

TEXAS LEASE APPLICATION  
REAL HAVEN ESTATE

APPLICATION FEE - \$50.00

Date: \_\_\_\_\_ Apartment No: \_\_\_\_\_

Applicant's Name: First \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

Email address: \_\_\_\_\_

(Must be exactly as on driver's license or other government ID card)

Former last names (maiden and married) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State id #: \_\_\_\_\_ State \_\_\_\_\_

\*S.S. # \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Eye color \_\_\_\_\_ Hair color \_\_\_\_\_

Marital status (circle one) single – married – divorced – widowed -- separated

Spouse's Name \_\_\_\_\_ Former last names \_\_\_\_\_

Marital status (circle one) single -- married -- divorced -- widowed -- separated

Present Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

How Long? \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Renting? \_\_\_\_\_ Name of Landlord \_\_\_\_\_

Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Rented? \_\_\_\_\_ How Long? \_\_\_\_\_ Name of Landlord \_\_\_\_\_

Phone \_\_\_\_\_

RENTAL/CRIMINAL HISTORY

Have you ever been evicted? \_\_\_\_\_

Broken a rental agreement or lease contract? \_\_\_\_\_

Declared bankruptcy? \_\_\_\_\_

Been sued for non-payment of rent or damages to rental property? \_\_\_\_\_

Been arrested for a felony or sex-related crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pre-trial diversion? \_\_\_\_\_

Been arrested for a felony or sex-related crime that has not been resolved by any method? \_\_\_\_\_

Please indicate the year, location and type of each felony and sex related crime other than those resolved by dismissal or acquittal. \_\_\_\_\_

We may need to know more facts before making a decision. \_\_\_\_\_

\_\_\_\_\_  
You represent the answer is "no" to any item not answered in "Rental/Criminal History" above.

SPECIAL CONDITIONS OR REQUESTS

**EMPLOYMENT – APPLICANT**

**Current Employer’s Name & Address:**

\_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Date Started \_\_\_\_\_  
Monthly Salary \_\_\_\_\_  
Type of Work \_\_\_\_\_

**Previous Employer’s Name & Address**

\_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Date Started \_\_\_\_\_  
Monthly Salary \_\_\_\_\_  
Type of Work \_\_\_\_\_

Other Income – Source \_\_\_\_\_  
\$ \_\_\_\_\_ Per Month

**EMPLOYMENT – SPOUSE**

Current Employer’s Name \_\_\_\_\_  
Address: \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Date Started \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Type of Work \_\_\_\_\_  
Previous Employer’s Name & Address \_\_\_\_\_  
ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Date Started \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Type of Work \_\_\_\_\_  
Other Income – Source \_\_\_\_\_  
\$ \_\_\_\_\_ Per Month

STUDENTS OR OTHERS WILL NEED AN ADDITIONAL FORM TO PROVIDE A CO-SIGNER UPON REQUEST OF APARTMENT COMMUNITY MANAGEMENT.

If you are a student, kindly provide:

Institution attending: \_\_\_\_\_  
Classification: (freshman, sophomore, junior, senior) \_\_\_\_\_  
Area of study: \_\_\_\_\_  
G.P.A. \_\_\_\_\_  
Telephone # of school \_\_\_\_\_

Source of payment: (Circle the appropriate option)

- Financial Aid
- Parents

**Cosigner's Information**

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Cosigner's Name: First \_\_\_\_\_  
Middle \_\_\_\_\_  
Last: \_\_\_\_\_  
\_\_\_\_\_

Cosigner's Relationship to Applicant: \_\_\_\_\_  
Former last names (maiden and married) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State id #: \_\_\_\_\_ State \_\_\_\_\_  
S.S. # \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_  
Eye color \_\_\_\_\_ Hair color \_\_\_\_\_  
Marital status (circle one) single – married – divorced – widowed -- separated  
Present Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone # \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

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**Current Employer's Name & Address:**

\_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Date Started \_\_\_\_\_  
Monthly Salary \_\_\_\_\_  
Type of Work \_\_\_\_\_

**Previous Employer's Name & Address**

\_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Date Started \_\_\_\_\_  
Monthly Salary \_\_\_\_\_  
Type of Work \_\_\_\_\_

Other Income – Source \_\_\_\_\_  
\$ \_\_\_\_\_ Per Month

NB. By providing your social security number you are give management permission to run your credit history.

Bank \_\_\_\_\_ Address \_\_\_\_\_  
Type of Account \_\_\_\_\_

Non-work income you want considered. Please explain.

Have you or your spouse ever owned a home? \_\_\_\_\_ yes \_\_\_\_\_ no.

*Please use separate page if you wish to explain any past credit problems.*

Apartment Application

IN CASE OF EMERGENCY, Person to Contact (over 18 who will not be living with you

Relationship \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

Street, City, State, ZIP \_\_\_\_\_

*If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of (check one) \_\_\_\_\_ 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 name is checked, any of the above is authorized at our option. If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We are not legally obligated to do so.*

NUMBER OF 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. (We do not allow vehicles with more than two axles.)

Make and color \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

State \_\_\_\_\_

Make and color \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

State \_\_\_\_\_

No waterbed be is permitted

Will you or other occupants smoke? \_\_\_\_\_

HOW WERE YOU REFERRED TO OUR APARTMENTS? (Please Circle One)

Saw Newspaper Ad Drove By Property Internet Saw Rental Publication

Former Resident (Name) \_\_\_\_\_

Current Resident (Name) \_\_\_\_\_

Other \_\_\_\_\_

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references, and credit records.

Applicant acknowledges that false information herein will constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits, and may constitute a criminal offense.

Applicant agrees to the terms of the "Application Deposit Agreement" below.

AUTHORIZATION

I or we authorize (*owner's name*) \_\_\_\_\_ Apartments to verify the above information by all available means. Owner is not required to re-verify or investigate preliminary findings.

Applicant's Signature \_\_\_\_\_

*You must also sign the Application Agreement on the next page of this Application.*

APPLICATION DEPOSIT AGREEMENT

Applicant has deposited an "Application Deposit" (in the amount stated below) in consideration for taking the dwelling unit off the market while considering approval of this application. If applicant is approved and the contemplated lease is entered into, the application deposit shall be credited to the required damage deposit. If applicant is approved but fails to enter into contemplated lease after notice of such approval, the application deposit will be forfeited. The Application Deposit will be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and damage deposits have been paid.

Applicant's Signature \_\_\_\_\_

Leasing Agent \_\_\_\_\_ Date \_\_\_\_\_

CLAUSES: Co-Signer \_\_\_\_\_ Pet Addendum \_\_\_\_\_ Job Transfer \_\_\_\_\_ Home Purchase \_\_\_\_\_ Other \_\_\_\_\_

Application Deposit \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Rent Per Month \_\_\_\_\_ Lease Term \_\_\_\_\_

Balance of Damage Deposit \$ \_\_\_\_\_ Type of Apartment \_\_\_\_\_

Pro-Rated Amount of Rent -Month \$ \_\_\_\_\_ Move-In Date \_\_\_\_\_

Full \_\_\_\_\_ Month Rent \$ \_\_\_\_\_

Total Owed Prior to Occupancy \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

CREDIT CHECK RESULTS: Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

FOLLOWING HAS BEEN GIVEN TO RESIDENT:

Lease \_\_\_\_\_ Date \_\_\_\_\_

Application \_\_\_\_\_ Date \_\_\_\_\_

Notification of Approval \_\_\_\_\_ Date \_\_\_\_\_

#### TEXAS APPLICANTS -- 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 with city/state/ZIP \_\_\_\_\_

Name of all other occupants not signing Lease Contract (*persons under age 18, relatives, friends, etc.*) \_\_\_\_\_

Total number of residents & occupants \_\_\_\_\_

Our consent necessary for guests staying longer than   1   days.

Beginning date and ending date of Lease Contract \_\_\_\_\_  
Number of days notice for termination 24hrs  
Total security deposit \$ \_\_\_\_\_  
Number of keys/access devices for \_\_\_\_\_ unit \_\_\_\_\_ mailbox \_\_\_\_\_ other.  
Total monthly rent for dwelling unit \$ \_\_\_\_\_  
Rent to be paid at (*check one*) \_\_\_\_\_ internet \_\_\_\_\_ in an account provided, ----- Money order -----  
Prorated rent for \_\_\_\_\_ first month or \_\_\_\_\_ second month \$ \_\_\_\_\_.  
Monthly rental due date - 1st of month  
Late-charge date \_\_\_\_\_ Initial late charge \$ 35 \_\_\_\_\_ Daily late charge \$ 2 \_\_\_\_\_  
   x    Check if the dwelling is to be furnished.  
You will \_\_\_\_\_ buy insurance. ( Initial) \_\_\_\_\_  
Utilities paid by owner (*check all that apply*): \_\_\_\_\_ electricity \_\_\_\_\_ gas \_\_\_\_\_ water, \_\_\_\_\_ wastewater \_\_\_\_\_ trash X cable TV \_\_\_\_\_ master antenna.  
Your move-out notice will terminate Lease Contract on (*check one*): \_\_\_\_\_ last day of month, or X 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    x    picking up trash from grounds    x    lawn/plant fertilization,    x    trash receptacles. If not checked, applicant will be responsible. 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 an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It is nonrefundable.*

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.

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 have changed your mind about renting the dwelling unit, we will 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 checked*): \_\_\_\_ a separate Application has been fully filled out and signed by you and each co-signor 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. Non-approval 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 Non-approval. 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 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 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.

\_\_\_\_\_  
Application deposit (may or may not be refunded): \$ \_\_\_\_\_

14. 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.*

#### Acknowledgment.

You declare that all your statements on all pages 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. 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:  
\_\_\_\_\_

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, 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 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: \_\_\_\_\_

Cosigner: \_\_\_\_\_ 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 \_\_\_\_\_ non-acceptance: (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): \_\_\_\_\_