



## WOODHAVEN VILLAS TOWNHOMES

309 Tyler Ct. Weatherford, Texas 76086

Phone: 817-594-00744 ~ Fax: 817-594-9744

# Application Process

Thank you for your interest in applying for residency at Woodhaven Villas. Before the application process can begin, please be sure that your rental application is completed with accurate information; listing all contact information for us to obtain your previous rental history and current employment. All questions must be answered, and all parties must sign the **Rental Criteria** and **TAA Rental Application**.

We want to make the application process as smooth as possible by providing you a list of information that our office will need to start processing your application.

- Any money paid during the application process must be in the form of a money order or cashier's check, filled out completely by the applicant. We do not accept personal checks during the application process.
- The Application/Security Deposit must be on a separate money order or cashier's check from all other fees.
- Occupancy Limits: **Family** is 6 (immediate family 2 persons per bedroom) see Occupancy Limits Policy. **Roommates** are 3 (1 adult per bedroom).
- Please be aware that units may vary in amenities, i.e., flooring color, cabinet placement, countertop color, utility room size, appliance brand, etc. and may not be exactly the same as the models shown.

### The Following Must Be Attached to Your Completed Rental Application:

- ☐ Copy of Social Security Card, Passport, or other approved ID
- ☐ Copy of current Driver's License or other approved ID Card
- ☐ Proof of income attached: Gross income must be a minimum of 3 times the monthly rent amount (3 most recent pay stubs or Offer Letter from new Employer/W2's/1099 Form/Prior Years Tax Return)
- ☐ \$45 (single) \$65 (married) Application fee per adult applicant - must be paid by money order
- ☐ \$85 Administration fee- must be paid by money order
- ☐ \$675 Application Deposit- must be paid by money order (separately from all other)
- ☐ Pet Deposit- \$400 (refundable) + \$400 (non-refundable) For each pet.

**Only 2 pets allowed. 70 lbs. combined max weight. Pet Rent is \$25 per pet each month.**

☐ ESA Form

☐ Email #1 \_\_\_\_\_ ☐ Email #2 \_\_\_\_\_

- ❖ If, at any time you should have a question about our process, please contact the office at 817-594-0744 or Text to 817-458-8939.

*Thank You,  
Woodhaven Villas Staff*

Revised 10/2022

**WOODHAVEN VILLAS**  
**STATEMENT OF RENTAL REQUIREMENTS**

Equal Housing: Non discrimination on the basis of race, color, sex, handicap, religion, familial status or national origin is the policy of this company.

Occupancy: As posted in property office.

Employment: Must be currently employed and/or provide additional source of verifiable income.

Income: Monthly income must be approximately **three times** the monthly rental rate of unit desired. Currently that would be \$4,425 - \$4,725 in monthly combined income.

We do not currently accept Section 8 or Housing vouchers as payment for rent.

Age: Must be 18 years of age unless Federal/State Regulations provide for a variance.

Criminal: No applicants with misdemeanor or felony convictions which constitute crimes of moral turpitude, theft, burglary, sexual assault, crimes of violence or crimes constituting a violation of Chapters 19, 20, 21, 22, 25, 29, 30, 31 of the Texas Penal Code or those listed in Article 4214, Section 3g of the Texas Code of Criminal Procedure will be accepted. No applicants convicted of the illegal manufacture or distribution of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802) will be accepted. No applicants with two or more convictions within the past 5 years will be accepted. No applicants convicted of a crime requiring registration as a sex offender will be accepted.

Rental History: No evictions or broken leases will be accepted with the exception that a broken lease is allowed if restitution has been made to the satisfaction of the property. A promise to pay is not acceptable. Immediate past two-year residency history will be reviewed and must show satisfactory information.

Credit History: Immediate past two-year's credit history will be reviewed and must show satisfactory information. Weight given to credit history will depend upon rental and employment history.

I UNDERSTAND AND ACCEPT THE ABOVE AS QUALIFYING STANDARDS.

\_\_\_\_\_  
Prospective Resident      Date

\_\_\_\_\_  
Agent for Owner      Date

\_\_\_\_\_  
Prospective Resident      Date

## 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 \_\_\_\_\_

APPLICATION DEPOSITS ARE NON-REFUNDABLE AFTER 48 HOURS OF APPLICANTS SUBMISSION  
UNLESS OTHERWISE STATED IN PARAGRAPHS 6 & 7. INCOMPLETE APPLICATIONS OR MISSING  
DOCUMENTATION WILL NOT BE PROCESSED OR CONSIDERED.

[illegible]

1. **Important 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): \$ 130.00  
B. Application deposit (may or may not be refundable) \$ 675.00

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 Woodhaven Villas

(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 Woodhaven Villas

(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 \$ 35.00 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): \_\_\_\_\_
2. Person accepting application: \_\_\_\_\_
3. Person processing application: \_\_\_\_\_
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: \_\_\_\_\_

Unit # or type: \_\_\_\_\_  
Phone: (817) 594-0744  
Phone: (817) 594-0744

Additional comments: \_\_\_\_\_



## REQUEST FOR RENTAL HISTORY OF YOUR FORMER RESIDENT

TO:

(name of owner, management company or apartment community from whom information is being sought)

Phone number: ( ) Fax number: ( )

Email address:

Total number of pages in fax (this page plus front page of application): Date fax sent:

FROM: **Woodhaven Villas**

(name of owner, management company or apartment community seeking information)

Phone number: **(817) 594-0744** Fax number: **(817) 594-9744**

Email address:

Address (street, city, state, zip): **309 Tyler Ct., Weatherford, TX 76086**

We agree that the information you provide to us will not be used for "credit granting" purposes as defined under the Federal Trade Commission's privacy rule (i.e., it will only be used in deciding whether to lease to the prospective resident).

Printed name and signature of our contact person:

REQUEST: Would you please give us your rental history of the following person who has given us a rental application and who has authorized us to inquire about his or her rental history? We will be happy to share information about our residents or former residents if they submit rental applications to you. Please call us if there is anything that you wish to discuss with us. Thanks.

APPLICANT'S NAME: Our ID # for Applicant:

For identification purposes, the first page of the rental application that was given to us by the applicant is being faxed to you with this request. The applicant has authorized this inquiry by signature at the bottom right corner of the application. Information you give us will be used only for making a decision on such application.

APPLICANT'S PREVIOUS LAST NAME(S): (maiden or prior marriage)

APPLICANT'S SSN: DL # State:

PLEASE ANSWER the following questions. This information may be faxed or mailed back to us; or call us with the information. These questions relate to the time during which the applicant leased from you or a former owner for which you have records.

1. Has the applicant leased a dwelling from you in the past? ☐ yes ☐ no ☐ info unavailable
2. If "yes," what was the address of the dwelling? \_\_\_\_\_
3. What were the approximate dates that the applicant leased from you? From \_\_\_\_\_ to \_\_\_\_\_
4. Did the applicant incur late charges more than once? ☐ yes ☐ no ☐ info unavailable
5. Did the applicant ever give NSF check(s) to management? ☐ yes ☐ no ☐ info unavailable
6. Did the applicant ever have an ACH electronic payment rejected by his bank? ☐ yes ☐ no ☐ info unavailable
7. Did the applicant move out early or hold over in violation of his or her lease? ☐ yes ☐ no ☐ info unavailable
8. Was the applicant asked to move out by management? ☐ yes ☐ no ☐ info unavailable
9. Was an eviction lawsuit filed against the applicant? ☐ yes ☐ no ☐ info unavailable
10. Did the applicant owe ☐ rent and/or ☐ other charges when moving out? ☐ yes ☐ no ☐ info unavailable
11. Did the applicant cause serious damage to the dwelling or common area? ☐ yes ☐ no ☐ info unavailable
12. Did the applicant ever have an animal in the dwelling? ☐ yes ☐ no ☐ info unavailable
13. Was the animal? ☐ authorized ☐ unauthorized ☐ info unavailable
14. Was the applicant given any lease violation notices in writing? ☐ yes ☐ no ☐ info unavailable
15. Please indicate the kind of lease violations, if any, for which notice(s) or warning(s) were given: \_\_\_\_\_
16. Did the applicant repay any rent concession due if he/she moved out early? ☐ yes ☐ no ☐ info unavailable
17. Under your rental criteria, is the applicant eligible to lease from you again? ☐ yes ☐ no ☐ info unavailable
18. Are you aware of whether the applicant or any occupant living with applicant in your rental housing has been arrested, charged, detained, convicted or received deferred adjudication or pretrial diversion for a felony or sex crime? ☐ yes ☐ no
19. Other information we should know? \_\_\_\_\_

Date

Printed name of (check one) ☐ owner, ☐ management company  
or ☐ apartment community furnishing this rental history information

By \_\_\_\_\_  
(signature and printed name of person signing)