

APPLICATION POLICY

PLEASE READ AND SIGN THE FOLLOWING AT TIME OF APPLICATION

Application Fee (non-refundable) \$ 50 for each individual adult-All adults must fill out an application.

NETWORK REALTY DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL, STATE, AND LOCAL FAIR HOUSING LAWS AND DOES NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, FAMILIAL STATUS, MENTAL OR PHYSICAL DISABILITY, STATUS AS A STUDENT, MARITAL STATUS, SEXUAL ORIENTATION, OR AGE.

***** SEE APPROVAL POLICY FOR QUALIFICATION DETAILS *****

1. You acknowledge that, as required by Texas law, you have been presented **INFORMATION ABOUT BROKERAGE SERVICES**, and have signed the form.
2. If the property was built before 1978 you acknowledge that, as required by Federal law, you have been presented **FEDERALLY REQUIRED LEAD HAZARD INFORMATION AND DISCLOSURE ADDENDUM**, and have signed the form.
3. All offers by potential residents shall be presented to the Owner's Agent by the Leasing Agent, with the understanding that this presentation does not guarantee acceptance of the offer.
4. Acceptance of application fee(s), application deposit, and/or any other funds by Leasing Agent does not guarantee acceptance or approval of Applicant or Offer.
5. Processing time for application can be up to three business days; however, it is common for processing to be completed in one or two business days.
6. **The APPLICATION FEE must be collected at time of application and must be paid in CERTIFIED FUNDS (Cashiers check, money order, etc.) Application fees should be payable to Greg Smith. Deposits payable to Network Realty.**
7. Leases, which commence after the 20th day of the month, require the full payment of the first month's rent and the pro-rated second month's rent at time of move-in.
8. Leases which commence before the 20th day of the month require the first month's rent at move in and the prorated rent at the first of the next month
9. Leases handled on a rush basis, requiring immediate occupancy, are accepted by Resident in an "as is" condition with repairs and maintenance to be scheduled in a reasonable time frame by Owner or Owner's Agent.
10. NO promises made by the Leasing Agent regarding repairs, replacements, or maintenance will be honored without an application and presentation of offer in writing and approved by the Property Manager.
11. Smoking is **not** allowed inside the leased premises (including garages) unless agreed to in writing.
12. If the property is located in an area managed by an HOA applicant should review the HOA rules and regulations
13. A completed, signed Application, copies of paystubs showing YTD income, last w-2 and if there are pets a pet information form must be provided at time of application.
14. If a current or previous landlord is not a property management firm or apartment complex proof of payment for the last 6 months rent must be provided.
15. If all information cannot be verified within 3 days application may be denied and only the Application deposit refunded.

Applicant

Date

Applicant

Date