

## HOW TO FILL OUT TAA APPLICATION AND LEASE GUARANTY

**\*\*Note to agents: we will no longer be accepting applications that are not completely filled out. If you drop something off that is missing anything you will be asked to pick it up and turn it in again.\*\***

### FRONT OF APPLICATION

- “About You” section-Full name, street address, driver’s license # and state, former last names if applicable, social security number, birthdate, height, weight, sex, eye color, hair color, marital status, US citizen, any animals **\*\*most pre-lease properties will not allow animals, please double check before turning in applications\*\***
- Current home address, best contact phone number, email, current rent amount, current owner or manager and their phone number, why are you leaving?
- Previous home address if applicable
- “Your Work” section-present employer, address, city/state/zip, work phone, position, gross monthly income, date began, supervisor name and phone. **\*\*if applicant is a student and not working simply put STUDENT\*\***
- Previous employer if applicable
- “Your Credit History” section-bank name, city, and state, credit cards, additional income to be considered, credit problems
- “Your Rental/Criminal History” section-check all that apply
- “Your Spouse” section if applicable-every line filled out
- “Other Occupants” section if applicable-only ‘under 18’ occupants
- “Your Vehicles” section if applicable
- “Why You Rented Here” section- agent name, phone number, and email
- “Emergency” section-every line filled out, applicable box checked
- “Authorization” section-write in University Realty for owner name, applicant signs next to ‘applicant signature’

### BACK OF APPLICATION

- Name of all residents who will sign-write in every person who is applying
- Name of owner/lessor should be University Realty
- Property name and type-EXAMPLE: Delphi 2-2, Orange Tree 3-2, Casa de Salado 1-1
- Complete street address including city, state, zip-this is all listed on the pre-lease list
- Names of all other occupants-only ‘under 18’ occupants from the front section of the application
- Total number of residents and occupants
- Our consent necessary for guests staying longer than   3   days
- Beginning date and ending date of Lease Contract-this information is on the pre-lease list, dates are different for every property
- Number of days’ notice for termination           30
- Total security deposit is equal to one month’s rent-information is on the pre-lease list
- Animal deposit is negotiated with each individual owner-double check with the office for this information
- # of keys/access devices for    unit    mailbox            other-check with the office for this information, it is different for every property
- Total monthly rent is listed on the pre-lease list-prices for double occupancy will be different for each property, check with the office if turning in double occupancy applications
- Rent to be paid at 705 West 24<sup>th</sup> Suite C Austin, TX 78705

- Prorated rent for the first month
- Late charges due if rent is not paid on or before \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_
- Initial late charge \$ \_\_\_\_\_ 50 \_\_\_\_\_; Daily late charge \$ \_\_\_\_\_ 10 \_\_\_\_\_
- Returned check charge \$ \_\_\_\_\_ 100 \_\_\_\_\_
- Animal violation charges: Initial \$ \_\_\_\_\_ 250 \_\_\_\_\_; Daily \$ \_\_\_\_\_ 10 \_\_\_\_\_
- Dwellings are never furnished
- Utilities paid by owner vary for every property, check pre-lease list or ask the office
- Utility connection charge \$ \_\_\_\_\_ 50 \_\_\_\_\_
- You are NOT required to buy insurance
- Agreed reletting charge is 85% of one full month's rent
- Security deposit refund check will one check jointly payable to all residents
- Your move out notice will terminate lease contract on the exact day designated in the move out notice
- If dwelling is house or duplex...this varies on every property, check in the office for this information

#### **APPLICATION AGREEMENT**

- Fill in #14 "Receipt" section. Application Fee-\$150, Application Deposit-equal to one full month's rent (total for the dwelling not just one tenant's portion), Administrative Fee-\$0, Total of Application Fee and Application Deposit-as applicable, Total amount of money we've received to this date-as applicable
- Applicant's signature and spouse signature(as applicable) needed

#### **LEASE CONTRACT GUARANTY**

- Date of lease contract can be left blank
- Owner's name \_\_\_\_\_ University Realty \_\_\_\_\_
- Resident names-must be names of every single applicant
- Last date for Guarantor renewal can be left blank
- Dwelling address-fully filled out, this information is on the pre-lease list
- Monthly rent for dwelling-full rent for the dwelling, not just one tenant's portion
- Reletting charge \$ \_\_\_\_\_ 85% of one month's rent \_\_\_\_\_
- Beginning date and end date of lease contract-this information is on the pre-lease list
- "About Guarantor" section-full name, address, phone number, email, ownership of home or landlord information, social security, driver's license # and state, birthdate, sex, marital status, total # of dependents, relationship to the resident, guarantor for any other lease?
- "Your Work" section-employer, employer address, work phone number, work email if applicable, length of employment, position, gross monthly income, supervisor name and phone number
- "Your Spouse" section if applicable- full name, driver's license and state, social security #, birthdate, phone number, email, employer if applicable, length of employment, position, work phone number, gross monthly income
- "Your Credit/Rental History section-bank name, city, state, credit cards, check any boxes that apply
- Signature of guarantor, signature of spouse if applicable, date, notary stamp