



Rental Application for Residents and Occupants

All Residents/Occupants over 18 years of age must each submit a separate application, with the exception of spouses.

BASIC INFORMATION

Full Name _____
 Your street address: _____
 Driver's License # and state : _____
 OR Gov't Photo ID card #: _____
 Former last names (maiden and married) : _____
 Your Social Security #: _____
 Birthday: _____ Height: _____ Weight: _____
 Sex: _____ Eye Color: _____ Hair: _____
 Marital Status: single married divorced widowed separated
 Are you a US Citizen? Yes No Do you or any occupant smoke? Yes No
 Will you or any occupant have an animal? yes no
 Kind, weight, breed, age*: _____
 *Management at its own discretion may disallow a pet based on its kind, weight or breed

Current home address (where you live) _____ Apt # _____
 City/State/Zip: _____
 Home/Cell phone: (_____) _____ Current Rent: \$ _____
 Email Address: _____
 Name of apartment where you now live: _____
 Current owner or manager's name: _____
 Their phone: _____ Date moved in: _____
 Why are you leaving your current residence? _____

Previous home address (most recent) _____ Apt# _____
 City/State/Zip: _____
 Apartment name: _____
 Name of above owner or manager: _____
 Their Phone: _____ Previous Monthly Rent: \$ _____
 Date you moved in: _____ Date you moved out: _____

EMPLOYMENT

Employer - Company Name: _____
 Address: _____
 City/State/Zip: _____
 Work phone: (_____) _____
 Job Title: _____
 Gross MONTHLY income \$ _____
 Date you started this job: _____
 Supervisor's Name and Phone: _____

PRIOR Employer – Company Name: _____
 Address: _____
 City/State/Zip: _____
 Work phone: (_____) _____
 Job Title: _____
 Your Gross monthly income was over \$ _____
 Date started prior job: _____ Date ended prior job: _____
 Previous Supervisor's Name and Phone: _____

CREDIT HISTORY

Your bank's name, city, state: _____

List major credit cards: _____
 Other non-work income you want considered. Please explain: _____

Past Credit problems you want to explain (Use separate page)

RENTAL & CRIMINAL HISTORY

You must check if applicable. (You represent the answer is "no" to any item not checked) Have you, your spouse, or any occupant listed in this application ever:

- been evicted or asked to move out?
- moved out of the 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 detained, or arrested for a misdemeanor? If yes, please provide date and details below.
- been charged, detained or arrested for commission of a felony? If yes, please provide date and details below.

SPOUSE INFORMATION

Full name: _____
 Former last names (maiden and married): _____
 Spouse's Social Security #: _____
 Driver's License # and state : _____
 OR Gov't Photo ID card #: _____
 Birthday: _____ Height: _____ Weight: _____ Sex: Male Female
 Eye Color: _____ Hair: _____ Is spouse a US Citizen? Yes No
 Present employer: _____
 Address: _____
 City/State/Zip: _____
 Work Phone: (_____) _____ Cell phone: (_____) _____
 Position: _____
 Email address: _____
 Date began job: _____ Gross MONTHLY income \$ _____
 Supervisor's Name and Phone: _____

OTHER OCCUPANTS

Names of all persons who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: _____ Relationship: _____
 Sex: _____ DL or Gov't ID card # and state: _____
 Birthdate: _____ Social Security #: _____
 Name: _____ Relationship: _____
 Sex: _____ DL or Gov't ID card # and state: _____
 Birthdate: _____ Social Security #: _____
 Name: _____ Relationship: _____
 Sex: _____ DL or Gov't ID card # and state: _____
 Birthdate: _____ Social Security #: _____

VEHICLES

List all vehicle owned or operated by you, your spouse of any occupants (including cars, trucks, motorcycle, trailers, etc.) Continue on separate page if more than three.

Make, model and color: _____
 Year: _____ License Number: _____ State: _____
 Make, model and color: _____
 Year: _____ License Number: _____ State: _____
 Make, model and color: _____
 Year: _____ License Number: _____ State: _____

REFERRED BY

Were you referred? Yes No
 If yes, by whom? _____

Did you find us on online? Yes No
 If yes, please explain (bradfordplaceofcommerce.com, Google, Craigslist, Facebook, etc.) _____

 If you did not find us online or through a referral, please explain: _____

EMERGENCY

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

Name: _____
 Address: _____
 City/State/Zip: _____
 Work phone: (_____) _____ Home phone (_____) _____
 Cell phone: (_____) _____ Relationship: _____
 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 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, store rooms, 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 are not legally obligated to do so.

AUTHORIZATION

I authorize Bradford Place Apartments 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.

Applicant's Signature: _____ Date: _____
 Spouse's Signature : _____ Date: _____



Contemplated Lease Contract Information

To be filled only if the lease contract is not signed by resident(s) at time of application for rental

The Lease Contract to be used must be the latest version of (check one): the Apartment Lease, the Residential Lease. Or the Condominium/Townhouse Lease, unless an earlier version was 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 _____
Amos Light Resources LLC

*Property name and type of dwelling (bedrooms and baths) Bradford Place Apartments

*Complete street address 3301 FM 3218
City/State/Zip Commerce TX 75428

*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 60 _____;

*Total security deposit \$ _____; Animal Deposit \$ _____;

*# of keys/access devices for _____ unit, _____ mailboxes, _____ other _____;

*Total monthly rent for dwelling unit \$ _____;

*Rent to be paid: at the onsite manager's office; through our online payment site; at _____;

*Prorated rent for: first month or second month \$ _____;

*Late charge due if rent not paid on or before 3 _____;

*Initial late charge \$ 75 _____; Daily late charge \$ 10 _____;

*Returned check charge \$ 75 _____;

*Animal violation charges: Initial \$ 200 _____; Daily \$ 15 _____;

* Check if the dwelling is to be furnished;

*Utilities paid by owner (check all that apply): electricity, gas
 water, wastewater, trash/recycling, cable/satellite

master antenna, internet, storm water/drainage,
 other _____;

*Utility connection charges \$ _____;

*You are (check one): required to buy insurance or not required to buy insurance;

*Agreed relleting 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 the month, or exact date designated in move-out notice;

*Special provision 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 Lease Contract noted above. Special information and condition must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.

2. **Application Fee (not refundable).** You have delivered to our representative an application fee in the amount indicated in the paragraph 14 below; and this payment partially defrays the cost of administrative paperwork.

3. **Application Deposit (refundable only if not approved).** 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 Lease Contract has been signed by all the 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.** You and all co-applicants must sign the Lease Contract after we give you our approval prior to or on the beginning date of your Lease Contract as indicated above. If you or any co-applicant fails to sign as required, we'll be entitled to retain all fees and deposits as liquidated damages, and terminate all further obligation under this Agreement.

7. **If You Withdraw After Approval.** You and any co-applicants may not withdraw your Application or the application deposit. If, you or any co-applicant withdraws an Application or notifies us that you've changed our mind about renting the dwelling unit, we'll be entitled to retain all fees and 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 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. **Non-approval In Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. Notification may be in person or by email, or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.

10. **Refund After Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within _____ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund Checks may be made payable to any of or all co-applicants and mailed to one applicant.

11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraph 6, 9 and 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

12. **Notice to or from Co-Applicant.** Any notice we give you or your co- applicant is considered 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, fees and security deposits have been paid in full.

14. **Receipts.** Application Fee (not refundable): \$ _____
Application deposit (refundable only if not approved): \$ _____
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.

Acknowledgment. You declare that all your statements on the page 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. You acknowledged that you had an opportunity to review our rental selection criteria, which included reason 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 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 anytime 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 you compliance with the Lease Contract, 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 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 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: _____



ACKNOWLEDGEMENT OF RESIDENT QUALIFICATION GUIDELINES

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our community. Nothing contained in these requirements shall constitute representation by Bradford Place Apartments that all residents and occupants currently residing in our community have met or currently meet these guidelines. Our policy is to require everyone aged 18 or over to be leaseholder and therefore, must be approved as a leaseholder. Subject to their compliance with applicable laws, qualification standards include, but are not limited to, the following criteria:

IDENTIFICATION. Applicant must present a valid government issued photo identification card for each person age 18 years and older that will be living in the apartment.

INCOME. An applicant must have a verifiable source of income in an amount between three and four times the rental rate, depending on number of persons in household and on credit history. Bradford Place Apartments reserves the right to deny an application if at its own discretion the proof of income verification is not satisfactory.

CREDIT HISTORY. Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory or insufficient finding may result in the requirement of a higher monthly rent rate, an additional administrative fee or deposit, guarantor or denial at Bradford Place Apartments discretion. Applicants are responsible for insuring their credit history is accurate.

CRIMINAL HISTORY. Our investigation includes criminal background screening. It is possible your application may be denied due to issues relating to criminal background screening, at Bradford Place Apartments discretion. We conduct background screening on leaseholders and occupants.

OCCUPANCY. The following occupancy standards apply based on two (2) persons per bedroom, plus one per apartment.

One Bedroom	Two Persons
Two Bedroom	Four Persons

PETS. Pet restrictions vary. It is possible that you application will not be accepted with your particular pet. See your leasing representative for more information.

RENTER'S INSURANCE REQUIREMENT. Our community requires all leaseholders to carry a minimum of \$100,000 Personal Liability insurance coverage. To satisfy this requirement, you must provide evidence of insurance coverage at initial lease signing and maintain this coverage throughout the entire term of residence. In addition, we require that you add our community as an "Interested Party," "Party of Interest," or similar language.

FAIR HOUSING STATEMENT. Bradford Place Apartments is committed to compliance with all federal, state, and local fair housing laws. Bradford Place Apartments subscribes to a universal policy for the achievement of equal housing and no person will be discriminated against because of race, color, age, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other applicable laws protecting specific classes. Bradford Place Apartments will discuss and respond to any reasonable accommodation request based upon disability related need.

RENTAL RATES AND LEASE TERMS. Rental rates at Bradford Place Apartments vary, and will be honored within the range quoted at the time of your application for two (2) business days. The rental rate quote is associated with the apartment's availability at the time of your quote, move-in date, and lease term requested. Any revisions or changes to the time of the quote, your move-in date, or lease term may require a revised quote which may result in a different monthly rental rate.

APPLICANT APPROVAL ACKNOWLEDGMENT. Applicant agrees to and acknowledges that all qualifying criteria referenced above will be considered in the screening process and that the screening process is not based on any one factor, but rather on a combination of the above factors with a subjective judgement rendered solely at the discretion of Bradford Place Apartments. Applicant agrees that at the discretion of Bradford Place Apartments, his/her application may be declined or subject to a conditional approval including, but not limited to: additional/increased months' rent and/or deposit, or personal guarantor.

Signature of Applicant

Date

Signature of Applicant

Date



bradford place
APARTMENT HOMES

3301 FM 3218, Commerce TX 75428

Phone: 903-886-8855

Fax: 732-363-9104

RENTAL VERIFICATION REQUEST

Resident's Name: _____

Address: _____

Apartment Community or Landlord's Name: _____

Phone Number: _____ Fax: _____

E-mail Address: _____

Resident's authorization signature: _____

.....**Landlord to fill out**.....

Dates Rented: From _____ to _____

Rent Amount: _____ per month

Gave proper notice? Yes _____ No _____

Paid on time? Yes _____ No _____ Number of late payments _____

Is there a balance owed? Yes _____ No _____

Reason for Balance _____

Any damages done to the Apartment? Yes ____ No _____ Amount: \$ _____

Would you re-rent? Yes ____ No _____ Was the resident evicted/skipped? Yes or No

Additional Comments _____

Please fax this completed form back to (732) 363-9104.
Thank you for your time.