



TENAS APARTMENT ASSOCIATION

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.



M E M B E R

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):
City/State/Zip:
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?

Your previous home address:
City/State/Zip:
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:
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 Check only 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 Full name:
Former last names (maiden and married):
Spouse's Social Security #:
Driver's license # and state:
OR govt. photo ID card #:
Birthdate: Height: Weight:
Sex: Eye color: Hair color:
Are you a U.S. citizen? Yes No
Present employer:
Address:
City/State/Zip:
Work phone:
Position:
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:
Birthdate: Social Security #:
Name: Relationship:
Sex: DL or govt. ID card# and state:
Birthdate: Social Security #:
Name: Relationship:
Sex: DL or govt. ID card# and state:
Birthdate: Social Security #:

YOUR VEHICLES List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.
Make and color of vehicle:
Year: License #: State:
Make and color of vehicle:
Year: License #: State:
Make and color of vehicle:
Year: License #: State:

WHY YOU RENTED HERE Were you referred? Yes No If yes, by whom:
Name of locator or rental agency: UT Student Apartments
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:
On the Internet Stopped by Newspaper (name):
Rental publication:
Other:

EMERGENCY Emergency contact person over 18, who will not be living with you:
Name:
Address:
City/State/Zip:
Work phone: Home phone:
Relationship:
If you die or are seriously ill, missing, or in a jail or penitentiary 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)
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.
Applicant's signature:
Spouse's signature:

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 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 Lease Contract
Name of Owner/Lessor
Property name and type of dwelling (bedrooms and baths)
Complete street address
Names of all other occupants not signing Lease Contract
Total number of residents and occupants
Our consent necessary for guests staying longer than days
Beginning date and ending date of Lease Contract
Number of days notice for termination
Total security deposit
# of keys/access devices for unit, mailbox, other
Total monthly rent for dwelling unit
Rent to be paid at (check one) [ ] on site manager's office or [ ] at
Prorated rent for: [ ] first month or [ ] second month
Monthly rental due date
Late charges due if rent not paid on or before
Initial late charge \$; Daily late charge \$
Returned-check charge \$
Annual violation charges: Initial \$; Daily \$
Check if the dwelling is to be furnished:
Utilities paid by owner (check all that apply): [ ] electricity, [ ] gas, [ ] water, [ ] wastewater, [ ] trash, [ ] cable TV, [ ] master antenna
You will (check one): [ ] not buy insurance or [ ] buy insurance
Agreed reletting charge \$
Your move-out notice will terminate Lease Contract on (check one): [ ] last day of month, or [ ] exact day designated in move-out notice
If dwelling unit is house or duplex, owner will be responsible under paragraph 26 of the Lease Contract for [ ] lawn/plant maintenance, [ ] lawn/plant watering, [ ] picking up trash from grounds, [ ] lawn/plant fertilization, [ ] trash receptacles. If not checked, applicant will be responsible. The applicant will be responsible for the fixed \$ 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 (nonrefundable). You have delivered to our representative a nonrefundable 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 11. 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.
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 application deposits or 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 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 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.
10. Refund after Nonapproval. If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits 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 9, 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 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 /or 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 (nonrefundable): \$
Application deposit (may or may not be refundable): \$
Total of above application fee and application deposit: \$
Total amount of money we've received to this date: \$
15. Signature. Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant 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 same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application 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 all attorney's fees and litigation costs from the losing party. 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 signatures are legally binding.

Right to Review the Lease. Before you submit an application or pay any application fee or security deposit, 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 or [ ] acceptance or [ ] nonacceptance. (Deadline for applicant and all co-applicants to sign lease is three days after notification 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):



TEXAS APARTMENT ASSOCIATION

Lease Contract Guaranty



M E M B E R

Each guarantor must submit a separate guaranty form, unless guarantors are husband and wife.

**Please print** **Lease Contract Information**

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**ABOUT LEASE:** Date of Lease Contract (top right hand corner of Lease Contract): \_\_\_\_\_ Unit No. of Apartment \_\_\_\_\_ and street address of dwelling being leased: \_\_\_\_\_

Owner's name (or name of apartments): \_\_\_\_\_ City/State/Zip of above dwelling: \_\_\_\_\_

Resident names (list all residents on Lease Contract): \_\_\_\_\_ Monthly rent for dwelling unit: \$ \_\_\_\_\_

\_\_\_\_\_ Beginning date of Lease Contract: \_\_\_\_\_

\_\_\_\_\_ Ending date of Lease Contract: \_\_\_\_\_

**Please print** **Guarantor Information**

*Use for one guarantor only (can include spouse of guarantor)*

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**ABOUT GUARANTOR:** Full name (exactly as on driver's license or govt. ID card) \_\_\_\_\_ Driver's license # and state: \_\_\_\_\_

OR govt. photo ID card #: \_\_\_\_\_

Current address where you live: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Marital Status:  single  married  divorced  widowed  separated

(Please check one) Do you  own or  rent your home? Total number of dependents under the age of 18 or in college: \_\_\_\_\_

If renting, name of apartments: \_\_\_\_\_ What relationship are you to the resident(s)?  parent  brother or sister

Manager's name: \_\_\_\_\_ Phone: \_\_\_\_\_  employer  other \_\_\_\_\_

Your Social Security #: \_\_\_\_\_ Are you or your spouse a guarantor for any other lease?  Yes  No

If so, how many? \_\_\_\_\_

**YOUR WORK:** Present employer: \_\_\_\_\_ How long? \_\_\_\_\_

Employer's address: \_\_\_\_\_ Position: \_\_\_\_\_

Work phone: ( ) \_\_\_\_\_ Your gross monthly income is over: \$ \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_

**YOUR SPOUSE:** Full name (exactly as on driver's license or govt. ID card): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_ Present employer: \_\_\_\_\_

OR govt. photo ID card #: \_\_\_\_\_ How long? \_\_\_\_\_ Position: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_

Monthly gross income is over: \$ \_\_\_\_\_

**YOUR CREDIT/RENTAL HISTORY:**

Your bank's name: \_\_\_\_\_

City/State: \_\_\_\_\_

List major credit cards: \_\_\_\_\_

To your knowledge, have you, your spouse, or any resident listed in this Guaranty ever:  been asked to move out?  broken a rental agreement?  declared bankruptcy? or  been sued for rent? To your knowledge, has any resident listed in this Guaranty ever:  been sued for property damage?  been charged, detained, or arrested for a felony or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? or  been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please explain: \_\_\_\_\_

You, as guarantor signing this Lease Contract Guaranty, guarantee all obligations of resident(s) under the above lease Contract, including but not limited to rent, late fees, property damage, repair costs, animal violation charges, reletting charges, utility payments and all other sums which may become due under the Lease Contract.

You agree that your obligations as guarantor will continue and will not be affected by amendments, modifications, roommate changes or deletions, unit changes, or renewals in the Lease Contract which may be agreed to from time to time between resident(s) and us. If we, as owner of the dwelling, delay or fail to exercise lease rights, pursue remedies, give notices to you, or make demands to you, as guarantor, you will not consider it as a waiver of our rights as owner, against you as guarantor. All of our remedies against the resident(s) apply to guarantor as well. All residents, guarantors and guarantor's spouse are jointly and severally liable. It is unnecessary for us to sue or exhaust remedies against residents in order for you to be liable. This Guaranty is part of the Lease Contract and shall be performed in the county where the dwelling unit is located.

You represent that all information submitted by you on this Guaranty is true and complete. You authorize verification of such information via consumer reports, rental history reports, and other means. A facsimile signature by you on this Guaranty will be just as binding as an original signature. It is not necessary for you, as guarantor, to sign the Lease Contract itself or to be named in the Lease Contract. This Guaranty does not have to be referred to

in the Lease Contract. It is not legally necessary for this Guaranty to be notarized. Payments under this Guaranty must be mailed to or made in the county where the dwelling unit is located. We recommend that you obtain a copy of the Lease Contract and read it. This Guaranty applies even if you don't do so. We will furnish you a copy of the Lease upon written request.

Date of Signing Guaranty \_\_\_\_\_

Signature of Guarantor \_\_\_\_\_

Signature of Guarantor's Spouse \_\_\_\_\_

After signing, please return the signed original of this Guaranty to \_\_\_\_\_

at (street address or P.O. Box) \_\_\_\_\_

or (optional) fax it to us at ( ) \_\_\_\_\_

Our telephone number ( ) \_\_\_\_\_

You are entitled to receive a copy of this Lease Contract Guaranty when it is fully signed. Keep it in a safe place.

**FOR OFFICE USE ONLY**

Guarantor(s) signature(s) was (were) verified by owner's representative.

Verification was by  phone or  face-to-face meeting. Date(s) of verification \_\_\_\_\_

Telephone numbers called (if applicable) \_\_\_\_\_

Name(s) of Guarantor(s) who was (were) contacted \_\_\_\_\_

Name of Owner's Representative who talked to Guarantor(s) \_\_\_\_\_