

Trinity Heights Apartments

Rental Requirements

1. \$45 Application Fee for everyone over 18 years of age.
Please make money order to: Forest Heights NDC
2. Copy of Drivers License
3. Copy of Social Security Card
4. Determining Factors for Rental Eligibility:
 - Income Eligibility (Need 3 Months of Paycheck Stubs or Award Letter)
 - Credit Check
 - Criminal History
 - Eviction History
 - Bank Statements (Need 3 Months of Checking and Saving Account)
5. Bedroom Maximum Occupancy:
 - 1 Bedroom – 2 persons
 - 2 Bedroom – 4 persons*Anyone caught violating the occupancy status will be immediately EVICTED!*
6. Pet Deposit:
 - 1-50 lbs. \$100 deposit and \$25 extra per month
 - 51-100 lbs. \$200 deposit and \$50 extra per month

Please call Brennan Morrison to make arrangements to turn in application and all documents @ 214-325-2551.

Thank You,
Forest Heights NDC Staff

***The Security Deposit is \$600**

**** Second Chance Security Deposit same as Rent****

****Monthly Rent:**

1 Bedroom \$1,000

2 Bedrooms \$1,100



City of Dallas

Compliance File Checklist (HOME)

Department of Housing & Community Development | 1500 Marilla St., Room 6CN | Dallas, Texas 75201

Signed and dated documents:

- ☐ Lease
- ☐ HUD Lease Addendum
- ☐ VAWA
- ☐ Income Calculations

All household members must supply:

- ☐ Copy of non-expired government issued ID
 - Driver's License, state Identification Card or passport for everyone 18+
- ☐ Copy of Birth Certificate (**for minors only**)
- ☐ Copy of Social Security card
 - Or a letter issued showing you have applied for your Social Security card or an ID that has your Social Security Number (SSN) on it

Source Documentation (Submit all that apply):

- ☐ Copy of (3) months of most recent paycheck stubs
 - (**Monthly**) Three pay stub (**Bi-weekly/Semi Monthly**) 6 paystubs (**Weekly**) 12 pay stubs
- ☐ Copy of most recent (2) two years of federal tax returns (1040)
 - Signed; for **SELF-EMPLOYED ONLY**
- ☐ Copy of Social Security/Supplemental Security Award Letter, pension /annuity letter
 - Must be current & have current calendar year listed
- ☐ Copy of Unemployment Statement of Wages & Potential Benefit from TWC
 - For current calendar year
- ☐ No income statement
 - Notarized
- ☐ Court ordered child support statement or no support letter from AG
- ☐ Copy of (3) months of most recent bank statement
 - All pages including blank pages

Additional Supporting Items:

- ☐ Housing Choice Voucher
- ☐ Copy of school registration
 - For children attending college & who reside in the home when not at school
- ☐ Affirmative Marketing Plan
 - made available for review
- ☐ Annual Recertification
 - Must have number of bedrooms, household members name & DOB, signed, & dated

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) _____

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 _____

Fill out if you have been at your current address for less than five years.

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 _____
Fill out if you have been with your current employer for less than five years.
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 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 _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1. **Completed 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.

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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): \$ _____
 - B. Application deposit (may or may not be refundable) \$ _____
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 fully filled out and signed Application and any documents required by our rental criteria, such as proof of income.
 - B. Fully filled out and signed Applications for each co-applicant (if applicable);
 - C. Application fees for all applicants;
 - D. Application deposit.

Authorization and Acknowledgment

I authorize Forest Heights NDC

(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 Forest Heights NDC

(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. Giving false information is a **Class B Misdemeanor**, punishable by up to 6 months in county jail and a \$2000 fine. **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.** 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.

Foreign Leasing Restriction (SB 17; Texas Property Code § 5.253): By submitting this application, you represent that you are not prohibited from leasing real property in Texas pursuant to Section 5.253 of the Texas Property Code. *(This restriction applies only to certain persons from China, North Korea, Iran, and Russia, and is subject to change under applicable law.)*

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: _____

Phone: _____

Additional comments: _____
