

# APPLICATION POLICY

PLEASE READ AND SIGN THE FOLLOWING AT TIME OF APPLICATION

*(Application Fee {non-refundable} \$ 40 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 seven business days; however, it is common for processing to be completed in one or two business days.
6. **The APPLICATION FEE and APPLICATION DEPOSIT must be collected at time of application and must be paid separately in CERTIFIED FUNDS (Cashiers check, money order, etc.)**
7. Leases, which commence after the 20<sup>th</sup> 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 20<sup>th</sup> 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. Any false information given on application will result in forfeiture of Application Deposit.
12. Smoking is **not** allowed inside the leased premises unless agreed to in writing.
13. If the property is located in an area managed by an HOA applicant should review the HOA rules and regulations.
14. The application fee is non-refundable. The application deposit will not be refunded unless the application is declined.
15. If you give false information we may reject this application and retain all application fees and deposits as liquid damages for out time and expense.
16. A completed, signed Application, Agreement for Hold and Deposit, and if there are pets a pet information form must be provided at time of application.
17. If all information cannot be verified within 3 days application may be denied and only the Application deposit refunded.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date