

MASON ESTATES



2145 Horseshoe Drive

Alexandria, LA 71301

(318) 448-0060

Fax (318) 448-0070

www.liveatmasonestates.com

Application Instructions

- Complete the **Application** (fill out front, sign the bottom and only sign the bottom of 2nd page.)
- Please read and sign the **Privacy Policy**.
- Please read and sign the **Qualification Acknowledgment** form.
- **Rental Verification Request** – Please fill out the line for address of rental and your name (Applicant Name) and print and sign the bottom for authorization.
- **Employment Verification Request** – Please fill out the first two lines and print and sign the bottom for authorization.
- **Proof of Income** – Please email or fax one month most current paystub, offer letter (if new job), or if self-employed – last year income tax. Email to manager@liveatmasonestates.com Fax #318-448-0070.
- **Requirements of Rental Insurance** – This form is for you to keep. You will need to have proof sent to the office by your move in date. This may be emailed or faxed by your insurance agent to the email or fax# listed above.
- **Deposit and Application Fee** – Can be paid online, mailed in, or dropped off to our office

You can submit the application and these forms online, print them out and either mail , email or fax them to our office at the email and fax # listed above.

Note: The application process will not be started until the deposit and application fee(s) are paid.

Rental Application for Residents and Occupants

*Each co-applicant and each occupant 18 years old and over must submit a separate application.
Spouses may submit a single application.*



Date when filled out: _____

<p>ABOUT YOU Full name (exactly as on driver's license or govt. ID card) _____</p> <p>Your street address (as shown on your driver's license or government ID card): _____</p> <p>Driver's license # and state: _____</p> <p>OR govt. photo ID card #: _____</p> <p>Former last names (maiden and married): _____</p> <p>Your Social Security #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____</p> <p>Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you or any occupant smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you or any occupant have an animal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Kind, weight, breed, age: _____</p>	<p>YOUR RENTAL/CRIMINAL HISTORY Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> moved out of a dwelling before the end of the lease term without the owner's consent? <input type="checkbox"/> declared bankruptcy? <input type="checkbox"/> been sued for rent? <input type="checkbox"/> been sued for property damage? <input type="checkbox"/> been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Current home address (where you now live): _____</p> <p>City/State/Zip: _____</p> <p>Home/cell phone: _____ Current rent: \$ _____</p> <p>Email address: _____</p> <p>Name of apartment where you now live: _____</p> <p>Current owner or manager's name: _____</p> <p>Their phone: _____ Date moved in: _____</p> <p>Why are you leaving your current residence? _____</p> <p>_____</p>	<p>YOUR SPOUSE Full name: _____</p> <p>Former last names (maiden and married): _____</p> <p>Spouse's Social Security #: _____</p> <p>Driver's license # and state: _____</p> <p>OR govt. photo ID card #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____</p> <p>Position: _____</p> <p>Date began job: _____ Gross annual income is over: \$ _____</p> <p>Supervisor's name and phone: _____</p>
<p>Your previous home address: _____</p> <p>City/State/Zip: _____</p> <p>Apartment name: _____</p> <p>Name of above owner or manager: _____</p> <p>Their phone: _____ Previous monthly rent: \$ _____</p> <p>Date you moved in: _____ Date you moved out: _____</p>	<p>OTHER OCCUPANTS Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # _____ & State: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # _____ & State: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # _____ & State: _____</p> <p>Birthdate: _____ Social Security #: _____</p>
<p>YOUR WORK Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____</p> <p>Position: _____</p> <p>Your gross annual income is over: \$ _____</p> <p>Date you began this job: _____</p> <p>Supervisor's name and phone: _____</p>	<p>YOUR VEHICLES List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p>
<p>Previous employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: _____</p> <p>Position: _____</p> <p>Gross annual income was over: \$ _____</p> <p>Dates you began and ended this job: _____</p> <p>Previous supervisor's name and phone: _____</p>	<p>EMERGENCY Emergency contact person over 18, who will not be living with you:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Workphone: _____ Homephone: _____</p> <p>Relationship: _____</p>
<p>YOUR CREDIT HISTORY Your bank's name, city, state: _____</p> <p>_____</p> <p>List major credit cards: _____</p> <p>Other non-work income you want considered. Please explain: _____</p> <p>_____</p> <p>Past credit problems you want to explain. (Use separate page.)</p>	<p>AUTHORIZATION I or we authorize (owner's name) <u>Mason Estates, LLC</u></p> <p>_____</p> <p>to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy 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 Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.</p> <p>Applicant's signature _____</p> <p>Spouse's signature _____</p> <p style="text-align: center;"><i>Applicant must also sign on the next page of this Application.</i></p>
<p>WHY YOU APPLIED HERE Were you referred? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, by whom:</p> <p>Name of locator or rental agency: _____</p> <p>Name of individual locator or agent: _____</p> <p>Name of friend or other person: _____</p> <p>Did you find us on your own? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, fill in information below:</p> <p><input type="checkbox"/> On the Internet <input type="checkbox"/> Stopped by <input type="checkbox"/> Newspaper (name): _____</p> <p><input type="checkbox"/> Rental publication: _____</p> <p><input type="checkbox"/> Other: _____</p>	

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____
- Name of Owner/Lessor Mason Estates, LLC
- Property name and type of dwelling (bedrooms and baths) Mason Estates 2145 Horseshoe Drive Alexandria, LA
- Complete street address 2145 Horseshoe Drive
City/State/Zip Alexandria, LA 71301
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____
- Total number of residents and occupants _____
- Beginning date and ending date of Lease Contract _____
- Number of days notice for termination 60
- Total security deposit \$ 500.00 ; Animal deposit \$ _____
- Other fees \$ _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid at (check one) on-site manager's office or at _____
- Prorated rent for: first month or second month \$ _____
- Monthly rental due date 1s
- Late charges due if rent is not paid on or before the 5th
- Initial late charge \$ 100.00 ; Daily late charge \$ 10.00
- Returned-check charge \$ 50.00
- Check if the dwelling is to be furnished;
- Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master antenna;
- You are (check one): required to purchase personal liability insurance or not required to purchase personal liability insurance;
- Agreed re-renting charge \$ _____
- Special provisions regarding parking, storage, etc. (see attached page, if necessary): No Pets Allowed. No Exceptions. No Satellite Dishes allowed!! No assigned parking. If move in is after the 15th, the full month rent is due and the prorated amount is due the 2nd month.

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 14. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract 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 Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract 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 Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract 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, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
7. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. If before signing the Lease Contract, 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.
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
9. **Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. 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.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 3 days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **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-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ 55.00
Application deposit (may or may not be refundable): \$ 500.00
Other move-in fees (may or may not be refundable): \$ _____
Total of above application fee and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements in this Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits 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 Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. 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 Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)
 Doctor's name: _____ Doctor's phone: (_____) _____
 Important medical information in emergency: _____

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, 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 Contract if agreed to in writing by all parties.

Applicant's Signature: _____ Date: _____
 Signature of Spouse: _____ Date: _____
 Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city): Mason Estates, LLC

2. Person accepting application: _____ Unit # or type: _____

3. Person processing application: _____ Phone: (_____) _____

4. Date that applicant or co-applicant was notified by telephone, letter, 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(s) who were notified (at least one applicant must be notified if multiple applicants): _____

6. Name of owner's representative who notified above person(s): _____

MASON ESTATES

Privacy Policy for Personal Information Of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security number or other government identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected: You will be furnishing some of your personal information (such as your Social Security number or other government identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us, either on paper or electronically.

How and when information is used: We may use this information in the process of verifying statements made on your rental application, such as your rental history, credit history, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access: In our company, only authorized persons have access to your Social Security number or other government identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized personnel.

How the information is disposed of: After we no longer need your Social Security number or other government identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Signature of Applicant

Date

Signature of Applicant

Date

Representative/Agent for Owner

Date

Mason Estates
Qualification Acknowledgement

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our community. Nothing contained in these requirements constitute representation by Erdace that all residents and occupants residing in our community have met or currently meet these guidelines. **Our policy is to require everyone over 18 to have an application approved and background verified.**

IDENTIFICATION: Applicants must present a valid government issued photo identification card for each person of age 18 years and older that will be living in the apartment.

INCOME: All applicants must have a combined verifiable source of income in an amount in accordance with current community guidelines, **NO LESS than three (3) times the MARKET rental rate. (Not the rate on any specials).** If applicant has no income, a guarantor must be obtained or the applicant will be denied.

CREDIT HISTORY: Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement on an additional deposit, guarantor, or denial.

GUARANTORS: If a guarantor is needed, he/she must meet the entire qualifying criteria as presented above. **ALL guarantors must have verifiable source of income in amount of NO LESS than five (5) times the MARKET rental rate.** A guarantor may be accepted for lack of rental history, lack of credit, or lack of income. The guarantor must pay an application fee, sign the guarantor addendum, reside in the United States and may be subject to criminal screening.

CRIMINAL HISTORY: Our investigation includes criminal background screening, it is possible your application may be denied due to criminal convictions or charges. *We conduct background screening on all lease holders and occupants 18 years and older.*

OCCUPANCY: The maximum number of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom. The only exception to occupant limitations is anyone protected as familial status under the Fair Housing Guidelines. In this case, we will allow two (2) persons per bedroom, plus one additional person in the apartment home.

PETS: No Pets Allowed.

FAIR HOUSING STATEMENT: Erdace and the Owner are committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or disability, and any other local laws protection specific classes.

ADA STATEMENT: Erdace and the Owner are committed to compliance with the American Disabilities Act by allowing the modification of existing premises for reasonable accommodations at the expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition provided the modification would not affect the use and enjoyment of the premises for future residents.

CONSENT TO VERIFY CREDIT AND CRIMINAL BACKGROUND: you the applicant(s) agree to allow Erdace/Mason Estates to obtain and verify credit, employment/income, resident history and criminal background.

I have read, understand and agree if my application is not approved, I will forfeit my application fee(s), but will receive a full refund of my security deposit. **I also understand that the deposit is non-refundable if I cancel my application more than 72 hours after the application submission for any reason.**

******* IF move in is after the 15th of the month, a full month rent is due and the prorated amount will be due the 2nd month. There is NO Exception to this.**

If move in date is within five (5) days of application, the application fee(s), deposit and rent must be paid with a cashier's check or money order.

Signature of Applicant

Date

Signature of Applicant

Date

Representative/Agent for Owner

Date

MASON ESTATES



2145 Horseshoe Drive
Alexandria, LA 71301
(318) 448-0060
Fax (318) 448-0070
manager@liveatmasonestates.com

Request for Rental Verification

Date of Request: _____

To: _____

Fax #: _____

Attn: _____

Regarding: Rental History

Address: _____

Applicant(s) Name: _____ (Print Name)

Applicant(s) Authorization Signature: _____

The above named applicant has submitted an application for an apartment with Mason Estates. The applicant has listed you on the rental verification relating to the above named address. Please fill in the requested information below and return to our office fax # 318-448-0070 or email it to manager@liveatmasonestates.com. Your assistance is greatly appreciated. If you have any questions, please contact our office at 318-448-0060.

Leaseholder(s): _____

Lease expiration date: _____ Move in date: _____ Move out date: _____

Notice required: _____ Notice given: _____ Monthly rent: _____

of late pays: _____ # of legal actions: _____ Pets: _____ # of occupants: _____

Were there any lease violations?: _____ If so, how many?: _____

Was apartment left in good condition?: _____ Would you rent to resident(s) again?: _____

Were there any deductions from the security deposit or pet deposit?: _____

If so, for what reasons: _____

Completed By Signature: _____ Title: _____

Print Name: _____ Date: _____

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Alexandria, LA 71301
(318) 448-0060
Fax (318) 448-0070

www.liveatmasonestates.com
manager@liveatmasonestates.com

EMPLOYEE COMPLETES THIS SECTION:

Employment verification request for: _____

Company Name: _____ Fax # _____

Authorized By: _____ (Print Name)

Signature: _____ Date: _____

EMPLOYER COMPLETES THIS SECTION:

Title/Position: _____

Employment Start Date: _____

Salary Verification: \$ _____ per month

Verified By: _____ Date: _____

Title: _____

Please remit this to manager@liveatmasonestates.com or fax to 318-448-0070. Thank you.

INSURANCE REQUIREMENTS EFFECTIVE IMMEDIATELY
*****This affects your Renewal & Residency*****

Mason Estates Apartments requires all new residents and current residents renewing their lease contract to obtain **Liability Insurance of at least \$100,000** through the duration of your lease contract. In addition, you are strongly encouraged to obtain Personal Property Insurance through the duration of your lease contract since you are not covered by our community's insurance policy. In addition, you may be held responsible for damage to your apartment that you or your guests may accidentally cause.

If you are currently on a Month-to-Month status or elect for a Month-to-Month status upon expiration of your current lease, you are still required to provide proof of required insurance coverage within a reasonable and/or designated amount of time.

******* You will be required to furnish a Declaration Page of coverage for each resident that reflects your current address, the name of your insurance company, the policy number, and the effective and expiration dates of your policy that must be current. **Management must be in receipt of a signed lease renewal letter and acceptable Declaration Page of Insurance Coverage to generate a new lease for you. In addition, you MUST add our property as "Interested Party" or "Certificate Holder".** This is for us to be notified if your policy is cancelled anytime during your tenure with our property.

Mason Estates Apartments
PO BOX 115009
CARROLLTON, TX. 75011-5009

A resident of this community is in violation of the lease agreement if coverage is not in place during the entire term of the lease agreement.

Thank you for your continued residency at Mason Estates. We appreciate your cooperation during this transition.