



Thank you for your interest in East Texas Rent Homes! Attached is our Rental Application Package for you to carefully review and complete. Each person must complete their own application.

For your convenience you may submit your application, and the required documents to one of the following emails mandyb@conaways.com or michelleb@conaways.com.

Applications/documents can also be hand delivered to our office address listed below.

An Application Fee of \$35 per person is due when submitting your application. We can also take credit/debit card payment over the phone if you are submitting everything via email.

Please make payment to: EAST TEXAS RENT HOMES or ETRH

When submitting the attached Application Package, you must also submit the following:

- **Valid Photo ID/Driver's License**
- **Proof of Income (2 months of paystubs)**

The application approval process can take approximately 3 to 5 business days.

After approval: A security deposit equal to 1 (one) full month's rent will be due.

Our pet policy: You may have up to 2 pets (preferably not larger than 40 lbs. each). There is a non-refundable pet fee due prior to moving in of \$400 for 1 pet; \$600 for 2. Your rent will also increase by an additional **\$25** per month if you have pets.

We appreciate your consideration, as we know you have choices. We would be honored if you choose to call one of our communities **HOME!**

Let us know what we can do to help!

Kindest Regards,

Mandy Brown
Property Manager

Michelle Brunner
Assistant Property Manager

You can find us in the Conaway Homes office building located at:
101 Business Park Drive Whitehouse, TX 75791

Office Phone: 903.839.3939

Office Hours: Monday-Friday 8am to 5pm



TEXAS APARTMENT ASSOCIATION

MEMBER

Rental Application for Residents and Occupants

Each co-resident and each occupant over 18 must submit a separate Application.

ABOUT YOU

Full name (exactly as it appears on driver license or govt. ID card) _____

Former name (if applicable) _____

Gender _____ Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Home phone _____ Cell phone _____

Work phone _____ Email address _____

The email address provided in this Application will be used for notices under the Lease, including electronic notices authorized under the lease or as otherwise allowed by law, unless you later update it in writing to us.

Marital status single married U.S. citizen? yes no Do you or does any occupant smoke? yes no

I am applying for the apartment located at _____

Is there another co-applicant? yes no

Co-applicant name _____ Email _____

OTHER OCCUPANTS

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

WHERE YOU LIVE

Current home address (where you live now) _____

City _____ State _____ Zip _____

Do you rent or own? Beginning date of residency: _____ Monthly payment \$ _____

Apartment name _____

Name of owner or manager _____

Phone _____ Reason for leaving _____

Fill out if you have been at your current address for less than five years.

Previous home address (most recent) _____

City _____ State _____ Zip _____

Do you rent or own? Dates: From _____ To _____ Monthly payment \$ _____

Apartment name _____

Name of owner or manager _____

Phone _____ Reason for leaving _____

YOUR WORK

Current employer _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Beginning date of employment _____

YOUR WORK, continued

Gross monthly income \$ _____ Position _____

Supervisor _____ Phone _____

Fill out if you have been with your current employer for less than five years.

Previous employer (most recent) _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Dates: From _____ To _____

Gross monthly income \$ _____ Position _____

Supervisor _____ Phone _____

ADDITIONAL INCOME

(Income must be verified to be considered.)

Type _____ Source _____ Gross monthly amount \$ _____

Type _____ Source _____ Gross monthly amount \$ _____

CREDIT HISTORY

If applicable, please explain any past credit problem: _____

RENTAL AND CRIMINAL HISTORY

Check only if applicable.

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted or received probation for a felony, sex crime, or any crime against persons or property?

Please indicate below the year, location, and type of each felony, sex crime, or any crime against persons or property for which you were convicted or received probation. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above. _____

HOW DID YOU FIND US?

Online search (website address) _____

Referral from a person or locator? Name _____

Social media (please be specific) _____

Other _____

EMERGENCY CONTACT

Emergency contact person over 18 who will not be living with you:

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email Address _____

If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

YOUR VEHICLES

(If applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.)

Make _____ Model _____ Color _____

Year _____ License # _____ State _____

Make _____ Model _____ Color _____

Year _____ License # _____ State _____

Make _____ Model _____ Color _____

Year _____ License # _____ State _____

Make _____ Model _____ Color _____

Year _____ License # _____ State _____

signed by all parties; OR, it will be refunded under paragraph 7 if the applicant is not approved; OR it will be retained by us as liquidated damages if you fail to sign or withdraw under paragraphs 4 and 5 of the Application Agreement.

3. **Fees due.** Your Application will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and the following fees:
- A. Application fee (non-refundable): \$ 35.00
 - B. Application deposit (may or may not be refundable) \$ _____
4. **Completed Application.** Your Application will not be considered "complete" and will not be processed until we receive the following documentation and fees:
- A. Your fully filled out and signed Application and any documents required by our rental criteria, such as proof of income.
 - B. Fully filled out and signed Applications for each co-applicant (if applicable);
 - C. Application fees for all applicants;
 - D. Application deposit.

Authorization and Acknowledgment

I authorize East Texas Rent Homes

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

Payment Authorization

I authorize East Texas Rent Homes

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-sufficient funds and dishonored payments. If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

1. Applicant shall pay a charge of \$ 30.00 for each returned payment; and
2. We reserve the right to refer the matter for criminal prosecution.

Acknowledgment

You declare that all your statements in this Application are true and complete. Giving false information is a **Class B Misdemeanor**, punishable by up to 6 months in county jail and a \$2000 fine. **Applicant's submission of this Application, including payment of any fees and deposits, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit.** You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. **You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your Application may be denied, such as criminal history, credit history, current income and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the Application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy.** In lawsuits relating to the Application or Lease, 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, the rules, and financial obligations. Fax or electronic 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 Application and Lease, 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 if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed.

Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office.

Foreign Leasing Restriction (SB 17; Texas Property Code § 5.253): By submitting this application, you represent that you are not prohibited from leasing real property in Texas pursuant to Section 5.253 of the Texas Property Code. *(This restriction applies only to certain persons from China, North Korea, Iran, and Russia, and is subject to change under applicable law.)*

This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, 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 if agreed to in writing by all parties.

Applicant's signature

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 the applicant or co-applicant was notified by telephone, by letter, by email, 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 or persons notified (if there are more than one applicant, at least one of them must be notified): _____
6. Name of owner's representative who notified the applicant: _____

Additional comments: _____

East Texas Rent Homes Resident Qualifying Criteria

We are delighted that you are interested in leasing a home in one of our rental communities. In order to help you make your decision, we have listed below the criteria for qualifying as a resident with us.

1. Application Fee is \$35.00 per person, Fee is non-refundable. If the credit report is unable to be released due to a security lock/protection attached to your social security number, then then report will have to be re-run and you will be charged an additional \$35.00 for each application.
2. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants over 18.
3. Unless applicants are Legally Married, all applicants must qualify individually.
4. Must be 24 years of age to apply.
5. Each applicant must provide government photo identification and allow it to be photocopied.
6. Each applicant will be screened for the following: credit check, criminal background, rental history and job duration. If you owe the previous landlord, utility company or have any evictions you will not be eligible to rent from ETRH.
7. Employment and monthly income must be verifiable. Monthly income of applicant must be at least 3 times the monthly rent. You may be asked to provide copies of your last 2 paycheck stubs.
8. Applicant(s) may be denied occupancy for any of the following reasons:
 - a. Falsification of application by any applicant
 - b. Incomplete application by any applicant
 - c. Insufficient income
 - d. Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants who plan to live in home (Criminal histories will be reviewed on a case by case basis.)
 - e. Poor credit history of any applicant.
 - f. Negative rental history of any applicant or occupant.
9. Upon approval, you will be asked to pay your Security Deposit and to sign a Residential Lease Contract.
10. All of our properties are Non-Smoking.

We do not discriminate on the basis of race, color, religion, sex, national origin, disability or familial status.

I acknowledge that I had an opportunity to review the property's Resident Qualifying Criteria, which includes reasons why my application may be denied, such as criminal history, credit history, current income and rental history. I understand that if I do not meet the property's Qualifying Criteria or if I fail to answer any question or give false information, the property may reject the application and retain all application fees.

Applicant

Date



Privacy Policy for Personal Information Rental Applicants and Residents

We are dedicated to protecting the privacy of personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While there is no guarantee against identity theft or the misuse of information, protecting the information you provide is a high priority for our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

How personal information is collected. You will be asked to provide personal information when you apply to rent from East Texas Rent Homes. This information will be on the rental application form or other documents that you provide to us or to an apartment locator service, either on paper or electronically. We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit, and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as obtaining payment for money you may owe us in the future).

How the information is protected and who has access. We allow only authorized personnel to have access to your personal information. We keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of. After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized people from accessing it. Our disposal methods will include shredding, destruction, or obliteration of paper documents and destruction of electronic files.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents. 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 own privacy policies.

Applicant

Date