

## Carbajal Realty, Inc.

1621 James Ave. Waco, TX 76706  
Ph (254) 235-8343 Fax (254) 235-7577  
www.carbajalrealty.com

Carbajal Realty, Inc. will no longer accept any applications that are not complete. The application must be complete, and all questions answered. Any unanswered questions will result in the application being deemed as incomplete. All necessary documents must accompany the completed/signed application to start the application process. The required mandatory documents are as follows:

State Issued Identification Card, Driver's License, or Passport  
We will make a copy in our office to be attached to your application.

Federally Issued Social Security Card  
We will make a copy in our office to be attached to your application.

Proof of Income  
We will need 4 current check stubs.

Application Fee in the form of Check or Money Order.

The section of the application asking for the name of your current landlord must be completed with a fax number or email address. **ALL application fees are non-refundable.**

Applications will be date stamped when submitted either complete or incomplete. If you submit an incomplete application, it will only be held for 24 hours to allow you to provide the missing items. All incomplete applications will be destroyed at the end of each week.

By signing below, you acknowledge your understanding of the application process at Carbajal Realty.

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Signature

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Date



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### *ATTENTION UNIVERSITY WOODS APPLICANTS:*

We are gearing up for the upcoming 2021/2022 school year. We will begin showing our units in December, as we begin having units come available, we can sign leases on a "first come, first serve" basis. We will have an absolute listing beginning January 1<sup>st</sup>. Any unsigned units will become fair game for any and everyone that qualifies.

With that said, this is the new Qualifying Criteria for the University Woods Complex:

- ☞ Rent will be increasing to \$450 per person per month. \$180 electrical, water, gas cap as each applies.
- ☞ There will only be 12 month leases allowed.
- ☞ Guarantors' credit will have to be ran and meet the required 540 credit score. Each additional Guarantor will be \$15 application Fee.
- ☞ If there is not a Guarantor, then the individual will be allowed to pay \$1350 as an extra deposit.
- ☞ Applicants must also meet the Carbajal Rental Application Criteria to be approved.
- ☞ There will be no exceptions to this criteria.

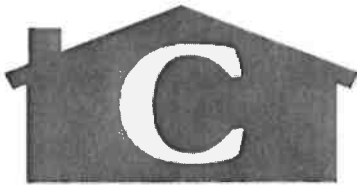
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Signature of Applicant

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Date





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### Resident Qualifying Criteria

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants.
2. The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility.
3. Each applicant must provide government photo identification and social security card needed to determine your eligibility.
4. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment, i.e., no more than 2 adults per bedroom, in most circumstances.
5. Employment and monthly income must be verifiable (2.5x the amount of rent). Otherwise, a guarantor is necessary.
6. Applicant(s) may be denied occupancy for the following reasons:
  - Falsification of application by any applicant
  - Incomplete application by any applicant
  - Insufficient income (total of all applicants)
  - Criminal conviction of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live in unit.
  - Poor credit history of any applicant
  - Poor rental profile of any applicant (rental history reports are obtained). Rental History of:
    - Non-payment or frequent late payment of rent
    - Eviction
    - Drug Use
    - Poor Housekeeping
    - Poor Supervision of applicant's children
    - Unruly or destructive behavior by applicant, applicant's children or guests
    - Violence to persons or property by applicant, applicant's children or guests

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

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION 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 RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

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Signature of Applicant

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Date





TEXAS APARTMENT ASSOCIATION

M E M B E R

# 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 \_\_\_\_\_

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 \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

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) \_\_\_\_\_

## 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 \_\_\_\_\_

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 \_\_\_\_\_  
 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 (other than deferred adjudication) 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 mail-box, 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 \_\_\_\_\_

**YOUR ANIMALS***(if applicable)*

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Kind \_\_\_\_\_ Weight \_\_\_\_\_

Breed \_\_\_\_\_ Age \_\_\_\_\_

Kind \_\_\_\_\_ Weight \_\_\_\_\_

Breed \_\_\_\_\_ Age \_\_\_\_\_

### Application Agreement

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this Application, you'll need to review the Application Agreement carefully and acknowledge that you accept the terms.

1. **Apartment Lease information.** The Lease contemplated by the parties will be the current TAA Lease. Special information and conditions must be explicitly noted on the Lease.
2. **Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease 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, and then credit the application deposit of all applicants toward the required security deposit.
3. **Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease 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 when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
4. **If you fail to sign Lease after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required **your Application will be deemed withdrawn**, and we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
5. **If you withdraw before approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
6. **Approval/non-approval.** If we do not approve your Application within 7 days after the date we received a completed Application, your Application will be considered "disapproved." Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.
7. **Refund after non-approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
8. **Extension of deadlines.** If the deadline for approving or refunding under paragraphs 6 or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
9. **Keys or access devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and security deposits have been paid in full.
10. **Application submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease. 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 unit availability, unit characteristics, pricing or other questions, please call or visit our office.
11. **Notice to or from co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicants is considered notice from all co-applicants.

### Disclosures

1. **Application fee (non-refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. Payment of the application fee does not guarantee that your Application will be accepted. The application fee offsets the cost of screening an applicant for acceptance.
2. **Application deposit (may or may not be refundable).** In addition to any application fees, you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been 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): \$ 40.00
  - 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 completed Application;
  - B. Completed Applications for each co-applicant (if applicable);
  - C. Application fees for all applicants;
  - D. Application deposit.

### Authorization and Acknowledgment

I authorize \_\_\_\_\_

(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 \_\_\_\_\_

(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. **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.** Giving false information is a serious criminal offense. 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.

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_