



**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.*



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Date when filled out: October 31, 2007

<p><b>ABOUT YOU</b> Pull name (exactly as on driver's license or govt. ID card) _____</p> <p>Your street address (as shown on your driver's license or government ID card): _____</p> <p>Driver's license # and state: _____        OR govt. photo ID card #: _____</p> <p>Former last names (maiden and married): _____</p> <p>Your Social Security #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____        Sex: _____ Eye color: _____ Hair color: _____</p> <p>Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Will you or any occupant have an animal? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Kind, weight, breed, age: _____</p> <p>Current home address (where you now live): _____ Apt. #: _____</p> <p>City/State/Zip: _____</p> <p>Home/cell phone: (____) _____ Current rent: \$ _____</p> <p>Email address: _____</p> <p>Name of apartment where you now live: _____</p> <p>Current owner or manager's name: _____</p> <p>Their phone: _____ Date moved in: _____</p> <p>Why are you leaving your current residence? _____</p> <p>Your previous home address: _____ Apt. #: _____</p> <p>City/State/Zip: _____</p> <p>Apartment name: _____</p> <p>Name of above owner or manager: _____</p> <p>Their phone: _____ Previous monthly rent: \$ _____</p> <p>Date you moved in: _____ Date you moved out: _____</p> <p><b>YOUR WORK</b> Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Your gross monthly income is over: \$ _____</p> <p>Date you began this job: _____</p> <p>Supervisor's name and phone: _____</p> <p>Previous employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Gross monthly income was over: \$ _____</p> <p>Dates you began and ended (his job): _____</p> <p>Previous supervisor's name and phone: _____</p> <p><b>YOUR CREDIT HISTORY</b> Your bank's name, city, state: _____</p> <p>List major credit cards: _____</p> <p>Other non-work income you want considered. Please explain: _____</p> <p>Past credit problems you want to explain. (Use separate page.) _____</p> <p><b>YOUR RENTAL/CRIMINAL HISTORY</b> You must check if applicable. Have you, your spouse, or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> moved out of a dwelling before the end of the lease term without the owner's consent? <input type="checkbox"/> declared bankruptcy? <input type="checkbox"/> been sued for rent? <input type="checkbox"/> been sued for property damage? <input type="checkbox"/> 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? <input type="checkbox"/> 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.</p>	<p><b>YOUR SPOUSE</b> Full name: _____</p> <p>Former last names (maiden and married): _____</p> <p>Spouse's Social Security #: _____</p> <p>Driver's license # and state: _____        OR govt. photo ID card #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____        Sex: _____ Eye color: _____ Hair color: _____</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Date began job: _____ Gross monthly income is over: \$ _____</p> <p>Supervisor's name and phone: _____</p> <p><b>OTHER OCCUPANTS</b> 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.</p> <p>Name: _____ Relationship: _____        Sex: _____ DL or govt. ID card # and state: _____        Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____        Sex: _____ DL or govt. ID card # and state: _____        Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____        Sex: _____ DL or govt. ID card # and state: _____        Birthdate: _____ Social Security #: _____</p> <p><b>YOUR VEHICLES</b> 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.</p> <p>Make and color of vehicle: _____        Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____        Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____        Year: _____ License #: _____ State: _____</p> <p><b>WHY YOU RENTED HERE</b> Were you referred? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, by whom:</p> <p>Name of locator or rental agency: _____</p> <p>Name of individual locator or agent: _____</p> <p>Name of friend or other person: _____</p> <p>Did you find us on your own? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, fill in information below:</p> <p><input type="checkbox"/> On the Internet <input type="checkbox"/> Stopped by <input type="checkbox"/> Newspaper (name): _____</p> <p><input type="checkbox"/> Rental publication: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><b>EMERGENCY</b> Emergency contact person over 18, who will not be living with you:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____ Home phone: (____) _____</p> <p>Relationship: _____</p> <p>If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of [check one or more] <input type="checkbox"/> the above person, <input type="checkbox"/> your spouse, or <input type="checkbox"/> 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.</p> <p><b>AUTHORIZATION</b> I or we authorize (owner's name) _____</p> <p><b>Remington Oaks</b></p> <p>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.</p> <p>Applicant's signature: _____</p> <p>Spouse's signature: _____</p>
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**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 \_\_\_\_\_

• Name of Owner/Lessor Remington Oaks

• Properly name and type of dwelling (bedrooms and baths) \_\_\_\_\_

• Complete street address 1601 Weyland Drive  
City/State/Zip N. Richland Hills, TX 76180

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

• Total number of residents and occupants \_\_\_\_\_

• Our consent necessary for guests staying longer than 7 days

• Beginning date and ending date of Lease Contract \_\_\_\_\_

• Number of days notice for termination \_\_\_\_\_

• Total security deposit \$ \_\_\_\_\_; Animal deposit \$ \_\_\_\_\_

• # of keys/access devices for 2 unit, 2 mailbox, 0 other \_\_\_\_\_

• Total monthly rent for dwelling unit \$ \_\_\_\_\_

• Rent to be paid at (check one)  on-site manager's office or  at Nightdrop Box

• Prorated rent for:  first month or  second month \$ \_\_\_\_\_

• Monthly rental due date \_\_\_\_\_

• Late charges due if rent is not paid on or before 4 \_\_\_\_\_

• Initial late charge \$ 75.00; Daily late charge \$ 15.00

• Returned-check charge \$ 75.00

• Animal violation charges: Initial \$ 100.00; Daily \$ 15.00

•  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,  Internet,  other utilities \_\_\_\_\_

• You are (check one):  required to buy insurance or  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 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,  weath receptacles. If not checked, applicant will be responsible. The applicant will be responsible for the first 5 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 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 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-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, 10, or 11 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): \$ \_\_\_\_\_  
Administrative fee (refundable only if not approved): \$ \_\_\_\_\_  
Total of above fees and application deposit: \$ \_\_\_\_\_  
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 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, 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 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): Remington Oaks 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): \_\_\_\_\_

Statement of Rental Policy  
Revised 9/28/06

It is Alliance Residential Management's policy to offer equal housing for all people regardless of race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

Applicants for apartment homes will be accepted on a first come, first serve basis, and are subject to the availability of the particular apartment type requested. "Available" apartments include those for which we have notice that an existing resident intends to vacate on or about a certain date. Circumstances not necessarily under management's control may delay the date of availability of an apartment which management may believe would be ready for a new resident. Whether a particular apartment is available can vary significantly within several hours or days.

To be considered for approval, all adults must fully complete a rental application. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy the apartment. All applicants must be 18 years of age or older. Roommates must apply and qualify separately. People with a joint credit record may complete one application or apply for credit separately. All applications are subject to approval through a computerized scored review from an outside application agency. Approval/Denial is based on a review of the following criteria:

**Income/Employment:** Income relative to rent and debt is factored into a computer scoring system. Household income must be approximately three times the monthly rent. The applicant must be employed for at least 6 months and provide proof of income. All sources of income must be verifiable. Verification can include paycheck stubs, written documentation from income source, bank statement, statements for accounts, U.S. tax returns, etc. Attending school will be accepted as an alternative to being employed but applicant must still meet criteria with regards to income and credit. A cosigner may be used if a prospective resident fails to meet income/employment standards or is a full-time college student (enrollment documentation must be provided). The cosigner must meet all qualifying criteria, in addition to current housing obligations. Payment of full lease term by certified funds may be used to waive income/employment standards.

**Resident History:** Any applicant showing a rental debt or eviction will be required to meet additional specifications.

**Credit History:** A complete credit history from a credit bureau is required. The overall evaluation of credit history is performed by a computer scoring system. This evaluation is based on factors such as the number of positive and negative lines of credit and overall debt. Certain types of credit lines (such as previous apartment payments) will be considered more heavily than others. No credit history will be viewed as an increased risk. No record with the credit bureau is interpreted as bad history.

**Renters' Insurance:** Proof of renters' insurance is required from at least one lease holder per apartment. The minimum personal liability coverage is \$25,000.00.

**Criminal History:** Criminal histories will be checked on all applicants over the age of 18 years. Persons with felony convictions or persons who receive deferred adjudication for felony charges dealing with violence, weapons, narcotics, theft over \$500.00, or any form of a sexual misconduct and for minors will be denied. Persons who receive a felony conviction not specified here longer than the past 10 years will be considered. Felonies of any other type occurring in the past ten (10) years will result in application being denied.

**Occupancy:** All occupants must meet the criminal history standards as set for in this document. The following occupancy standards will apply:

EFF: Family of 2 or 1 persons 1BR: 3 persons 2BR: 4 persons 3BR: 6 persons

For the purposes of this occupancy policy, a "family" shall consist of the following persons: One or more individuals (who have not attained the age of 18 years) being domiciled with: (1) a parent or other person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. **Newborn Policy:** If you are pregnant or have a newborn child less than six (6) months at the time of move-in and your newborn child reached the age of twelve (12) (local or state laws exemption) months during the lease term, you may remain in the unit until your lease expires. Upon the expiration of your lease, you must do one of the following: Move into another available dwelling of the Owner that meets the above criteria; or give a written 60 day notice and vacate the premises.

**Foreign Nationals:** Foreign nationals will be required to complete a supplemental rental application for non-US citizens. Foreign nationals living or working in the United States must provide either a valid Social Security Number or a valid passport with stamped identification of entry date into the United States. Income will be verified with letter of intent, work visa, work petition or verification of funds in a United States Bank. If income cannot be verified, the lease must be paid in full with United States funds. If a Social Security Number is not provided and/or no credit history exists, an additional fee will be required.

**Pets:** If pets are allowed, an additional fee will be required. No exotic pets are allowed. There is a maximum of 2 pet(s) per apartment. Additional monthly pet rent may be required. Breed restrictions in conjunction with NAA breed restriction list apply.

Please note that these are our current rental standards, and nothing in these requirements shall constitute or guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we received from various reporting services. We make a reasonable effort to screen our residents and do not allow those with particular criminal history to reside on property. Even with a reasonable effort to screen persons with criminal histories, it is still possible for a resident to move someone in with them, without our knowledge, or, our source for criminal checks may have incorrect, erroneous or incomplete information. We request residents to report to the Rental Office any known persons with criminal histories, or persons involved in criminal activity, who reside on the property.

I understand and accept these qualifying standards and have truthfully answered all questions. Further, I understand that falsification of rental application information will lead to denial of rental and the deposit retained as liquidated damages. I give the Apartments or its Agents permission to verify all information of the Application, including criminal history, residency, employment, and all other information.

Prospective Resident Date

Prospective Resident Date

Prospective Resident Date

Prospective Resident Date

Prospective Resident Date

Agent for Owner Date

\_\_\_\_\_  
Date of Policy

Privacy Policy for Personal Information  
of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including you Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected:** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

**How and when information is used.** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Thanks,

The Management  
Remington Oaks Apartments

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date