

PARK WEST

Application Packet

APPLICATION STEPS

1. Complete this application in the entirety

- ☐ Part 1 - Rental Application
- ☐ Part 2 - Guarantor Application
- ☐ Part 3 - Rental Criteria and Fair Housing Acknowledgment

2. E-mail the completed application to info@TAMUParkWest.com

3. Mail a completed copy of your application and a \$50, non-refundable application fee via personal check, cashier's check or money order* payable to Park West to:

Servitas Management Group, LLC
Attn: Park West Leasing
6363 Woodway Drive, Suite 975
Houston, TX 77057

4. When we receive your application form and check or money order, we process the credit and background checks, this usually takes 24-48 hours. Upon approval, we will email you the following lease documents for you, and your guarantor, to sign.

5. Read and sign these lease documents in their entirety:

- ☐ Texas Apartment Association Student Lease
- ☐ Park West Supplemental Lease Addendum
- ☐ Bed Bug Addendum
- ☐ Mold Information and Prevention Addendum
- ☐ Renter's Insurance Addendum
- ☐ Lease Contract Guaranty
- ☐ Park West Community Policies Acknowledgment

6. Within 10 business days, mail a completed copy of your lease documents and a \$150 security deposit via personal check, cashier's check or money order* payable to Park West to:

Servitas Management Group, LLC
Attn: Park West Leasing
6363 Woodway Drive, Suite 975
Houston, TX 77057

7. We will return a fully executed lease packet to you via email.

***Cash is not accepted**



PARK WEST

Part 1 - Rental Application

An application must be completed per person per bed space leased. One person per bed space is allowed.

RENTER INFORMATION

First name _____ Middle initial _____ Last name _____

Address (as shown on driver's license) _____

City _____ State _____ Zip _____

Driver's license # and state _____ or Govt photo ID card # _____

Former last names (maiden & married) _____

SSN _____ Birth date _____

(If you are under 18 years of age you may not enter a lease agreement without the written authority of your legal guardian. Please contact our office and we will assist you).

Gender ☐ F ☐ M ☐ Gender neutral* US citizen? ☐ Yes ☐ No

**By selecting Gender Neutral you agree to being placed with any person of any gender including a person who identifies with a gender that they were not originally born.*

Marital status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Classification ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

PREFERENCES

Lease term ☐ Academic Year ☐ 12 Months ☐ 24 Months

Desired floor plan ☐ 1 bed/1 bath flat ☐ 2 bed/2 bath flat ☐ 3 bed/3 bath flat

Do you or any occupant smoke? ☐ Yes ☐ No

Do you mind living with someone who smokes? ☐ Yes ☐ No

Do you have a roommate? ☐ Yes ☐ No

If yes, please list his or her name _____



MOVE IN DATE

August 20, 2016 is our official opening day.

If we can accommodate early move-in on August 13, 2016 would you be interested? ☐ Yes ☐ No

Would you prefer the later move-in date of August 27, 2016? ☐ Yes ☐ No

ADDRESS HISTORY

Permanent address [where you live when not in school]

City _____ State _____ Zip _____

Current address [if different than permanent address]

City _____ State _____ Zip _____

If you rent, apartment name _____ Monthly rent \$_____

EMPLOYMENT HISTORY

Current employer _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Position _____

Gross monthly income is \$_____

Previous employer [if any] _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Position _____

Gross monthly income was \$_____



CREDIT HISTORY

Bank's name _____

City _____ State _____ Zip _____

List major credit cards _____

Other non-work income you want considered _____

Past credit problems _____

RENTAL/CRIMINAL HISTORY

Have you or any occupant listed on this application ever [check all applicable]

You represent that the answer to any item not checked below is "no."

- | | |
|---|---|
| <input type="checkbox"/> Been evicted or asked to move out | <input type="checkbox"/> Been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudications, court-ordered community supervision, or pretrial diversion |
| <input type="checkbox"/> Moved out of a dwelling before the end of the lease term without the owner's consent | <input type="checkbox"/> Been charged, detained or arrested for a felony or sex-related crime that has not been resolved by any method |
| <input type="checkbox"/> Declared bankruptcy | |
| <input type="checkbox"/> Been sued for rent | |
| <input type="checkbox"/> Been sued for property damage | |

Please indicate the year, location, and type of each felony or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.

YOUR VEHICLE

Make, model, and color _____

Year _____ License # _____ State _____

HOW DID YOU HEAR ABOUT US?Were you referred? ☐ Yes ☐ No If yes, by whom? _____Did you find us on your own? ☐ Yes ☐ No If yes, please fill information below.

- | | |
|---|---|
| <input type="checkbox"/> Website _____ | <input type="checkbox"/> Stopped by _____ |
| <input type="checkbox"/> Rental publication _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Newspaper _____ | |



EMERGENCY CONTACT

First name _____ Middle initial _____ Last name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

If you die or are seriously ill, missing, or incarcerated according to an affidavit of your guarantor, 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 you are seriously ill or injured, you authorize us to call EMS or send an ambulance at your expense. We are not legally obligated to do so.

AUTHORIZATION

I/we authorize NCCD - College Station Properties, LLC to verify the information above by all available means, including reports from consumer-reporting agencies before, during, and after tenancy on matters relating to my lease, as well as income history and other information reported by employers 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 day of this application.

Applicant's signature _____

ACKNOWLEDGMENT

You declare that all your statements on this application are true and complete. 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, 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 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 contract, the rules, and financial obligations. Fax or electronic signatures are legally binding.

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 bed space off the market



until we receive a completed application and any other required information or monies to rent space. You are not applying for a particular unit but a unit style and a space within a unit style. We may assign you to any space in the unit style you requested in any specific unit we choose. Additional provisions or changes may be made in the lease contract if agreed to in writing by all parties. You are entitled to a copy of the lease contract after it is fully signed.

Application's signature _____ Date _____

Signature of owner's representative _____ Date _____



PARK WEST

Part 2 - Guarantor Application

LEASE CONTRACT INFORMATION

List the person whose lease you are guaranteeing

First name _____ Middle initial _____ Last name _____

Address 503 George Bush Dr. W

City College Station State TX Zip 77840

GUARANTOR INFORMATION

First name _____ Middle initial _____ Last name _____

Address [as shown on driver's license] _____

City _____ State _____ Zip _____

Driver's license # and state _____ or Govt photo ID card # _____

Phone _____ Alternate or Cell Phone _____

SSN _____ Birth date _____

Email _____ Total number of dependents under 18 or in college _____

Gender ☐ F ☐ M US citizen? ☐ Yes ☐ No

Marital status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Relationship to resident ☐ Parent ☐ Sibling ☐ Employer ☐ Other _____

Are you, or your spouse, a guarantor for any other lease? ☐ Yes ☐ No If yes, how many? _____

Do you own or rent your home? ☐ Own ☐ Rent If renting, name of apartments? _____

Manager's name _____ Phone number _____



EMPLOYMENT HISTORY

Current employer _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Email _____

Position _____ Length of Employment _____

Supervisor's name _____ Phone number _____

Gross monthly income is \$ _____

YOUR SPOUSE

First name _____ Middle initial ____ Last name _____

Driver's license # and state _____ or Govt photo ID card # _____

Phone _____ Email _____

SSN _____ Birth date _____

Current employer _____

Position _____ Length of Employment _____

Work phone _____ Gross monthly income is \$ _____

CREDIT HISTORY

Bank's name _____

City _____ State _____ Zip _____

List major credit cards _____



ACKNOWLEDGMENT

You declare that all your statements on this application are true and complete. You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. 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 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 contract, the rules, and financial obligations. Fax or electronic signatures are legally binding.

We recommend that you obtain a copy of the Lease Contract and Lease Contract Guaranty, and read them. We will furnish you a copy of the Lease Contract and Lease Guaranty upon written request.

Guarantor's signature _____ Date _____

Guarantor's spouse signature _____ Date _____
[If Applicable]

Signature of owner's representative _____ Date _____



PARK WEST

Part 3 - Fair Housing Statement, Application Standards and Rental Criteria for Housing

FAIR HOUSING STATEMENT

Thank you for choosing our community. The management and facilities staff at the community exceed Federal Fair Housing guidelines and do not discriminate against any applicant, guest, or person based on race, sex, religion, age, color, familial status, national origin, handicap, or sexual orientation.

We take discrimination seriously and our staff is trained to treat everyone the same with respect, compassion and consistency. If you feel you have not been treated equally to other residents or applicants, we encourage you to report your concerns immediately by contacting Servitas Management Group, LLC at our corporate office in Houston at 713-714-4052 and by asking to speak with the Operations Director. If they are not available they will contact you as soon as possible and listen to your concerns and help to resolve them if possible. We appreciate the opportunity to dialogue with you about the experience.

APPLICATION STANDARDS

Identification: You may request a tour of the facility. For the safety of our staff and the community we require that every person touring that is age 17 or above, regardless of the number of times they may have visited before, must provide government issued proof of identity and legal access to the United States. A valid driver's license, state identification, visa, I-20, passport or military ID is sufficient. Those individuals not having proper identification may not tour. Individuals 16 or younger must be accompanied by an adult who has proper credentials.

Guest Card: All potential Applicants of the touring party must complete a guest card. This is our record that a tour was given and the date and time of the tour. If you have previously started a guest card we must verify that we indeed have this registration in our system.

THE APPLICATION PROCESS

Occupancy Guidelines: The maximum number of occupants is one occupant per bed in all styles of apartments.

Leaseholder: All Leaseholders must be 18 years or older. If you are not 18 years old, please contact our office for additional information. All Leaseholders should strive to be enrolled at an institution of higher learning in the area of the university or college the community primarily serves throughout the lease term, but is not a requirement. Other applicants may be considered during the leasing process and are established between the owner and the management company.



Security Deposit: A refundable Security Deposit is required of all applicants and for each bed space rented. The standard Security Deposit may vary between our locations based on market research and trends. If you or your guarantor do not meet the community credit standards you may be asked for an additional amount to be applied to the Security Deposit. The standard Security Deposit per bed space at this community is listed on our website. Once placed in a bedroom the Deposit is applied accordingly and is held until the end of the lease term. The Security Deposit is refundable if all obligations of the rental contract are fulfilled and the condition of the apartment is similar to the condition at the time of move in and any changes to the apartment are considered “normal wear and tear.”

We comply with individual State Laws that may vary regarding the return of the deposit or the records required if owner is retaining all or a portion of the deposit for any reason allowed by the lease. Under most State Law, the return of the deposit or the records required if retaining all or a portion of the deposit are allowed to be postmarked on the last day of the identified period. In order to return the deposit the Leaseholder must submit in writing their forwarding address. The Security Deposit will be refunded in the name of the Leaseholder regardless of the person paying the Deposit at time of application and is not transferable. If moving out of the facility for a period of time and returning to the facility for a later period, you may elect to keep your Deposit on file with us by completing a Security Deposit Agreement available in our office and satisfying all obligations of the current lease prior to returning the next Lease Period. You will not be able to return if the prior period business is not settled in its entirety.

Application Fee: A non-refundable Application Fee per applicant is required at this location. The standard Application Fee is listed on our website. This Fee is to conduct a criminal background, rental verification and credit check. The check or credit card payment is cashed or processed immediately.

Completion of Lease: Applicant has 10 business days (M-FR) or 12 total days or 288 hours from the time of submitting an application to execute the Lease document once it is presented. Once the Lease document is executed Applicant is responsible for performing all Lease terms including fees pertaining to cancellation of the Lease as stated in the Lease. If you don't execute your Lease within the 10 business days the deposit may be forfeited and your reservation canceled. An additional fee or additional deposit may be required to request a new Lease be generated.

Returned Check Fee: If you pay your deposit and application fee by check and there are insufficient funds to cover the check you will be assessed an insufficient fund fee equal to the insufficient fund fee stated in our lease documents.

APPLICANT & GUARANTOR QUALIFICATIONS

Resident Verify Screening: We have adopted and implemented the Resident Verify Screening System to provide all screening of Applicant and Guarantor qualification based on the responses made in the application submitted by you. Resident Verify Screening evaluates the information using an automated set of criteria that is based upon standard and acceptable criteria set by our community. The result is presented to our staff as ACCEPT, FAIL, or ACCEPT WITH CONDITIONS. Our staff has no role in determining the recommendation of the automated system. The system will automatically generate a letter to your attention if the recommendation is based on information you provided that does not meet our rental criteria. If you believe information used to determine the recommendation is not accurate, the adverse action letter we will provide you the name,



address, and telephone number of the agency from which the information was collected to make the recommendation. Our on-site staff is not provided details of the nature of the recommendation to protect your privacy. You must contact the agency directly to discuss any concerns or details.

Criminal Background: All Applicants 18 years or older will be screened for criminal records. We do not accept Applicants that are currently on parole, probation and/or suspended sentence for most offenses, or who have been charged with, pleaded “guilty” or “no contest” to any felonies, certain misdemeanors, or any unlawful conduct involving a minor. If you are not yet 18 we may not perform a criminal background on you without the written consent of your parent. We can provide you a form to help them provide us this consent.

Eviction and Rental History: All Applicants 18 years or older and all guarantors will be screened for eviction and rental history and must meet acceptable standards set by the community. In general eviction from a former landlord, owing a prior landlord money, and violations of prior landlord acceptable community standards may all be considered and impact the recommendation.

Income and Credit Verification: A rental, income, and credit verification will be required on all Guarantors and those Applicants wishing to self-qualify for occupancy. The recommendation is based on a total screening score for the three categories and acceptable standards set by the community.

You may always elect to pay the entire contract value at the time of Lease execution in the form of a cashier's check, credit card payment or money order and then no rental, income, and credit verification is required, however, all application fees are standard and due.

We use the following calculations to determine financial and credit worthiness: Income verification is determined using a Rent to Income Ratio of 3.5 to 1 for the Guarantor and a Rent to Income Ratio of 3 to 1 for the Self-Qualifying Applicant. Acceptable proof of income verification may be required due to insufficient data available and may include but are not limited to: 2 consecutively dated pay stubs; letter from employer on official company letterhead with business card attached; court documents outlining money due; financial aid award letters and an I-20 (both of which only apply toward proof of Self-Qualifying Applicant income and do not pertain to Guarantor income). Other financial records may be considered at owner discretion.

An overall credit recommendation is based on a matrix of information gathered including the absence of credit or a credit score, a credit score of less than 650, bankruptcy, foreclosures, total number of current delinquent accounts and total number of accounts currently or in the past turned to collections and total account charge-offs. We do not consider utility and medical bills in our review of accounts that are considered.

Recommendation Pass: At the time screening is complete a recommendation of PASS will confirm the Lease agreement already presented, regardless of whether we have countersigned the document or not, the space is reserved and you are responsible for fulfilling all obligations.

Recommendation Pass with Conditions: At the time screening is complete a recommendation of PASS WITH CONDITION, regardless of whether we have countersigned the agreement will not confirm the lease agreement already presented until a replacement Guarantor is submitted with an additional fee of \$25 to run a new screen AND/OR three (3) installments are paid in advance. One installment due immediately and two additional at the time of move-in that will be applied to the last two installments of the lease term. Since most Lease agreements have a payment due August 1 and will have been paid by the installment immediately due



and the other two advance installments due at move-in are applied to the last two installments of the Lease, you will probably have an additional installment due September 1 and every month thereafter until the final two installments of the Lease. We are not requiring you to select this option to reside with us and to cover your credit or income deficiency and offer an alternative option requiring no advance payment and is to present a guarantor that may meet the standards of the community. It is your choice. As always paying the Lease completely precludes the need for us to run these verifications for income and credit. Regardless of whether the lease was countersigned by us you have agreed by signing the Special Provisions Addendum that you will rectify the RECOMMEND WITH CONDITIONS prior to move-in day or you will not be allowed to take occupancy and you will be bound to all terms of the lease agreement regarding Lease Cancellation.

Recommendation Fail: At the time screening is complete a recommendation of Fail due to a criminal background verification, will cancel the presented Lease agreement, whether we have or have not countersigned the agreement and the space you are reserving will be forfeited. We will return the refundable deposit within the time frame permitted by State Law as long as a forwarding address is provided, however, we will retain any non-refundable fees already paid.

RIGHT TO AMEND ---

We reserve the right to amend criteria and policies at any time without notice to current residents or future residents. The documented date of changes to the screening criteria is the date recorded in our system when the screening system was altered and is not the date this narrative may or may not have been revised and posted. All applicants and guarantors have been treated the same and were required to meet the identical implemented on the date they made application and are not required to meet new standards if the policy is amended at a future date.

Application's signature _____ Date _____

Signature of owner's representative _____ Date _____

