



PROPERTY FOR WHICH YOU ARE APPLYING

Address: [1st Choice] _____ [2nd Choice] _____
 Move in Date _____

YOUR ID

Full name _____
 Maiden name: _____
 Driver's license & state: _____
 Social Security # _____
 Phone: Work (____) _____ Cell: (____) _____
 E-mail _____
 Birth date: _____ Height: _____ Weight: _____
 Sex: _____ Eye color: _____ Hair color: _____
 Marital Status: single married divorced separated

YOUR SPOUSE

Full name _____
 Maiden name: _____
 Driver's license & state: _____
 Social Security # _____
 Birth date: _____ Height: _____ Weight: _____
 Sex: _____ Eye color: _____ Hair color: _____

YOUR CURRENT RESIDENCE

Street address _____
 City/State/Zip _____
 Current monthly payment: \$ _____ Rent Mortgage
 Community Name : _____
 Manager or Mortgage Holder: _____
 Phone: _____ Date moved in: _____
 Why are you leaving your current residence?

YOUR PRIOR RESIDENCE

Street address: _____
 City/State/Zip: _____
 # Months at loc: _____ Monthly rent: \$ _____
 Community Name: _____
 Owner / manager: _____
 Phone: (____) _____ (____) _____

YOUR EMPLOYMENT

Employer: _____
 Street Address: _____
 City/State/Zip _____
 Phone: (____) _____ Gross monthly income: \$ _____
 Position: _____ Date you started: _____
 Supervisor's name/phone: _____
 Previous employer: _____
 Address: _____
 City/State/Zip: _____
 Phone: (____) _____ Gross monthly income: \$ _____
 Position: _____ Date you started: _____
 Supervisor's name/phone: _____

SPOUSE EMPLOYMENT

Employer: _____
 Street Address: _____
 City/State/Zip _____
 Phone: (____) _____ Gross monthly income: \$ _____
 Position: _____ Date started: _____
 Supervisor's name/phone: _____

LEASING APPLICATION AGREEMENT

- Application Requirements.** An Application will not be considered complete and will not be processed until all of the following has been provided: An application(s) has been fully filled out and signed by you and each co-applicant (married couples can file one application); an application fee has been paid to us (\$37.50 per applicant); an application deposit has been paid to us (see SunWest Homes Website (www.sunwest-homes.com) for amount).
- Help Reduce Application Processing Time.** We can generally access your credit report on the the 2nd business day after you apply. However we often experience processing delays as a function of your employer being slow to release income information or your prior landlord being slow to provide rental history. If you call either party and ask them to provide us information, it will speed up your application!
- Application Fee.** This application fee pays for credit and other qualification reports/analysis and is not refundable.
- Application Deposit.** Your application deposit will be either; (a) credited to your lease security deposit account under paragraph 4 below; (b) refunded under paragraph 7 below; or (c) retained by us as liquidated damages under paragraphs 5 or 6 below.
- Approval and Opening of Security Deposit Account.** Our representative will notify you (or one of you if there are co-applicants) of your approval. After you sign the Lease Contract and all co-applicants have signed the lease contract (and we countersign), we will credit the application deposit to your security deposit account.
- If You Fail to Sign Lease After Approval.** You and all co-applicants must sign me Lease Contract within three days after we notify you of your approval. If you or any co-applicant fails to do so, we may retain the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
- If You Withdraw Before Approval.** Neither the Application nor the application deposit may be withdrawn by you or any co-applicant. If, before signing the Lease Contract, you or any co-applicant 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.
- Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 8, 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.
- Automatic Nonapproval in 14 Days.** We will notify you whether you've been approved within 14 days after the date we receive a completed Application. Your Application may be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. 9.
- Automatic Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- Lease Contract Information.** The Lease Contract contemplated by the parties is available on request and the standard language is available on the SunWest Homes Website (www.sunwest-homes.com) - applicant acknowledges that they have reviewed the contract to the level they desire and accept the terms and conditions.
- Warranty and Release of Credit Information.** You declare that all your statements on this page of 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.

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties. You are entitled to a copy of the Lease Contract after it is fully signed.

Applicant's Signature:

 Date: _____

Spouse's Signature:

 Date: _____

FAX TO: 972-432-9042



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.

A. Name: _____
 Relationship: _____ Sex: _____
 Social Security # _____ Birth date: _____

B. Name: _____
 Relationship: _____ Sex: _____
 Social Security # _____ Birth date: _____

C. Name: _____
 Relationship: _____ Sex: _____
 Social Security # _____ Birth date: _____

YOUR VEHICLES

List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: _____
 Year: _____ License #: _____ State: _____

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OTHER INFORMATION

Will you or any occupant have an **animal**? Yes No
 Kind, weight, breed, age: _____

Do you **smoke** or does any occupant smoke? Yes No
 How did you **first** learn about us? Web Newspaper
 Street Sign Real Estate agent* Rental agency*
 *Agent's name: _____

EMERGENCY CONTACT

Emergency contact person over 18, not be living with you:
 Name: _____
 Address: _____
 City/State/Zip: _____
 Work phone: (____) _____
 Home phone: (____) _____
 Relationship: _____

YOUR CREDIT HISTORY

Have you or your spouse ever owned a home? Yes No
 Your bank's name, city, state: _____

Non-work income you want considered. Please explain:

Past credit problems you want to explain. (Use separate page.)

YOUR RENTAL/CRIMINAL HISTORY

Have you, your spouse, or any occupant listed ever:

- been evicted or asked to move out?
- broken a rental agreement or lease contract?
- declared bankruptcy?
- been sued for past rent or damage to rental property?
- been arrested?
- been convicted of a felony?
- None of the above**

972.406.1030

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Applicant's Signature:

 Date: _____

Spouse's Signature:

 Date: _____

FAX TO: 972-432-9042

1. To apply for a SunWest Home:

Individual: Complete this application, sign it, and deliver it (travel direction on website - see FAQ) or mail it along with your application fee and application deposit to:

SunWest Homes
5215 North O'Connor Blvd, Suite 1785, Irving, Texas 75039
972-717-2345

Application will be recorded as received when opened.

Agent: Complete this application, sign it, fax it along with a copy application fee and application deposit checks to 972-432-9042. Mail or deliver (travel direction on website - see FAQ) the originals immediately to:

SunWest Homes
5215 North O'Connor Blvd, Suite 1785, Irving, Texas 75039
972-717-2345

Application will be recorded as received when faxed.

2. **Downloading this form:** To download this form, copy this form to your computer using the "save" ICON in the toolbar to save it to your computer.
3. **Filling out the form electronically:** If you have Acrobat Reader version 5.0 or later, you can save this form to your computer, fill it out electronically, and print it. If not, just print it and fill it out by hand.