

# TX EXCEL PROPERTY MANAGEMENT

## FOREST POINTE APARTMENTS

13030 Northborough Dr. Houston TX, 77067

[Forestpoint13030@gmail.com](mailto:Forestpoint13030@gmail.com)

Office (832)-666-8134

## QUALIFYING CRITERIA

---

We are proud to provide Equal and Fair Housing Opportunities. We do business in accordance with the Federal Fair Housing Law. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

### ***Income/employment***

All persons applying for an apartment must sign the rental application, and must have a verifiable source of income in a **net** amount of no less than **3** times the gross rental rate. For a person to be a guarantor, he/she must have no less than **5** times the gross rental rate. You will be asked to provide at least 3 consecutive paycheck stubs, and verification must be within 90 days of move-in date. In the event of multiple applications/roommate combined information may be considered. Every person over the age 18 must be a lease holder.

Acceptable proof of income is as follows:

- Pay stubs with verification or job offer (on company letterhead) with salary.
- Most recent tax return (if within 90 days).
- Prior three months of bank statements.
- Guarantor's income with proof
- Government, state, or corporate unit tenants does not need to qualify income requirements.

### ***Rental History***

All persons applying for an apartment must have six months verifiable, satisfactory past history (all addresses revealed during processing should be researchable). Satisfactory history includes the following:

- No more than one late payment or NSF in a 6 month period.
- Lease term fulfilled.
- Residence left in satisfactory condition.
- Proper notice to vacate given.
- 1<sup>st</sup> time renters accepted upon review.
- No rental history requires extra deposit or Guarantor.

### ***Credit and Rental History:***

All persons applying for an apartment must have established retail credit in good standing. Negative credits include but are not limited:

- Past due accounts.
- Judgments.
- Liens.
- Write offs.
- Balance to a rental community.
- Evictions.
- Poor credit and rental history cases will be considered case by case with additional deposit or with Guarantor to lease

### ***Criminal History:***

A criminal background search will be conducted for each applicant and occupant over the age of 18. Any felony convictions or misdemeanors for theft of property, violence, drug violations, injury to persons, damage to persons, damage to property, sexual offenses and/or moral turpitude status, even if currently serving deferred adjudications, convicted or case pending will be an automatic denial of application.

### ***Occupancy Standards:***

No more than 2 persons per bedroom allowed.

### ***Other policies:***

- Nonrefundable application fee of \$45 per individual over the age of 18 must be paid.
- Nonrefundable application fee of \$70 for married couples.
- Nonrefundable guarantor application fee of \$45 per individual.
- Security deposits are all \$250 based on your application you could be required to pay an additional deposit and/or up to one month's rent in addition to the standard security deposit.
- Cancellation after approval will result in forfeiture of the deposit.
- Please be advised that it can take 1-3 days for final approval once we receive all information needed to approve the application.
- We reserve the right to request any additional information needed to approve the application.
- Our management company manages more than 15 apartment complexes in BCS and Houston areas. Each complex has different criteria. If the applicant is not approved for one complex, he/she might be suggested different complex that we manage.
- If applicant does not meet all the criteria, applicant might be approved with a higher deposit and also does not qualify for move in specials.

### ***Pet Requirements:***

- Aggressive breed animals are not allowed.
- \$500(\$300 is non-refundable) pet deposit is required.
- Limit 2 animals.

### **Privacy Policy for Personal Information of Rental Application and Resident:**

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. We will follow federal and state laws regarding the protection of your personal information. We will use your personal information for our business purposes only as it relates to leasing a dwelling to you. We allow only office persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems. After we no longer need or are required to keep your personal information, we will shred them. If you found us through a locator services, please be aware that locator services are independent contractors are not our employee or agents.

Failure to meet above criteria, failure to provide requested information or verification on any information and/or falsification on any information on the rental application, or incomplete applications including unsigned rental application will result in denial of application. By signing this document you are acknowledging that you agree with and have read all terms.

(\*Applicants whose credit is not meeting with our qualifying criteria, can be approved for our other apartments complexes.)

# TX EXCEL PROPERTY MANAGEMENT

## FOREST POINTE APARTMENTS

13030 Northborough Dr. Houston TX, 77067

[Forestpoint13030@gmail.com](mailto:Forestpoint13030@gmail.com)

Office (832)-666-8134

Full Name (Exactly as on Driver's License) \_\_\_\_\_ - \_\_\_\_\_

Home Tel. # \_\_\_\_\_ Work Tel. # \_\_\_\_\_ Cell Tel. # \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Driver's License #&State: \_\_\_\_\_ Email address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Children's Names and ages: \_\_\_\_\_

Do you have any pet? YES/NO , Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

Are You Student? Y or N IF Yes BLINN, Or TAMU ? If You have co-applicant, Is she/he student? Y, N

Are you applying with a Guarantor Y or N \_\_\_\_\_

Circle your Major Credit Cards: VISA, MASTER CARD, DISCOVER, AMEX, GAS, STORE, OTHER \_\_\_\_\_

Your Bank's Name, City, State: \_\_\_\_\_

Have you ever declared bankruptcy: \_\_\_\_\_

Past credit problems you want to explain: \_\_\_\_\_

Have you ever been evicted or asked to move out? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Are you on probation? \_\_\_\_\_

Have you ever been charged with felony? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Are you registered sex offender? \_\_\_\_\_

Present Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Position: \_\_\_\_\_

Your Gross Monthly Income: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Other Income (Retirement/Child Support/SS/HAP/Fin. Aid.) \_\_\_\_\_

Present Employer2: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Position: \_\_\_\_\_

Your Gross Monthly Income: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_

When Do You Want To Move In? \_\_\_\_\_

Do You Have An Upstairs/Downstairs Preference? \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Position: \_\_\_\_\_

Your Gross Monthly Income: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Other Income (Retirement/Child Support/SS/HAP/Fin. Aid.) \_\_\_\_\_

Current Address/Apt. Name: \_\_\_\_\_  
Current Apt. Owner or Manager's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Date of Moved - in: \_\_\_\_\_ Current Rent: \_\_\_\_\_  
Reason For Moving Out: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_ Year: \_\_\_\_\_ Lic. Plate#: \_\_\_\_\_

---

How did you hear about us?

A-Website \_\_\_\_\_  
B-Drive by \_\_\_\_\_  
C-Craigslist \_\_\_\_\_  
D-Battalion ADD \_\_\_\_\_  
E-Eagle ADD \_\_\_\_\_

F-Flyer at \_\_\_\_\_  
G-A Friend recommended \_\_\_\_\_ If So, Name & Address \_\_\_\_\_  
H-Apartment Finder ADD \_\_\_\_\_ Circle: Online/ Printed Add  
I-Student Association Recommended \_\_\_\_\_ If So, Which One \_\_\_\_\_  
J-Other \_\_\_\_\_

---

What attracted you to our complex?

A-Price \_\_\_\_\_  
B-Closeness to Campus \_\_\_\_\_  
C-Closeness to your work Place \_\_\_\_\_  
D-Friend \_\_\_\_\_

E-Floor Plan \_\_\_\_\_  
F-Fire Place \_\_\_\_\_  
J-Other \_\_\_\_\_

---

This property will be shown and made available to all persons without regard to race, color, creed, religion, national original sex, familial status, handicap or elderliness in compliance with all federal, state and local fair housing laws and regulations.

The undersigned hereby makes applications with Altay Property Management, to rent the property located at \_\_\_\_\_ for a term of \_\_\_\_\_ beginning on \_\_\_\_\_ at a monthly rental of \$ \_\_\_\_\_ payable on the first day of each month in advance.

In the event this Application is approved and Applicant(s) are so notified by telephone or in writing, applicant(s) agree to execute a lease upon the terms first listed above and will be required at signing to pay:

\$ \_\_\_\_\_ Pro-Rated Move-in Rent  
\$ \_\_\_\_\_ Security Deposit (if not paid previously)  
\$ \_\_\_\_\_ Pet Deposit

I do hereby swear that all the information written is accurate and truthful to the best of my knowledge. I give permission for the release of my personal information I provided including but not limiting to work history, rental history and other listed information for the use of this application process.

\_\_\_\_\_  
Signature                      Date                      Signature                      Date

---

# TX EXCEL PROPERTY MANAGEMENT

FOREST POINTE APARTMENTS  
13030 Northborough Dr. Houston TX, 77067  
[Forestpoint13030@gmail.com](mailto:Forestpoint13030@gmail.com)  
Office (832)-666-8134

## Employment Verification

I \_\_\_\_\_, authorize the release of my employment information for verification purposes to Altay Property Management, 5801 North Houston Rosslyn, Houston, TX 77091. Your employee has applied to live in our apartment community please take a moment to verify the employment information presented to us at the time of application.

\_\_\_\_\_  
(Applicant Signature) (Date)

Date Started: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Rental Verification

I \_\_\_\_\_, authorize the release of my rental information for verification purposes to Altay Property Management, 5801 North Houston Rosslyn, Houston, TX 77091. A current or previous tenant of yours has applied to live in our apartment community, please take a moment to verify the rental information presented to us at the time of application.

\_\_\_\_\_  
(Applicant Signature) (Date)

Address: \_\_\_\_\_

Date Moved In: \_\_\_\_\_ Date Moved Out: \_\_\_\_\_ Lease Term Fulfilled: \_\_\_\_\_ Notice Given: \_\_\_\_\_

Balance Owed: \_\_\_\_\_ Late Payments: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

If lease violations, please list: \_\_\_\_\_

Would you lease again: \_\_\_\_\_ Comments: \_\_\_\_\_

Apartment Community: \_\_\_\_\_ Apartment Phone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date Verified: \_\_\_\_\_

**SPOUS/CO – APPLICANT:**

Spouse/Co – Applicant Full Name (Exactly as on Driver's License): \_\_\_\_\_

Full Name (Exactly as on Driver's License) \_\_\_\_\_ - \_\_\_\_\_

Home Tel. # \_\_\_\_\_ Work Tel. # \_\_\_\_\_ Cell Tel.# \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Driver's License #&State: \_\_\_\_\_ Email address: \_\_\_\_\_

Social Security#: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Children's Names and ages: \_\_\_\_\_

Do you have any pet? YES/NO , Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

Are You Student? Y or N. IF Yes BLINN, Or TAMU ? If You have co-applicant, Is she/he student? Y, N

Are you applying with a Guarantor Y or N \_\_\_\_\_

Circle your Major Credit Cards: VISA, MASTER CARD, DISCOVER, AMEX, GAS, STORE, OTHER \_\_\_\_\_

Your Bank's Name, City, State: \_\_\_\_\_

Have you ever declared bankruptcy: \_\_\_\_\_

Past credit problems you want to explain. \_\_\_\_\_

Have you ever been evicted or asked to move out? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Are you on probation? \_\_\_\_\_

Have you ever been charged with felony? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Are you registered sex offender? \_\_\_\_\_

Present Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Position: \_\_\_\_\_

Your Gross Monthly Income:\$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Other Income (Child Support/SS/HAP/Fin. Aid.) \_\_\_\_\_

Present Employer2: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Position: \_\_\_\_\_

Your Gross Monthly Income:\$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Position: \_\_\_\_\_

Your Gross Monthly Income:\$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Other Income (Retirement/Child Support/SS/HAP/Fin. Aid.) \_\_\_\_\_

Current Address/Apt. Name: \_\_\_\_\_  
Current Apt. Owner or Manager's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Date of Moved - in: \_\_\_\_\_ Current Rent: \_\_\_\_\_  
Reason For Moving Out: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_ Year: \_\_\_\_\_ Lic. Plate#: \_\_\_\_\_

**How did you hear about us?**

A-Website _____	F-Flyer at _____
B-Drive by _____	G-A Friend recommended _____ If So, Name & Address _____
C-Craigslist _____	H-Apartment Finder ADD _____ Circle: Online/ Printed Add
D-Battalion ADD _____	I-Student Association Recommended _____ If So, Which one _____
E-Eagle ADD _____	J-Other _____

**What attracted you to our complex?**

A-Price _____	E-Floor Plan _____
B-Closeness to Campus _____	F-Fire Place _____
C-Closeness to your work Place _____	J-Other _____
D-Friend _____	

This property will be shown and made available to all persons without regard to race, color, creed, religion, national original sex, familial status, handicap or elderliness in compliance with all federal, state and local fair housing laws and regulations.

The undersigned hereby makes applications with Altay Property Management, to rent the property located at \_\_\_\_\_ for a term of \_\_\_\_\_ beginning on \_\_\_\_\_ at a monthly rental of \$ \_\_\_\_\_ payable on the first day of each month in advance.

In the event this Application is approved and Applicant(s) are so notified by telephone or in writing, applicant(s) agree to execute a lease upon the terms first listed above and will be required at signing to pay:

\$ \_\_\_\_\_ Pro-Rated Move-in Rent  
\$ \_\_\_\_\_ Security Deposit (if not paid previously)  
\$ \_\_\_\_\_ Pet Deposit

I do hereby swear that all the information written is accurate and truthful to the best of my knowledge. I give permission for the release of my personal information I provided including but not limiting to work history, rental history and other listed information for the use of this application process.

_____	_____	_____	_____
Signature	Date	Signature	Date

# TX EXCEL PROPERTY MANAGEMENT

## FOREST POINTE APARTMENTS

13030 Northborough Dr. Houston TX, 77067

[Forestpoint13030@gmail.com](mailto:Forestpoint13030@gmail.com)

Office (832)-666-8134

### Employment Verification

I \_\_\_\_\_, authorize the release of my employment information for verification purposes to Altay Property Management, 5801 North Houston Rosslyn, Houston, TX 77091. Your employee has applied to live in our apartment community please take a moment to verify the employment information presented to us at the time of application.

\_\_\_\_\_

\_\_\_\_\_

(Applicant Signature)

(Date)

Date Started: \_\_\_\_\_

Hourly Wage/Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### Rental Verification

I \_\_\_\_\_, authorize the release of my rental information for verification purposes to Altay Property Management, 5801 North Houston Rosslyn, Houston, TX 77091. A current or previous tenant of yours has applied to live in our apartment community, please take a moment to verify the rental information presented to us at the time of application.

\_\_\_\_\_

\_\_\_\_\_

(Applicant Signature)

(Date)

Address: \_\_\_\_\_

Date Moved In: \_\_\_\_\_

Date Moved Out: \_\_\_\_\_

Lease Term Fulfilled: \_\_\_\_\_

Notice Given: \_\_\_\_\_

Balance Owed: \_\_\_\_\_

Late Payments: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

If lease violations, please list: \_\_\_\_\_

Would you lease again: \_\_\_\_\_ Comments: \_\_\_\_\_

Apartment Community: \_\_\_\_\_ Apartment Phone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date Verified: \_\_\_\_\_