

*Resort at Riverside  
3302 N. Bryant Blvd  
San Angelo, TX 76903  
325-655-5969*

**Leasing Qualification Guidelines**

To promote equal treatment of all Residents and Applicants, there will be no exceptions to the following qualifying criteria. All persons applying to live at this Community must meet all the following requirements.

**Income Requirements**

Income must be no less than three times the amount of the monthly rent. If more than one applicant, the income may be combined to meet the requirement.

**Credit Requirements**

At least 50% of current accounts must be in good standing. No credit history will be considered good credit history. An additional fee may be required at the discretion of management/owner.

**Rental Requirements**

All applicants must have six months of verifiable rental history or mortgage history. An additional fee may be required by management/owner. Outstanding debts to landlords will result in denial. Negative rental profile will result in denial.

**Employment History**

All applicants must have six months of verifiable employment history. All applicants must provide a copy of applicant's two most recent paycheck stubs. Application may be denied if employment history is unsatisfactory. Additional fees may be required.

**Special Requirements**

- \*Applicants under the age of eighteen will be listed as occupants only and cannot be considered a Leaseholder.
- \*Each applicant must provide government issued identification and allow it to be photocopied.
- \*Statewide criminal searches may be conducted on each applicant and any occupant.
- \*A felony conviction or conviction for sexual crimes will result in denial of that applicant or occupant. Misdemeanors will be looked at and reviewed and could result in denial also.
- \*Criminal conviction history for violent crimes, crimes against persons or property, or drug-related crimes may result in denial.
- \*Falsification of application will result in denial and forfeiture of all fees paid.

**Lease Guarantor**

A Lease Guarantor will be allowed for first time renters, recent college graduates or renters with insufficient income.

Lease Guarantors must:

- \*Make at least 6 times the amount of the monthly rent and meet all qualifying criteria
- \*Complete and sign a separate Lease Guaranty form.

**Occupancy Guidelines**

Familial Status is defined as children under eighteen years of age domiciled with parent(s) with legal custody or children domiciled with designee of the parent(s) with custody (written permission); and any person who is pregnant or in the process of attaining legal custody of a child under eighteen. Maximum occupancy limits are as follows:

Efficiency 2 person  
2-bedroom; 4 persons  
3-bedroom; 6 persons

Persons under the age of 9 months are not considered occupants.

# Application for Rental

Received on \_\_\_\_\_ (date) at \_\_\_\_\_

Property Address \_\_\_\_\_  
Contemplated Lease Term \_\_\_\_\_ Contemplated Move-in Date \_\_\_\_\_

How was Applicant referred to Landlord? ☐ Real Estate Company (name and agent's name) \_\_\_\_\_  
at (phone) \_\_\_\_\_ ☐ Newspaper (name) \_\_\_\_\_ ☐ Just stopped by ☐ Sign ☐ Other (explain) \_\_\_\_\_

## APPLICANT

1. Name: \_\_\_\_\_  
Phone: (hm) \_\_\_\_\_ (wk) \_\_\_\_\_  
Soc. Sec.# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver Lic. \_\_\_\_\_ State: \_\_\_\_\_

### 2. List All Residences For Last 2 Years (start with current residence):

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_  
Landlord or Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rent\$ \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_  
Landlord or Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rent\$ \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_  
Landlord or Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rent\$ \_\_\_\_\_

3. Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Phone \_\_\_\_\_ Mo. Income \_\_\_\_\_  
Position \_\_\_\_\_  
Length of Employment \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Phone \_\_\_\_\_ Mo. Income \_\_\_\_\_  
Position \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ (begin) \_\_\_\_\_ (end)

4. Bank at which checking account is located: \_\_\_\_\_ Phone \_\_\_\_\_ Acct No. \_\_\_\_\_  
Bank at which savings account is located: \_\_\_\_\_ Phone \_\_\_\_\_ Acct No. \_\_\_\_\_

## CO-APPLICANT

1. Name: \_\_\_\_\_  
Phone: (hm) \_\_\_\_\_ (wk) \_\_\_\_\_  
Soc. Sec.# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver Lic. \_\_\_\_\_ State: \_\_\_\_\_

### 2. List All Residences For Last 2 Years if different from Applicant (start with current residence):

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_  
Landlord or Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rent\$ \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_  
Landlord or Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rent\$ \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_  
Landlord or Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rent\$ \_\_\_\_\_

3. Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Phone \_\_\_\_\_ Mo. Income \_\_\_\_\_  
Position \_\_\_\_\_  
Length of Employment \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Phone \_\_\_\_\_ Mo. Income \_\_\_\_\_  
Position \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ (begin) \_\_\_\_\_ (end)



Application for Rental Concerning \_\_\_\_\_

(Property Address)

5. Name all other persons who will occupy the Property:

Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____

6. Will any waterbeds or water filled furniture be in the Property? ☐ Yes ☐ No

Will any occupant smoke in the dwelling? ☐ Yes ☐ No Will Applicant maintain a renter's insurance policy? ☐ Yes ☐ No

7. List all vehicles to be parked on the Property (cars, trucks, trailers, recreational vehicles, motorcycles, boats, etc.):

Type _____	Year _____	Make _____	License No./State _____
Type _____	Year _____	Make _____	License No./State _____
Type _____	Year _____	Make _____	License No./State _____

8. Will there be any pets on the Property? ☐ Yes ☐ No Number of Pets \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_  
Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Neutered? \_\_\_\_\_ Declawed? \_\_\_\_\_ Rabies Shot Current? \_\_\_\_\_  
Other (e.g. fish, birds, reptiles, etc.) and explain manner in which kept: \_\_\_\_\_

9. Write Yes (Y) or No (N): Has Applicant or any other occupant ever: been evicted? \_\_\_\_\_; filed bankruptcy? \_\_\_\_\_; lost property due to foreclosure? \_\_\_\_\_; had any credit problems? \_\_\_\_\_; been convicted of a felony? \_\_\_\_\_; If the answer to any of the preceding questions is Yes, explain (attach additional sheets if necessary) \_\_\_\_\_

10. If Applicant is a member of the Armed Forces: Has Applicant requested or received military orders transferring Applicant within one year? ☐ Yes ☐ No Is Applicant presently serving temporary orders limiting Applicant's stay to one year or less? ☐ Yes ☐ No

11. Will any person be signing a Lease Guaranty? ☐ Yes ☐ No Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone(hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (fax) \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

12. In case of emergency, notify \_\_\_\_\_

Relationship \_\_\_\_\_ Phone(hm) \_\_\_\_\_ (wk) \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

13. Additional Information \_\_\_\_\_

**Representation:** Applicant and Co-Applicant represent that the above statements are true and complete. Providing false information is grounds for rejection, termination of a lease, and retention of money tendered to Landlord as liquidated damages.

**Authorization:** Applicant and Co-Applicant authorize Landlord or Landlord's broker to: (1) obtain a copy of any consumer or credit report related to this application; and (2) verify any rental history, employment history, or any other information related to this application; and (3) discuss information in the consumer report with Landlord and Landlord's broker.

**Fees and Deposits:** Applicant has submitted with this Application the following to Landlord:

- ☐ (a) a non-refundable fee of \_\_\_\_\_ to Landlord for processing and reviewing this Application.  
☐ (b) a non-refundable fee of \_\_\_\_\_ for processing and reviewing information related to the lease guaranty.  
☐ (c) An administration Fee of **200.00** is Non-Refundable. The Administration Fee will be refunded in the event you notify us in writing within (3) Business days that you do not wish to enter into an agreement with us, and that you wish to have your Administration Fee refunded. Following the (3) business days Landlord may retain the fee for liquidated damages for Landlord's forbearance in leasing the property to any other applicant and shall have no further obligation to the Applicant or Lease Guarantee.

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

Co-Applicant's Signature \_\_\_\_\_

FOR LANDLORD'S USE ONLY

1. Applicant was notified of ☐ approval; ☐ non-approval; on (date): \_\_\_\_\_  
by ☐ telephone, ☐ U.S. Mail, ☐ fax, ☐ in person. \_\_\_\_\_ by \_\_\_\_\_  
2. Names of persons to whom above notice was actually given \_\_\_\_\_

### Addendum to Rental Application

**Have you or ANYONE (regardless of age) who will be residing with you EVER:**

Been arrested, cited, prosecuted, plead guilty to or been convicted of any crime? [ ☐ Yes [ ☐ No

Been placed on probation, parole, or effected by the Megan Laws? [ ☐ Yes [ ☐ No

Been in a gang, or are you currently a member of a gang? [ ☐ Yes [ ☐ No

Been involved in, or are you currently are involved in any illegal activity? [ ☐ Yes [ ☐ No

Been evicted or had a forcible detainer filed against you? [ ☐ Yes [ ☐ No

Been a petitioner in a case at bankruptcy court? [ ☐ Yes [ ☐ No

Had a warrant, or do you currently have a warrant for your arrest? [ ☐ Yes [ ☐ No

Moved to avoid eviction or because of problems with a tenant or landlord? [ ☐ Yes [ ☐ No

**Please explain all "YES" answers in detail. (What happened, when, where and the results.)**

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\_\_\_\_\_  
Resident Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Resident Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Resident Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Manager's Signature

Date: \_\_\_\_\_



# Notice of Accountability

Please read this carefully.

Names of all residents \_\_\_\_\_

Date \_\_\_\_\_

Street Address and Unit Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

RE: Lease dated: \_\_\_\_\_

between \_\_\_\_\_

and \_\_\_\_\_

Dear Resident(s):

As our resident, you have been registered with a nationwide consumer reporting agency. That agency is Tenant Tracker, Inc. The function of the agency is to track and maintain records on residents, including information on your credit history and your past conduct and performance as a resident. This information is then reported to future property managers, lenders, creditors, and employers as they request it.

The management of this property is our business. We will treat you in a professional, business-like manner, and we expect to be treated the same in return. It is our policy to hold all of our residents accountable for their actions — whether favorable or unfavorable. Your reputation as a resident and as a creditworthy individual is on the line. The reputation you establish here will be with you for many years to come.

Every business person and property manager who reviews your record in the future will be aware of the favorable record you establish with us. That record should prove helpful to you. If, on the other hand, you give us cause to report unfavorable information about you to the consumer reporting agency, it will eventually be reported to employers, banks, home mortgage companies, insurance companies and other creditors with whom you wish to do business and who request a report. As required by law, you are hereby notified that a negative rental and credit report reflecting on your credit and rental record may be submitted to consumer and credit reporting agencies if you fail to fulfill the terms of your rental and credit obligations. An adverse report can make it very difficult for you in the future to:

- get the job you want,
- rent an apartment of your choice,
- get a car loan, student loan, or medical emergency loan,
- buy life insurance or medical insurance for you or your family, or
- obtain any gasoline credit cards or department store charge accounts.

You should also note that if you are a co-signer on the lease, you are **FULLY** responsible for performance of the entire lease, regardless of any other co-signer's lack of performance. Remember that a favorable record is a vital key to your future. Your record is now up to you. We are very pleased to have you as our resident and we want to make living in our community as enjoyable as possible. Please let us know if we can be of any service at any time.

Received by: (initials  
of all residents below: optional)

\_\_\_\_\_

\_\_\_\_\_

Signature of Owner's Representative \_\_\_\_\_

Date notice was (*check appropriate*):

\_\_\_\_ hand delivered to resident,

\_\_\_\_ or posted on inside of residents main entry,

\_\_\_\_ or sent certified mail.

Signature of Witness (optional) \_\_\_\_\_

P.S. In the event there is ever a dispute over the accuracy of information reported to Tenant Tracker, Inc., there are certain procedures which you may follow. Tenant Tracker's phone number is 1-800-658-9396. Also, the owner reserves the right to regularly and routinely furnish information to consumer reporting agencies about the performance of lease obligations by residents. Such information may be reported at any time, and may include both favorable and unfavorable information regarding the resident's compliance with the lease, rules, and financial obligations.