



Senior Community Cottages

1901 Merlin Street Bay City, TX 77414

monarcheast@myyahoo.com

832-392-7342

Statement of Rental Policy

Availability:	Availability of specific apartment or apartment type.
Income:	Guaranteed monthly net income (pay stubs). Social Security Benefits. Retirement Benefits. Income must be at Least 2 times the rental amount.
Credit Check:	Complete check of credit and criminal history will be completed. The credit bureau must have more R-1 credit ratings than slow pay or collections. No judgments or liens are acceptable. An Application Fee must be paid before any verification begins. Applicant's last residence must have a prompt payment record and sufficient notice to vacate given. Applicants must have lived at present or immediate past address for no less than 6 months. No felony convictions.
Employment:	Present or immediate past job verification for no less than 6 months or retired.
Application:	No falsification or omission of information on rental application is acceptable and will be considered grounds for termination of Apartment Lease Contract, if subsequently determined.
Occupancy:	No more than four (4) persons in a two (2) bedroom apartment. <u>All occupants must meet the age requirement of at least 62 years of age.</u> Married spouses under 62 permitted with supporting documentation. Each resident assumes responsibility and liability for the entire rental payment. All must execute the Apartment Lease Contract.
Vehicles:	No more than two (2) vehicles per apartment unit. All motor vehicles must be operational with current license/ inspection sticker. Auto mechanical work is not permitted on the property.
Payment:	RENT is due and payable on the first (1) day of each month. All amounts due must be made in the form of a check or money order. CASH is never accepted as a form of payment.





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- Equal Housing:** **NON-DISCRIMINATION** on the basis of race, color, sex, handicap, familiar status or national origin is the comprehensive policy of the Owner and Owner's Agent.
- Water Furniture:** Water Furniture is accepted on first floor only, with proof of insurance, deposits, and prior written management approval.
- Pets:** Pets are permitted and must meet all community requirements and a pet fee must be paid in full for each pet. No more than one (1) pet is allowed in each apartment. The pet fee is not a deposit and is non-refundable.
- Miscellaneous:** Boats and trailers are not permitted on the property. Recreational vehicles or commercial type vehicles are not permitted to park on the property.

I have read and understand the rental policies of this community.

Resident Signature _____ Date _____

Print _____

Resident Signature _____ Date _____

Print _____

Resident Signature _____ Date _____

Print _____

Resident Signature _____ Date _____

Print _____

Owner's Agent _____ Date _____



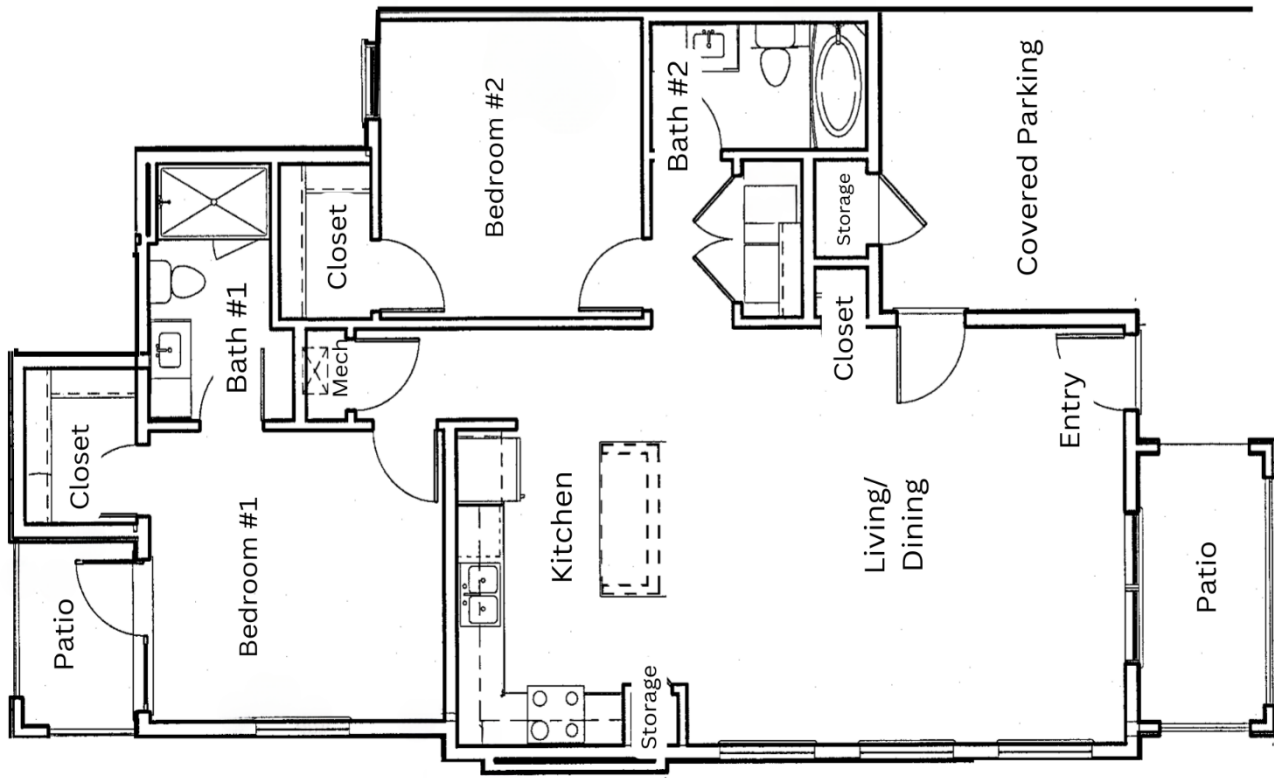


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Two Bedroom/ Two Bath Unit – 1133 sq. ft.

Maximum Occupancy – 4 Security Deposit \$500.00

Non- Refundable Application Fee \$45.00 each

Pet Fee (Non-Refundable) \$500.00 1 Pet/Unit

Affordable Income Limits (Annual Median Income)

	1 Person	2 Person	3 Person	4 Person
60% AMI	\$33,360	\$38,160	\$42,900	\$47,640
80% AMI	\$44,480	\$55,880	\$57,200	\$63,520

Combined annual income for the Household must be under the above income limits to receive the rental amounts at the affordable rates. Subject to availability.

If Household income exceeds Affordable Income Limits, Market Rates will apply.



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Affordable Rate:

60% AMI 12-month lease- \$1070.00

80% AMI 12-month lease- \$1,365.00

Market Rate:

12-month lease- \$1,475.00

Amenities:

Attached Carport	WiFi Service Provided
Washer/Dryer	Fully Equipped Kitchen
Walk-in Closet	Large Kitchen Center Island
Additional Storage	Refrigerator with Ice Maker
Vinyl Plank Flooring	Built-in Microwave
Ceiling Fans	Water/Garbage Service
Convenient Shopping	Window Coverings

Acceptable Employment Documentation:

- Pay stubs (minimum of 2 current consecutive)
- Copies of electronic paycheck (minimum of 2 current consecutive)
- Employment letter notarized- must include date of hire, salary & position
- Social Security awards letter
- Retirement letter
- Tax Return (most recent)

Questions? Contact Denise, Community Manager 832.392.7342

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 _____

(if applicable)

Kind _____ Weight _____

Breed _____ Age _____

Kind _____ Weight _____
Breed _____ Age _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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. **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.

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): **\$45.00**
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 Monarch at Bay Prairie East

(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 Monarch at Bay Prairie East

(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 \$ _____ 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: _____

TAA Official Statewide Form 21-D1/D2, Revised October 2021

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Supplemental Rental Application for Units Under Government Regulated Affordable Housing Programs

Date when filled out: _____

1. **Supplemental Information.** The purpose of this Supplemental Rental Application is to determine whether you qualify for affordable rental housing under a government regulated affordable housing program. It is very important that you answer all questions fully and accurately.
2. **Employment Update.** Present employer: _____
Address: _____ City, State, ZIP: _____
Work Phone: _____ Position: _____
3. **Household Composition.** List all persons, including yourself, who will be living in your household.

Number of Persons	Full Name	Relationship	Age	Student Status
1 (Head of Household)				☐ Full-time ☐ Part-time ☐ N/A
2				☐ Full-time ☐ Part-time ☐ N/A
3				☐ Full-time ☐ Part-time ☐ N/A
4				☐ Full-time ☐ Part-time ☐ N/A
5				☐ Full-time ☐ Part-time ☐ N/A
6				☐ Full-time ☐ Part-time ☐ N/A

Does anyone live with you now who is not listed above? ☐ Yes ☐ No. Does anyone plan to live with you in the future who is not listed above? ☐ Yes ☐ No. If you answered “Yes” to any question, please explain: _____

Are you a veteran? ☐ Yes ☐ No **Important Information for Former Military Services Members.** Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Air Force, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at <https://veterans.portal.texas.gov/>.

Are any of the household members listed above: Foster children? ☐ Yes ☐ No Live-in attendants? ☐ Yes ☐ No

Were any of the names listed above students in the year this application was completed? ☐ Yes ☐ No. Do any of them plan to be students in the year this application is completed? ☐ Yes ☐ No. If you answered “Yes” to either question, please explain: _____

4. **Income.** List all income of all adults and persons in your household, including those under 18 (except for income earned from employment by persons under the age of 18 who are dependents of another household member).

Gross Monthly Income Source: <i>Indicate whether anyone in your household receives income from the following</i>		Applicant	Co-Applicant	Other Household Members	Total
Salary	☐ Yes ☐ No	\$	\$	\$	\$
Overtime Pay	☐ Yes ☐ No	\$	\$	\$	\$
Commissions and Fees	☐ Yes ☐ No	\$	\$	\$	\$
Tips and Bonuses	☐ Yes ☐ No	\$	\$	\$	\$
Interest and/or Dividends	☐ Yes ☐ No	\$	\$	\$	\$
Net Income from Business	☐ Yes ☐ No	\$	\$	\$	\$
Net Rental Income	☐ Yes ☐ No	\$	\$	\$	\$
Social Security, Supplemental Security Income	☐ Yes ☐ No	\$	\$	\$	\$
Pensions, Retirement Funds, etc.	☐ Yes ☐ No	\$	\$	\$	\$
Support from Parents or Relatives	☐ Yes ☐ No	\$	\$	\$	\$
Unemployment Benefits	☐ Yes ☐ No	\$	\$	\$	\$
Workers’ Compensation, etc.	☐ Yes ☐ No	\$	\$	\$	\$
Alimony	☐ Yes ☐ No	\$	\$	\$	\$
Sources of Child Support:					
• Court-ordered (regardless if paid)	☐ Yes ☐ No	\$	\$	\$	\$
• Voluntary payments	☐ Yes ☐ No	\$	\$	\$	\$
• Anticipated payments	☐ Yes ☐ No	\$	\$	\$	\$
AFDC/TANF	☐ Yes ☐ No	\$	\$	\$	\$
Student Financial Assistance	☐ Yes ☐ No	\$	\$	\$	\$
Other: ☐ Yes ☐ No (explain)		\$	\$	\$	\$
				TOTAL \$	

5. **Assets.** List all assets of all adults and persons in your household, including those under the age of 18.

Listing of All Assets	Cash Value	Annual Interest, Dividends or Rent from Assets	Name of Financial Institution or Description of Asset	Account Number
Checking Account(s) ☐ Yes ☐ No	\$	\$		
Savings Account(s) ☐ Yes ☐ No	\$	\$		
Credit Union Account(s) ☐ Yes ☐ No	\$	\$		
Stocks, Bonds or Mutual Funds ☐ Yes ☐ No	\$	\$		
Real Estate or Home ☐ Yes ☐ No	\$	\$		
IRA/Keough Account ☐ Yes ☐ No	\$	\$		
Retirement Fund (401(k), 457, 403(b), etc.) ☐ Yes ☐ No	\$	\$		
Pension Fund ☐ Yes ☐ No	\$	\$		
Trust Fund ☐ Yes ☐ No	\$	\$		
Mortgage Note Held ☐ Yes ☐ No	\$	\$		
Whole Life Insurance ☐ Yes ☐ No	\$	\$		
Cash Value				
Other: ☐ Yes ☐ No (explain)	\$	\$		

6. **Rental Assistance.** Do you receive any type of federal, state, or local government rental assistance? ☐ Yes ☐ No. If yes, please explain: _____
7. **Asset Verification.** Have you disposed of any assets for less than fair market value in the last two years preceding the date of this application? ☐ Yes ☐ No.
8. **Certification.** By signing this Supplemental Rental Application, you as the applicant are certifying that all the above information is true and correct. You are consenting to disclosure of income and financial information from your employer(s) and any financial institutions where your assets are kept.
9. **Recertification.** If this form is being used for recertification and you have changed employment during the past year, you must complete the “Your Work” section of the TAA Rental Application.

Applicant

Date of Signing Application

Co-Applicant

Date of Signing Application

