of all credit lines must show paid as agreed. An unsatisfactory credit rating can disqualify an applicant from renting an apartment or may require additional security deposit money to be paid or pre-paid rent to be paid. An unsatisfactory credit history is one that reflects past or current bad debts, numerous late payments or unpaid bills, liens, judgments or bankruptcies. New credit must have been established with a clean record when reviewing bankruptcy.

For an applicant renting with very little or no credit history the applicant must either (1) pay an additional amount to be added to the security deposit or (2) must have a co-signor for the Apartment Lease Contract.

Criminal History: A criminal background check will be conducted for each applicant. The criminal search will be run on a nationwide, statewide and county level. If you have been arrested, convicted, or received deferred adjudication for any of the following your application will be automatically denied: a felony offense for any weapons charge, any drug related crime, burglary, sex crime and/or assault. All other crimes are subject to management approval. DUIs and DWIs are not reason for denial.

Rental Standards continued on back side. Please sign acknowledgment at bottom of next page.



Pet Guidelines: The maximum number of pets allowed per apartment is two (2). Certain animals and breed of animals are restricted. A non-refundable pet fee of \$300.00 will be required for the apartment and covers up to the two (2) animals allowed per apartment. This fee does not cover damage repair or replacement charges due to damage beyond normal wear and tear. This fee does not cover additional cleaning charges beyond normal wear and tear.

Canine and/or feline (dog or cat) must be house broken and properly inoculated. A full-grown weight limit of thirty-five pounds (35 lbs.) applies per animal. Any animal that is determined by management to be ill suited for apartment living in the judgment of the apartment management will be restricted.

Breeds that are restricted are Akita, Chow, Doberman Pincher, Elkhounds, German Sheppard, Pit Bull, Presa Canarios, Rottweiler and Wolf Breeds.

Any other pets, reptiles, rodents or exotic pets must be approved by management prior to move in.

Rental Payment Procedures: Rent for each apartment is due on the first (1st) day of each month. Late fees are assessed as of the fourth (4th) day of each month in which there remains an unpaid rent balance. The late fee charge on the fourth (4th) is \$30.00 and will be an additional \$10.00 each day after the fourth (4th) that any rent balance remains unpaid for a maximum of up to fifteen (15) days each month.

In the event of a returned personal check a \$25.00 NSF fee will be charged to the account as well as the appropriate late fees will be assessed to the account depending on the number of days that the rent has remained unpaid. After a returned check only certified funds such as money orders or cashier's checks will be accepted for a twelve (12) month period. After the twelve month period personal checks will be accepted; however, in the event of a second check being returned management will only be able to accept certified funds for the remainder of residency.

Availability and Waitlist Procedures: Applications for apartment homes will be accepted on a first come, first serve basis and is subject to availability of the particular floor plan desired.

If the particular floor plan is not available at the desired time the applicant can be placed on the property waitlist. Once contacted about apartment availability, applicant will have a limited amount of time to respond as to whether or not the available apartment is suitable for their needs and desired move in ready date. In the event the applicant does not respond within the necessary time frame management does reserve the right to cancel applicant from waitlist if management does not receive communication from applicant. No apartment reservation is considered fully official until the required security deposit has been paid and the Lease Reservation Agreement is signed.

Intra-Community Transfers: Resident must fulfill six months of their original lease and provide at least thirty (30) day notice prior to transfer unless other arrangements have been made with management in writing at or before the time the original lease contract is signed. Account must also be current with no past-due rent balance due. A transfer fee of \$200.00 will be required to be paid on or before the time the new unit is reserved. The transfer fee only covers basic cleaning and maintenance charges and any additional charges incurred by the community that are beyond normal cleaning and/or wear and tear will be charged as a separate amount due on resident's account.

Satellite Installation: Management does allow certain television satellite devices to be installed; however, there are certain installation restrictions and renter's insurance as well as an additional amount of security deposit is required. If you wish to have television service in which a satellite dish will need to be installed management will need to be notified before the satellite dish is installed.

Renters Insurance: Management does not require residents to obtain and/or maintain renter's insurance (except in certain cases of satellite dish installation and/or certain pets, reptiles, rodents or exotic pets as approved by management); however, **STRONGLY** recommends that all residents obtain renters insurance. The insurance of the property does not cover the personal property of the resident or resident's guest(s).

Move Out Admin Fee: At move out account will be charged a standard \$100.00 admin fee for basic apartment and carpet cleaning charges. Typically this amount will be deducted from the security deposit at move out.

Co-Signor: Co-signors for applicants must have a minimum gross monthly income equal to five (5) times the amount of the monthly rent and this income must be verifiable. Co-signors must fill out a separate rental application and pay the application fee of \$35.00. Co-signors will be required to sign the Apartment Lease Contract and will be considered a lease holder and will be responsible for all terms and conditions pertaining to the lease contract.

Disclaimer: Management does not guarantee, warrant, or represent that all residents and occupants meet the above criteria due to the length of residency in comparison to when the criteria was implemented or amended.

Acknowledgment Rental Standards Information Was Made Available: By signing below the applicant verifies that the rental standards information for the community has been provided and that the applicant has had an opportunity to review the information. If the applicant does not meet the standards requirements or if the applicant provides inaccurate and/or incomplete information, the applicant may be rejected and application fee will not be refundable.

Consent For Release Of Information: By signing below applicant(s) authorize **The Villas of Parkhaven Apartments** to request information from other sources to confirm if applicant is qualified for residency. These sources include but are not limited to the following: credit reporting agencies, criminal background reporting agencies, past or present landlords, past or present employers, organizations or individuals other than employers who provide financial services or assistance, financial institutions and/or support and alimony providers. Applicant acknowledges that a photocopy of this authorization may be used as proper permission to others to release the information to The Villas of Parkhaven Apartments. This consent is only for The Villas of Parkhaven Apartments and is not authorized to be used by any other company or persons.

Applicant Signature

Applicant Name – Printed

Date

Applicant Signature

Applicant Name – Printed

Date

Villas of Parkhaven Representative Signature

Representative Name – Printed

Date

This community provides housing on an Equal Opportunity basis. We do not discriminate on the basis of race, color, sex, religion, familial status, national origin, or disability in the admission and/or access to our programs or activities. TTY users can call the office using their state relay center or the National Relay Center at 711.





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: January 3, 2017

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) The Villas of Parkhaven
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 **The Villas of Parkhaven**
- Property name and type of dwelling (*bedrooms and baths*) _____
- Complete street address **301 S. Heritage Parkway**
City/State/Zip **Sherman, TX 75092**
- 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 **7** days
- Beginning date and ending dates of Lease Contract _____
- Number of days' notice for termination **30**
- Total security deposit \$ **300.00** 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 payment site, **OR** at **the drop-box**
- Prorated rent for: first month **OR** second month _____
- Late charges due if rent is not paid on or before **3**
- Initial late charge \$ **30.00** 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*):\$ **35.00**
Application deposit (*may or may not be refundable*):\$ **250.00**
Administrative fee (*refundable only if not approved*):\$ _____
Total of above fees and application deposit:\$ **285.00**
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*): **The Villas of Parkhaven** 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: _____