

SUGAR HILL APARTMENTS

8303 Greatview St. • San Antonio, Texas 78230 • Office 210-342-4241

To Our Applicant(s) -

Please be sure to provide us with all the following when returning your application:

- Proof of income (check stubs (3), SSI Award Letter, Disability Award Letter, etc.)
- Valid Government issued Driver's License or ID
- Social Security Card

All application fees must be paid by 3 separate money orders.

- 1x1 Bedroom Application Deposit Fee: **\$150**
- 2x2 Bedroom Application Deposit: **\$250**
- Application Fee: **\$50** (18 yrs. & over applying for the unit)
- Administrative Fee: **\$100**

If the application(s) is not completed with all information needed, your application maybe denied.

Please understand application fees can be subject to be non-refundable for falsifying or for non-transparency information.

If you have any questions, feel free to contact our office at 210-342-4241.

Sincerely,

Sugar Hill Management





SUGAR HILL RENTAL CRITERIA

In an effort to promote equal treatment of all applicants, there will be no exceptions to the following rental qualifying criteria. If you do not meet any of the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and funds will not be refunded. Each applicant must be 18 years of age and provide government issued identification. Nationwide criminal searches will be conducted on each applicant and any occupant over the age of eighteen (18) years old.

Income Requirements: Income must be no less than three (3) times the amount of the monthly rent. If more than one applicant, the income may be combined to meet the requirement.

Credit Requirements: At least 50% of current accounts must be in good standing. No credit history will be considered good credit history. A non-refundable risk fee may be required. Bankruptcies that have not been discharged may result in denial.

Criminal Background Check: Convictions for sexual crimes will result in denial of that applicant or occupant. Criminal conviction history for violent crimes, crimes against persons or property, or drug-related crimes may result in denial.

Rental Requirements: All applicants must have six (6) months of verifiable rental history or mortgage history. A non-refundable risk fee may be required. Outstanding debts to landlords and or negative rental profile may result in denial.

Employment History: All applicants must have six (6) months of verifiable employment history with current employer. All applicants must provide a copy of applicant's three (3) most recent paycheck stubs. Application may be denied if employment history is unsatisfactory.

Lease Guarantor: A Lease Guarantor will be allowed for renters with insufficient income. Lease Guarantors must: make at least six (6) times the amount of the monthly rent and meet all qualifying criteria above. Complete and sign a separate Lease Guaranty form.

Maximum occupancy limits are defined as two (2) people per bedroom plus one (1) additional person in the apartment. Persons are counted as occupants at birth. Maximum occupancy is as follows: 1 bedroom: 2-3 persons 2 bedroom: 4-5 persons 1

Your signature acknowledges that you have reviewed these rental qualification criteria.

Applicant Signature

Date



8303 Greatview St.
San Antonio, Texas 78230
Phone: 210-342-4241
Fax: 210-979-6510

**DISCLOSURE AND AUTHORIZATION REGARDING FEDERAL FAIR
CREDIT REPORTING ACT**

The purpose of this disclosure and authorization is to inform you that a consumer report under the Fair Credit Reporting Act may be obtained about you for the purposes of determining your credit worthiness in connection with the application you have made with us. Failure to authorize the consumer reports may result in denial of your application or continuation of our business relationship.

I acknowledge receipt of this disclosure and authorize Sugar Hill Apartments and its agents to obtain consumers reports on me, including any additional information given as a part of this application. If my application is approved, this authorization shall remain valid and serve as an ongoing authorization Sugar Hill Apartments and its agents to obtain consumer reports on me.

I release Sugar Hill Apartments and its agents from any and all claims, damages, and liabilities arising from conduction consumer reports, obtaining information about me and utilizing that information in connection with my applicant or ongoing business relationship that we may establish.

Please acknowledge receipt of this disclosure and authorization for the consumer reports by signing below and providing us with the necessary information to obtain a consumer report:

Applicant Signature _____
Date

Printed name of Applicant: _____

Address, City, State, and Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Driver License Number: _____ State: _____

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 _____

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 mailbox, 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 _____

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): \$ 50.00
 - 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 Sugar Hill Apartments

(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 Sugar Hill Apartments

(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 \$ 60.00 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 <input type="checkbox"/> by telephone, <input type="checkbox"/> by letter, <input type="checkbox"/> by email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> nonacceptance: _____ <small>(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.)</small>	
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: _____	

