

WELCOME ! This document is part of the application process. Please fill out and email to our office at [email@athomeincollege.com](mailto:email@athomeincollege.com)

This is long and boring but it's all important for you.  
This form may seem a little redundant but once it's completed almost all the heavy lifting is done!

Your Full Name:

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Current Address

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Phone Number

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Email

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Address of our's you would like to apply for:

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Will you have roommates?

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If yes, how many?

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Would you like to use a co-signer/guarantor ?

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Your target move in date or date span?

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QUICK NOTE on Communications with Landlord, Management, and office customer care specialists.

Communications can be confusing when dealing with multiple people through electronic means. For this reason, we have provided a short list here of items to remember for better communications:

(1). Initially, you could be interacting with our office through "text". This texting is for convenience of both parties but can be confusing when clients assume that the text is always going to the same person in the office. Since the text system is "central" for the office, you may or may not be interacting with the same person. For this reason, its better to use "email" for communications (even when our office staff may use "text" to initiate a discussion etc.) In other words: once a text interaction is complete (for that day), please use email to re-initiate a discussion. Our email is email@athomeincollege.com.

(2) Innago is not used for communications, it's only the "online" payment portal. (Sometimes clients may receive an email initiated by Innago, but the return path for communications would be email to email@athomeincollege.com).

(3). Never assume a text or email has been received by us in the office unless you receive a response from us. If no response during normal business hours, you can assume we didn't receive your communications.

(4) if your choice of communication has not been responded to, please use the phone to our office 940-799-4060.

### Here are the Disclaimers, Disclosures, Legal stuff

Please review for your understanding and consideration. Landlord's are required to adhere all Local, State and Federal laws concerning real estate leasing and housing. If anything herein is needing further explanation, please let us know. Your rights as a tenant are paramount and we hope to be able to serve you. Also see links on the front page of the website for Texas Real Estate Comission consumer notices. Included here are state required disclosures and reminders:

### Authorization & Representation & Qualifications

Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of Applicant's credit report; (2) obtain a criminal background check related to Applicant and any occupant; and (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Applicant represents that the statements in this application are true and complete. Applicant understands that providing false or inaccurate information is grounds for rejection and a breach of any lease.

Unless agreed otherwise in writing, the Property remains on the market until a lease is signed, PLEASE NOTE some applicants will request to put down a deposit, which is actually an application for deposit no matter how the language is on paperwork or electronic portals, to "hold" the property during the application, approval, and signing time. This application for deposit is non-refundable if you change your mind and do not continue in the process. It is only refundable if the Landlord rejects you as a potential tenant in writing see below, all financial obligations are fulfilled, all paperwork is complete; and Landlord may continue to show the Property to other prospective tenants and accept another offer. Landlord's agent or property manager maintains a privacy policy that is available upon request.

NOTE: If the Property you are applying for is or becomes unavailable for any reason during this application process, and we are unable to proceed or provide you with possible tenancy, you will be informed of such, and your application for deposit, if provided, can be refunded by your request on our website under the tab called "refunds" (and/or Landlord may send refund to any address used by any applicant at any time); and all parties shall have no further obligation one to another. There is no liability that has been incurred by Landlord, management, and or assigned personnel, nor will will remain for any concerned party herein.

I (applicant) give my permission: (1) to my current and former employers to release any information about my employment history and income history to the above-named person; (2) to my current and former landlords to release any information about my rental history to the above-named person; (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the application assisting person, entity, manager, and/or assignee; (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the application assisting person, entity, manager, and/or assignee; and (5) to application assisting person, entity, manager, and/or assignee to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

APPLICATION AND APPLICATION FOR DEPOSIT: Sometimes referred to as a placeholder, a hold deposit, a "placed in first place" fund, etc. All of these are :an "Application for Deposit. And can be NON REFUNDABLE In addition to the non-refundable application fee if any, Applicant may have delivered to Landlord an "Application for Deposit" in the amount requested or partial thereof. If application for deposit has been applied to applicants account in marketable funds, Landlord will provide Applicant's a temporary priority position for the property during the application process until the Landlord accepts or rejects applicant either by (1) not approving client in the seven day period after all

paperwork has been submitted and signed, or (2) Approving client by notification, text, voice, email, etc. When applicant is not approved Landlord will institute the refund policy as per outline and based on Landlords bylaws and the State of Texas property laws. Application for deposit is **NON REFUNDABLE** if applicant expresses their desire not to proceed in any way, one client is the same as multiple clients on the same lease effort, weather the Landlord has accepted client or not. Landlord is not obligated to remove the Property from the market or discontinue marketing property during any application process. Approval of applicant may be to any/all of applicant(s) and may be by phone, email, text, messenger, note, message (electronic or otherwise), etc., at the Landlord's discretion. If you, as applicant, have/has a partial or non-complete application or application for deposit, and another party completes a full application and or a full application deposit prior to your completion of same, said other party may take priority for occupancy, at managements discretion, and the refund process shall be invoked as outlined. Should Landlord provide you with the results of your application that is to the contrary and will not be able to provide you with tenancy, such Landlord's non-approval shall cause your Application For Deposit (and no other funds) to be considered for refund and shall be handled as per Texas Real Estate law. If no other information has been provided to Landlord in written form, any/all approved application for deposit shall be refunded to the address and the person provided by applicant in the initial "Tenant's Application Form" or any other information provided by applicant. Due to banking, credit card, ACH, online systems (pay-pal, Venmo, and others) delays and non-immediate credit to Landlord, as well as other electronic and physical delays or required hold periods, can cause return of funds to take up to 30 days (unless cash was used in Landlord's office, with cash receipt signed by Landlord, as such, this type of refund can be as early as 3 to 5 business days to be processed, subject to the above delays when applicable).

**OBLIGATIONS UPON APPROVAL OR NON-APPROVAL:** You are asking us to "hold" a property for your occupancy when you provide funds to us after your application fees are paid. Any of these funds you provide us, beyond the payment for your application, are called "Application for Deposit".

During the application period, Applicant(s) shall have Application for Deposit held as outlined in the Texas Property Code Sec.92.351. If applicant or applicants back out or decline to continue at any time during this process and they have supplied an "application for deposit", such application for deposit shall be non-refundable and shall be considered Liquidated Damages, and parties shall have no further obligation to each other. This holds true with or without lease or other paperwork. Application for Deposit puts a home/property in reserve for you during the application process and as such is held in such a way as to not be leasable to other parties until you are accepted or rejected. That reserve

period and provision is provided to you realizing that you are putting at risk your funds provided to us beyond your application fee.

TIME IS OF THE ESSENCE Compete paperwork from applicant(s) and Co Signer(s). Compete paperwork and financial obligations: Applicant and Co-Signers where applicable, shall/must execute any/all paperwork yet uncompleted, including lease, within 4 business days, or Landlord may terminate this agreement, retain all fees, application deposits, and monies paid as liquidated damages, save and except Application for Deposit; and the parties shall have no further obligation to each other, or if applicant occupies property without completion of all paperwork, you will be under the same obligations as if you did complete the lease, yet you will be an illegal occupant, there are NO ORAL or implied leases or agreements at any time for any reason.

Management omissions or oversight IS NOT an indication of acceptance or approval of any occupant. Applicant must have a fully executed written lease and an approved application, with fully paid required fees and deposits to be considered complete. Once Applicant is approved, and all paperwork executed, Applicant's application for deposit fee shall then become the tenant deposit as outlined in the lease. If Applicant withdraws application, breeches any agreement, or provides any misrepresentation(s) or false information, Landlord may terminate this agreement, at any time before, during, or after lease term, and retain all fees, deposits, and monies paid as liquidated damages, and the parties shall have no further obligation to each other.

How do you know if you have been rejected of approved?

After applicant completes all required paperwork to management:

(1) Approval can be provided by Landlord by (a.) verbally informing you of approval, (2) email, text, or other form of communication of mutual approval, (3). and or an associate employed by Landlord employing any of the same. Notice: If, after being approved you have three days to sign lease documents or it is automatically assumed you have changed your mind and no longer want the property. Your application for deposit is defaulted as liquidated damages to Landlord, and all parties have no further obligation one to another. Sec. 92.352.

REJECTION OF APPLICANT. (a) The applicant is deemed rejected by the landlord if the landlord does not give notice of acceptance (as outlined above) of the applicant on or before the seventh business day after the: date the applicant submits a completed rental application and has submitted all required paperwork.

The requirement stands for background/credit check to the landlord on an application form furnished by the landlord, or electronic link, and completed

the online application for tenant, with the accompanying TransUnion or Equifax report received by Landlord; A landlord's rejection of one co-applicant shall be deemed as a rejection of all co-applicants. The above applies to Co-Signers also.

Due to the possibility of applicants delaying completing required documents promptly as outlined, you and all co-applicants and co-signers agree to submit all required documents within a 4 day period of Landlord receiving any initial required documents from any party to the lease, applicant(s), Co-signer(s), etc. If not, required documents are considered incomplete and the applicants are automatically rejected with no further notice. There is one parking pass provided per bedroom, unless otherwise informed in writing by management.

#### NOTICE OF ELIGIBILITY REQUIREMENTS.

(a) At the time an applicant is provided with a rental application, the landlord herein makes available to the applicant, online notice of the landlord's tenant selection criteria and the grounds for which the rental application may be denied, this notice must be requested in writing by legal applicant prior to occupancy, or by law, or is available to applicant on the website of management, and/or part of the application worksheet online.

(b) Items used to make tenancy decisions include the applicant's: (1) criminal history;(2) previous rental history;(3) current income;(4) credit history; or (5) depth of completed prior loans, (6) number of satisfactorily completed loans and loan amounts, (6) internal assessment of financial capability, etc. Failure to provide accurate or complete information on the application form; (b) If the landlord makes the notice available under Subsection (a), the applicant shall sign an acknowledgment indicating the notice was made available by signing this application. Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria listed above. Landlord may or may not provide detailed assessment of why a client is declined beyond the letter of decline. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application will be rejected, and your application fee will not be refunded. (d) The acknowledgment may be part of the rental application if the notice is underlined or in bold print.

RENTAL HISTORY: Applicants must have good landlord references for 2 years or more unless Applicants have just sold their home. Relatives are NOT acceptable as rental references. Application may be denied for evictions, damages beyond normal wear and tear, illegal activity on premises, refusal to re-rent by previous landlord or if a balance is still owed to pervious landlord. If applicant has been residing in a home they own, they should provide a mortgage payment history of the last 12 months or a statement from their lender reflecting the status of their loan.

INCOME: You must have verifiable minimum income exceeding 3 times rent & utils; Unemployment or Workers Compensation, bank accounts, and asset holdings will NOT be considered "income". If applicant is self-employed, then the bank statements for the last 6 months and the previous two (2) year's tax returns will be used to verify income.

CREDIT: TransUnion 725 is baseline for applicant 750 for co-signers as well as depth and breadth of credit lines; All information showing up on the credit report is subject to verification, including previous address and place of employment. Entries reflected on your credit report must show favorable activity within the last 24-month period. Collections or judgments for related past rental history may be grounds for non-approval. Applicants must have a good credit history. But a good credit history represents a "part" of the approval process, not the complete approval process. All credit worthiness decisions are made by a third-party agency. If an Applicant's credit report comes back as an "at risk tenant", or unable to be approved based on supplied information, for any reason, this might be cause for an increase in security deposit, denial, and/or additional prepaid months' rent or prepayment of entire rental term with deposit.

AGREEMENT FOR APPLICATION DEPOSIT: Property can be held for up to 3 days after tenant approval has been provided by Landlord, if Applicant signs the Agreement for Application Deposit Form and provides management with the full application for deposit amounts. Applicants receiving housing assistance must sign the Agreement for Application Deposit Form before the request for inspection form will be completed. The Application For Deposit will be forfeited if the terms of the Application for Deposit Agreement is not completed as agreed.

FALSE INFORMATION: If Applicant provides any false information in an application or in this agreement, and or breeches contract, and or occupies premises prior to fulfilling all requirements herein at any time before, during, or after tenancy, Landlord may reject the application, retain the application fee and the Application Deposit as liquidated damages for Landlord's time and expense, and terminate any right of occupancy. In any legal proceeding between the parties, the prevailing party may recover attorney's fees from the non-prevailing party. Subchapter I, Chapter 92, Property Code governs Application Deposit procedures. The terms of this agreement are negotiable between the parties. Copies of lease forms and addenda are available from your Landlord. This is a binding agreement. READ IT CAREFULLY before signing and or occupying the property. Again: THERE ARE NO VERBAL AGREEMENTS between lessor and lessee.

Income Requirements: Combined total monthly income of all applicant(s) must be a minimum of three (3) times the rental amount. This income must be

verified by applicant providing the information requested to verify such. Applicant(s) who are self-employed will need to provide the previous years' personal tax return. Additionally, the applicant must have verifiable employment history.

Credit History Requirements: A credit report is obtained for every applicant. Derogatory information obtained from credit reporting agencies and or limited income and credit history may cause the application to be denied as well as other factors that may limit an applicants ability to fulfil the lease.

Criminal History Requirements: A criminal history is obtained for applicant at Landlord's discretion. Derogatory information obtained from criminal history reporting agencies may cause your application to be denied. Any felony charges automatically disqualify an individual's application.

Residential History Requirements: To qualify for occupancy an applicant must have a verifiable positive record of prior residency.

Occupancy Standards: Family friendly. Any confusion please ask us prior to applying. Also, your rights are protected by law. We make every effort to assit all applicants with their rights under the law. Occupancy standards for families leasing a property from us that we allow 2 people per bedroom. This is the maximum number of occupants allowed with the exception that children under the age of 6 months are not counted. If applicant(s) has a child under the age of six (6) months at the time of move-in and has the maximum number of people per bedroom, they will may be required to upgrade to meet the occupancy standards after the original lease expires. This section may be controlled by State and Federal Statutes. For applicants that are not a family, we allow one person per bedroom, subject to current real estate law.

Guarantors: Persons who do not meet the above criteria might request the application of a guarantor (aka Co-Signer) to assit them to qualify (if they have a qualified guarantor). The guarantor must meet all standard outlined criteria with the exceptions of income, which must be four (4) times the amount of the rental rate of the desired apartment home; and credit history must exceed 750, and the other application approval criteria must be met (subject to change). If there is more than one guarantor, as when multiple tenants request a guarantor each, all guarantors must meet these criteria as well as others seen in the garantors application.

Application for Deposit, Deposit, and Fees: An application fee is not required by us. But utilizing 3rd party reporting companies to assist you in your application (i.e. credit reports etc.) may require a fee for their services. No fees are collected by us, so no application fees can be refunded. Any fees charged by



a 3rd party that you use to assist in the qualification process are not refunded by these 3rd parties since they will have provided the service you requested.

Pet deposit is adjusted and specific per animal. Some properties do not allow pets at all. You will also be required to pay a onetime nonrefundable pet fee per apartment. You will see a box checked in your lease that may also include pet rent on a monthly basis. All pest control will be reimbursed by tenant to Landlord if you have any pets. You will also be required to complete a flea treatment by a licensed pest control operator when your move out date arrives. A signed and approved pet agreement must be on file. There are specific pet requirements that may require a pet not reside at this property. Call before you do anything with an application if you have pet(s). Certain breeds and mix of those breeds are not allowed including but not limited to Doberman, Rottweiler, Pit-bull, German Shepherd, Boxer and Chow Chow. You may be required to provide a letter from your Veterinarian verifying the breed of your dog if requested by staff.

### **Privacy Policy for Personal Information of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your 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 may 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 or cosign. 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 private info or other governmental identification numbers. 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 information is disposed of. After we no longer need your Social Security or other government identification numbers, and or in full compliance with local, state, and federal law, we will store or destroy the information in a manner that ensures that no unauthorized persons will have access to it as well as comply with time retention restrictions. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information. Locator services or other management or brokers: If you

found us through a service, please be aware that services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should review their privacy policies as well.

Management and its assignees are exclusive agent and representative of the Property Owner and does not, in any respect, have any judiciary or agency responsibility to Applicant (See also "Brokers Disclosure"). All Federal, State and Local laws are followed, and each application is processed without regard to race, color, religion, sex, handicap, familial status or nations origin of the Applicant.

Applicants must meet the requirements of this Guideline Statement and if possible, and verify and state the applicant is satisfied with the information collected about the property and now completes an application of their own free will.

Each Prospective Tenant (Applicant) 18 yr. of age and older must complete a separate application and pay a non-refundable application fee to the 3rd party credit reporting institution.

If application is denied, and applicant would like to request the possibility of utilizing an approved cosigner, a potential guarantor may request to us about the possibility, and then submit their application. The Lease Guarantor must sign the Guaranty form and accept full financial responsibility of the lease along with Applicant(s).

Applications are processed in the order received. Backup applications will continue to be accepted until an approved applicant has signed the lease and paid the application for deposit. Once approved, each Applicant must sign the lease and be fully responsible for the lease, rent or any fees due within 3 days or Landlord may cancel the lease as outlined above.

Except for families, only 1 occupant is allowed per bedroom. Time limit for all applicants and cosigners to submit required paperwork is outlined above. If deadline is passed, without completing all the paperwork, Landlord may terminate your application and lease property to a different client, refunds discussed above.

If you are involving potential roommates and/or if there are multiple parties as Lessor(s), applicants, or co-habitators etc., ALL parties/applicants/tenants are JOINT TENANTS not Tenants in common. One lease is used for all parties.

Should applicant occupy property for any reason, applicant is held responsible for all lease obligations and covenants, as well as becoming responsible for all paperwork, fees, approvals, and obligations herein.

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is outlined above.

Texas Real Estate Commission Information about all Real Estate Brokerage Services in Texas: See updates and new versions where needed on "front page" of our website or [trec.texas.gov](http://trec.texas.gov)

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a sub-agent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract for lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written listing agreement, or by agreeing to act as a sub agent by accepting an offer of sub agency from the listing broker. A sub agent may work in a different real estate office. A listing broker or sub agent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

Landlord's representatives are "Owner Agents", they represent the owner or landlord. This leasing and management company's broker represents the Landlord or owner(s).

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because the buyer's agent must disclose to the buyer any material information known to the agent.

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a

transaction: (1) shall treat all parties honestly; (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner; (3) may not disclose that the buyer will pay price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property. With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you chose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

[Here is the Texas required form: Click this link for your records.](#)

QUICK REMINDER for potential tenants:

1. As soon as you are approved be sure to get on our website and click on "current client services" so that you can turn on your free account (#3 below). You will need it for a number of services. Call us (940-799-4060) and ask us what utilities you need to turn on (if any), then:

Check with us on what utilities need your approval: 2. Call City of Denton Utilities 940-349-8700 for Electric and city provided utilities AFTER you find out from us which utilities are your responsibility to turn on. 3. Call Atmos Gas 888-286-6700 for your natural gas turn on AFTER you find out from us which utilities are your responsibility to turn on.. 4. Go to our website (www.athomeincollege.com) click on "Current Client Services" and sign up to be a member. Then when approved, log in again and click on "Parking Pass Request" so that the towing company can provide you with your parking stickers.

5. Don't use "our online payment system" for repair requests they are not forwarded to us, use the website [www.athomeincollege.com](http://www.athomeincollege.com) and click on "client services".

Applicants at the townhomes may tour a unit that may or may not be the unit available for move-in. All the units are basically identical and for your convenience management reserves the right to provide you with the best possible unit at the time of your entry and move-in.

Texas Property Code Acknowledgement: "Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria". The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded."

Notice: Due to the nature of an application for a lease or rental property, all applicants and cosigners (known herein as "group") will have communications with our personnel and office. Due to the "joint and combined" nature of all of our interactions, Applicant approves Landlord, Management, assigned personnel, and expressly provides permission for such persons, to interact with your "group" as if the group were one person and entity. Private information may be shared to explain or expound on situations that arise during the application and lease process from inception to completion. Should any party wish to omit themselves from this common group interaction, please do not apply at this time. Signing or typing your name below provides this express knowledge and approval of the communications required and as outlined above.

You expressly approve our interaction with you through the use of, text, email, phone, and other electronic means where required. Required disclosures at the application stage are: (1) Resident selection rental eligibility criteria, (2) Business privacy policy. And with your completed lease paperwork a federally required Lead disclosure (attached to your TAA lease) and any Texas Real Estate Commission Consumer information sheets. Your signature below acknowledges that you have received the required disclosures and are satisfied with such.

Other quick notes: You will have the option to use the online payment portal for rents etc. Currently the system is a company called INNAGO. You will get a link to them from us. They are the banking intermediary that works with your bank. Their customer support number if needed is 513-964-0172. Anytime you need their assistance just call them directly for transactions on your account.

Note: Each applicant (all applicants if more than one) that is unable to be approved on their own and is requesting to utilize a co-signer, needs to have

their co-signer apply and be approved. Approval for a cosigner is more stringent than for a tenant applicant. The credit and background check by a third party carries a non refundable fee. Also be fully aware of which units do not allow pets if you are wanting to have a pet approved. Due to the credit report fee being paid directly to the credit reporting agency, we have no ability to refund your reporting fees if you apply and then if needed be sure to check to see if pets allowed for your unit.

**NOTICE OF POSSIBLE MULTIPLE APPLICATIONS:** As you can imagine, we are not in control of who applies when. Sometimes concurrent multiple applications are in process for the same property. There may be a time when applications are returned to us timely or un-timely from the credit reporting agencies that may cause someone to be approved over someone else that their report has not yet been returned to us. Please be aware that we can't refund their credit and background fee under any circumstances. Even when the only reason you were unable to acquire the property was due to input timing and paperwork return. We work to try and keep these items to a minimum, but they can happen. Apply at your own risk of their fees being non refundable. You may call us anytime to check on items (of which we only know what has come in at any given time).

**IMPORTANT ITEM - Don't forget:**

During the approval process you should always interact with your favorite insurance agency to be sure you are covered for your personal items through your own insurance (or Renter's Insurance). Sometimes the Innago signup will invite you to consider renter's insurance through them. Needless to say, don't omit insurance for yourself. Also, once you are approved and your lease is executed, don't forget to get your parking pass directly from the towing company and be sure you are "in" their computer system. Any parking requires a window sticker or electronic verification. The towing company doesn't wait to be called, they tow all vehicles that don't have a valid pass or are not in their system. So be careful! We don't want you towed. We don't control them and have no sway with refunds etc. They don't discount or refund under any circumstances, but ask them directly so you know their rules and regulations.

**Fun Stuff and IMPORTANT Reminders:**

Once you are approved, don't forget to get your parking pass directly from the towing company, and remember to ask one of our staff which (if any) of the utilities you will need to turn on prior to move in. Remember to review "how to pay rent" options with your manager as well as with the button on the first page of the website. There are approved ways to pay, please review and see which one you prefer.

Ok, I've read it all and filled everything out to the best of my ability. Please process my application. I will be watching my email for a link to the credit and background check from "TransUnion SmartMove" (they charge a small fee to process)

The final part of the application is the credit and background check. We use "Trans Union" in for potential clients and tenants. If you have any questions please call our office 940-799-4060.

Signed

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Printed Name

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Date