

Please provide copy of ID, copy of social security card, and proof of income with application.

EXCEL APARTMENT MANAGEMENT

Cedar Creek Apartments

1000 University Drive East
College Station, Texas 77840

Office: (979) 846-5200

Email: leasing@cedarbc.com

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 an amount sufficient to pay the monthly rent (the specific net amount of income needed to be determined by Excel Apartment Management on a case-by-case basis at its sole discretion). 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 a 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 6 months period.
- Lease term fulfilled.
- Residence left in satisfactory condition.
- Proper notice to vacate given.
- 1st time renters accepted upon review.
- No rental history or poor rental history will be considered on a case-by-case basis and may require an additional deposit and/or Guarantor.

Credit and Rental History:

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

- Past due accounts.
- Judgments.
- Liens.
- Write offs.

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- Balance to a rental community.
- Evictions.
- Poor credit will be considered case by case basis and may require an additional deposit and/or a Guarantor.

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.

Background Report:

A tenant screening report will be conducted for each applicant and occupant over the age of 18. This report will be used as part of the tenant screening process; and will only be used for that purpose. By completing this application and turning it into Excel Apartment Management for consideration, each applicant and occupant authorizes the tenant screen company to provide consumer's information to various government entities, law enforcement entities, and any consumer reporting agencies.

Occupancy Standards:

No more than 2 persons per bedroom allowed.

Other policies:

- Nonrefundable application fee of \$30 per individual over the age of 18 must be paid.
- Nonrefundable application fee of \$60 for married couples.
- Nonrefundable guarantor application fee of \$30 per individual.
- Standard security deposits are of an amount equal to one month's rent.
- 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.
- If applicant does not meet all the criteria, applicant might be approved with a higher deposit and/or Guarantor; and applicant will 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 locater services, please be aware that locater 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.

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Rental Application

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Date: _____ Time: _____

Name of Apartment Complex Applying for: _____

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 Employer 2: _____

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#: _____

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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 EXCEL APARTMENT 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

Please provide copy of ID, copy of social security card, and proof of income with application.

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Employment/Rental Verification/ Authorization for Background Screening

Employment Verification

I _____, authorize the release of my employment information for verification purposes to EXCEL APARTMENT MANAGEMENT, 1000 University Drive East, College Station, TX 77840. 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)

Rental Verification

I _____, authorize the release of my rental information for verification purposes to EXCEL APARTMENT MANAGEMENT, 1000 University Drive East, College Station, TX 77840. 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)

Authorization for Background Screening

The Applicant hereby consent that EXCEL APARTMENT MANAGEMENT is authorized to order credit, credit reports, criminal background checks, and any other reasonable tenant screening reports from third party providers. The Applicant also authorize the Landlord or its Agent to contact past and present employers, landlords, creditors and/or neighbors to verify employment, income, rent payment history, cleanliness and any other relevant inquires as to the Applicant's likelihood to make regular, timely rent payments; treat the Lease Premises with care and respect; and no engage in activities that are disruptive and/or criminal.

(Applicant Signature)

(Date)

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SPOUSE/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 Employer 2: _____

Supervisor’s Name: _____ Phone#: _____

Employer’s Address: _____ Position: _____

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

Previous Employer: _____

Supervisor’s Name: _____ Phone#: _____

Employer’s Address: _____ Position: _____

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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 _____

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(Applicant Signature)

(Date)