



522 E. Harrison Ave. Harlingen, TX 78550

Office: (956) 423-4444 Fax (956) 423-8500

Email: office@masoncompanyrealtors.com

PLEASE RETURN COMPLETED APPLICATION WITH APPLICATION FEES TO BEGIN PROCESSING

Everyone 18 and older **MUST** fill out an application and pay the application fee!

The following items are required.

1. Valid State Issued Driver's License or ID
2. Social Security Card
3. Copy of the most recent pay stubs, one month's worth.
4. **Money order made out to MASON & COMPANY.**

Application Instructions:

1. Application fee of \$45 per adult, \$60 for Legally Married (**MONEY ORDER ONLY**)
2. Please fill out entire front page and sign in the Authorization Box.
3. Please sign back of application next to Applicant(s) signature.

Additional Forms:

1. Rental Verification- Please complete top portion ONLY & sign.
2. Privacy Policy- Please sign above Applicant(s). This is stating we will not sell your information to third party. Any information submitted to our office is confidential.

Please note the following:

1. **\$75 Processing fee** is due with 1st month rent.
2. **Security deposits are NON-REFUNDABLE once approved.**
3. Additional security deposit may be required based on acceptable credit and rental history.

THERE IS A ONE TIME NON-REFUNDABLE PET FEE OF \$350, PET FEES ARE OWNER SPECIFIC AND ARE SUBJECT TO CHANGE AT THE OWNER'S DISCRETION ALONG WITH A BREED RESTRICTION THAT IS COMPLIANT WITH THE HOMEOWNER'S INSURANCE.

****PLEASE READ THE QUALIFYING CRITERIA ON THE NEXT PAGE****

THE TOM MASON AGENCY, INC
TGM MANAGEMENT, LTD.
TGM2 INVESTMENTS, LLC.

We are delighted that you are interested in leasing a dwelling in our apartment community. To help you in making your decision, we have listed below the criteria for qualifying as a resident with us. There is a \$45 fee per person or \$60 fee for legal married couple.

1. A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicant and all co-applicants. Each applicant must be 18 years of age.
2. Each rental application will be reviewed after you submit it.
3. Each applicant must provide government-issued photo identification and allow it to be photocopied
4. If you are a first-time renter or do not have sufficient income under paragraph 6 below, you may still qualify if you provide a guarantor who meets our qualifications and agrees to be responsible for your lease obligations. To qualify as a guarantor, the individual must have a gross monthly income of at least 5 times the monthly rent you will pay and must meet all other qualifying criteria. Each guarantor must complete and sign our lease guaranty agreement. Guarantors may be held responsible for all you lease obligations, including the entire rent and other costs, such as damage, even if you have roommates.
5. If your family will be occupying the dwelling, the family size must comply with our occupancy policy. For the available apartment, no more than two adults per bedroom, in most circumstances.
6. Both your employment and your monthly income must be verifiable to our satisfaction. Total monthly income of all applicants must be 3 times total monthly rent (if it is not one or more guarantors may be necessary.)
7. The grounds for which a rental application may be denied include:
 - Failure to provide accurate or complete information on an application form.
 - Submission of an incomplete application.
 - Insufficient current income (total of all applicants).

Convictions for crimes committed by any applicant or by other occupants (including family members) who plan to live in unit for:

- Drug manufacturing or distribution
- Crimes which have made an applicant subject to a lifetime registration requirement under a state sex offender registration program.
- Criminal conduct that indicates a demonstrable risk to resident safety and/or property, including murder, rape, sexual assault, molestation, assault, battery, arson, terrorism, burglary, and theft.

To the extent it does not endanger persons or property of others in the community, we will consider the nature, severity and recency of criminal conduct found in your criminal history, and we will take into consideration what you have done since your conviction(s)

- Poor credit history, in our discretion, of any applicant (credit reports are obtained)
- Poor rental history, in our discretion, of any resulting from such things as: (rental history reports obtained)
- Non-payment or frequent past due payment of rent
- An Eviction
- Alcohol or Drug abuse harming persons, or damaging the rental property or the rental property of others
- Poor housekeeping, damaging the rental property, the property of others, or interfering with business operations.
- Actions by applicant or applicant's family members harming persons, or damaging the rental property of the property of other
- Unruly or destructive behavior by applicant, applicant's family members or applicant's guest
- Violence to persons or property by applicant, applicant's family members or applicant's guest

We do not discriminate based on race, color, religion, sex, national origin, disability, or family status or because of one's presence in any other protective class.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY OR REVIEW THE FOREGOING RESIDENT SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE SELECTION CRITERIA, OR IF I PROVIDE INNACCURATE OR INCOMPLETE INFORMATION, THE HOUSING PROVIDER MAY REJECT MY APPLICATION, AND MY APPLICATION FEE WILL NOT BE REFUNDED.

_____ Applicant	_____ Date	_____ Owner's Representative
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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) _____

Form
valid for
TAA members
only

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?

☐ Referral from a person or locator? Name _____

☐ Social media (please be specific) _____

☐ Other _____

EMERGENCY CONTACT

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 _____

YOUR ANIMALS

(if applicable)

You may not have any animal in your unit without management’s prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Kind

Weight

Breed

Age

Kind

Weight

Breed

Age

Special Provisions

Application Agreement

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this Application, you’ll need to review the Application Agreement carefully and acknowledge that you accept the terms.

1.

Apartment 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.

Disclosures

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): \$

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 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

(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 _____

(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 \$_____ 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 _____

Application Fee and Payment Method

You hereby authorize a one-time payment by credit card for the total application fee due. The application fee is non-refundable. Refer to your Application for details.

Name on Application	_____	Date of Application submission	_____
Name of property	_____	Name of (management) company	_____
Credit card type	_____	Credit card #	_____ Exp. date (MM/YY)
Name as it appears on	_____	Billing address	_____
City	_____	State	_____ Zip
ACH Payment Option:	_____	Bank routing #	_____
Bank account #	_____	Address	_____
Name of account holder	_____	City	_____ State
			_____ Zip

Check Payment Option: Name of account holder _____

Bank Account Number _____ Check Number _____ Bank Routing Number _____

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: _____



Animal Addendum

Please note: We consider animals a serious responsibility and a risk to each resident in the dwelling. If you do not properly control and care for an animal, you'll be liable if it causes damage or disturbs other residents.

1. Dwelling Unit.

Unit # _____, at _____

 (street address) in _____
 (city), Texas _____ (zip code).

2. Lease.

Owner's name: _____

Residents (list all residents): _____

3. Conditional Authorization for Animal.

You may keep the animal or animals described below in the dwelling until the Lease expires. We may terminate this authorization sooner if your right of occupancy is lawfully terminated or if in our judgment you, your animal, your guest, or any occupant violates any of the rules in this addendum.

4. Animal Deposit.

You must pay a one-time animal deposit of \$ _____ when you sign this addendum. This deposit is in addition to your total security deposit under the Lease, which is a general security deposit for all purposes. Refund of the total security deposit is subject to the terms and conditions in the Lease, and this animal-deposit portion of the total deposit is not separately refundable even if the animal is removed.

5. Assistance or Service Animals.

When allowed by applicable laws, we may require written verification of or make other inquiries regarding the disability-related need for an assistance or service animal for a person with a disability. We will not charge an animal deposit, additional rent, or other fee for any authorized assistance or service animal. Except as provided by applicable law, all other provisions of this addendum apply to assistance or service animals.

6. Search and Rescue Dogs.

We may ask the handler of a search and rescue dog for proof he or she is a person with a certification issued by a nationally recognized search and rescue agency before we authorize a search and rescue dog. If we authorize a search and rescue dog, we will not charge an animal deposit, additional rent or other fee for any such dog. Except as provided by applicable law, all other provisions of this addendum apply to search and rescue dogs.

7. Additional Monthly Rent.

Your monthly base rent (as stated in the Lease) will be increased by \$ _____.

8. Additional Fee.

You must also pay a one-time nonrefundable fee of \$ _____ to keep the animal in the dwelling unit. The fee is due when you sign this addendum.

9. Liability Not Limited.

The additional monthly rent and additional security deposit under this Animal Addendum do not limit residents' liability for property damage, cleaning, deodorization, defleaing, re-placements, or personal injuries.

10. Description of Animal.

You may keep only the animal or animals described below. You may not substitute any other animal. Neither you nor your guests or occupants may bring any other animal—mammal, reptile, bird, amphibian, fish, rodent, arachnid, or insect—into the dwelling or apartment community.

Animal's name: _____
 Type: _____
 Breed: _____
 Color: _____
 Weight: _____
 Age: _____
 City of license: _____

License #: _____

Date of last rabies shot: _____

Housebroken? _____

Animal owner's name: _____

Animal's name: _____

Type: _____

Breed: _____

Color: _____

Weight: _____

Age: _____

City of license: _____

License #: _____

Date of last rabies shot: _____

Housebroken? _____

Animal owner's name: _____

Animal's name: _____

Type: _____

Breed: _____

Color: _____

Weight: _____

Age: _____

City of license: _____

License #: _____

Date of last rabies shot: _____

Housebroken? _____

Animal owner's name: _____

11. Special Provisions.

The following special provisions control over any conflicting provisions of this addendum:

12. Emergency.

In an emergency involving an accident or injury to your animal, we have the right—but not the duty—to take the animal to the following veterinarian for treatment, at your expense.

Doctor: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____

13. Animal Rules.

You are responsible for the animal's actions at all times. You agree to follow these rules:

13.1 Shots and Licenses. The animal at all times must have current rabies shots and licenses required by law. You must show us evidence of the shots and licenses if we ask.

13.2 Disturbances. The animal must not disturb the neighbors or other residents, regardless of whether the animal is inside or outside the dwelling.

13.3 Housebreaking, Cages, Offspring. Dogs, cats, assistance or service animals, and search and rescue dogs must be housebroken. All other animals must be caged at all times. No animal offspring are allowed.

13.4 Indoor Waste Areas. Inside, the animal may urinate or defecate only in these designated areas: _____

13.5 Outdoor Waste Areas. Outside, the animal may urinate or defecate only in these designated areas: _____

13.6 Tethering. Animals may not be tied to any fixed object anywhere outside the dwelling units, except in fenced yards (if any) for your exclusive use.

- 13.7 Off-Limit Areas.** You must not let an animal—other than an assistance or service animal—into swimming-pool areas, laundry rooms, offices, clubrooms, other recreational facilities, or other dwelling units besides your own, except that search and rescue dogs shall be allowed to use areas of the property accessible to the general public, such as the leasing office. Certain service animals in training shall also be allowed to use those areas when accompanied by an approved trainer.
- 13.8 Food & Water.** Your animal must be fed and given water inside the dwelling unit. You may not leave animal food or water outside the dwelling unit at any time, except in fenced yards (if any) for your exclusive use.
- 13.9 Leash.** You must keep the animal on a leash and under your supervision when outside the dwelling or in any private fenced area. We or our representative may pick up unleashed animals, report them to the proper authorities, or do both. We'll charge you a reasonable fee for picking up and keeping unleashed animals.
- 13.10 Animal Waste.** Unless we have designated a particular area in your dwelling unit or on the grounds for animal defecation and urination, you are prohibited from letting an animal defecate or urinate anywhere on our property and you must take the animal off our property for that purpose. If we allow animal defecation inside the unit, you must ensure that it's done in a litter box with a kitty-litter-type mix. If the animal defecates anywhere on our property (including in a fenced yard for your exclusive use), you must immediately remove the waste and repair any damage. In addition to the terms of this addendum, you must comply with all local ordinances regarding animal defecation.
- 14. Additional Rules.** We may make reasonable changes to the animal rules from time to time if we distribute a written copy of any changes to every resident who is allowed to have animals.
- 15. Violation of Rules.** If you, your guest, or any occupant violates any rule or provision of this addendum (in our judgment) and we give you written notice of the violation, you must remove the animal immediately and permanently from the premises. We also have all other rights and remedies set forth in the Lease, including eviction and recovering damages and attorney's fees from you.
- 16. Complaints About Animal.** If we receive a reasonable complaint from a neighbor or other resident or if we, in our sole discretion, determine that the animal has disturbed neighbors or other residents, we will give you written notice and you must immediately and permanently remove the animal from the premises.
- 17. Our Removal of an Animal.** In some circumstances, we may enter the dwelling unit and remove the animal within one day after leaving a written notice in a conspicuous place.
- 17.1 Causes for Removal.** We can remove an animal under this paragraph if, in our sole judgment, you have:
- (A) abandoned the animal;
 - (B) left the animal in the dwelling unit for an extended period of time without food or water;
 - (C) failed to care for a sick animal;
 - (D) violated our animal rules; OR
 - (E) let the animal defecate or urinate where it's not allowed.
- 17.2 Removal Process.** To remove an animal, we must follow the procedures in the Lease, and we may turn the animal over to a humane society or local authority. We'll return the animal to you upon request if we haven't already turned it over to a humane society or local authority. We don't have a lien on the animal for any purpose, but you must pay for reasonable care and kenneling charges for the animal. If you don't pick up the animal within five days after we remove it, it will be considered abandoned.
- 18. Liability for Damage, Injuries, Cleaning.** Except for reasonable wear and tear resulting from an assistance or service animal, you and all co-residents are jointly and severally liable for the entire amount of any damage the animal causes, including cleaning, defleaing, or deodorizing. This provision applies to all parts of the dwelling unit including carpets, doors, walls, drapes, wallpaper, windows, screens, furniture, and appliances, as well as landscaping and other outside improvements. If an item cannot be satisfactorily cleaned or repaired, you must pay for us to replace it. Payment for damage, repairs, cleaning, replacements, and the like are due immediately upon demand. As the owner, you're strictly liable for the entire amount of any injury that your animal causes to another person or to anyone's property. You indemnify us for all costs of litigation and attorney's fees resulting from any such injury or damage.
- 19. Move-Out.** Except for reasonable wear and tear resulting from an assistance or service animal, when you move out, you'll pay for defleaing, deodorizing, and shampooing to protect future residents from possible health hazards, regardless of how long the animal was there. We—not you—will arrange for these services.

- 20. Multiple Residents.** Each resident who signed the Lease must also sign this addendum. You, your guests, and any occupants must follow all animal rules. Each resident is jointly and severally liable for damages and all other obligations set forth in this addendum, even if the resident does not own the animal.
- 21. Dog Park.** We may provide an area to be used as a dog park. While using the park, you will be required to supervise your dog, but may remove the leash. Leashes must be used while traveling to and from the park. The park is not supervised or monitored in any way, and you use the park at your own risk. We are not liable for any injury, damage or loss which is caused as a result of any problem, defect or malfunction of the park. We are also not liable for injury, damage or loss to any person, animal or property caused by any other person or animal, including, but not limited to, dog bite, trespass, assault or any other crime. Furthermore, we are not liable for any disruption in the park's operation or performance. You hereby release us and our agents, contractors, employees and representatives from any liability connected with the park. You agree to be responsible for any property damage caused by you, your guests or other occupants to the park. You understand that participating in any activity at the park carries a risk of injury, and you are willing to assume this risk. We make no representations or warranties of any kind regarding the park.
- 22. General.** You acknowledge that no other oral or written agreement exists regarding animals. Except for any special provisions noted in paragraph 11 above, our representative has no authority to modify this addendum or the animal rules except in writing as described under paragraph 14. This Animal Addendum and the animal rules are considered part of the Lease described above.
- 23. Animal Restrictions.** No animal will be allowed that poses a threat to any other person. You represent that your animal(s) does not pose a danger or threat of any kind to any person or property; has not displayed vicious, aggressive or dangerous behavior; and has never before injured you or any other person or animal or caused any damage to your property or another person's property. You affirmatively represent and warrant that you have never had a claim or lawsuit filed against you or anyone else for an injury or damage caused by or related to the animal. You understand and agree that the approval of the animal to live in your apartment is expressly conditioned upon all of the forgoing being true and if you have made any misrepresentation it is a violation of the Lease.

You are legally bound by this document. Please read it carefully.

You are entitled to receive a copy of this Addendum after it is fully signed. Keep it in a safe place.

Resident or Residents (all sign below)

(Name of Resident)

Date signed

(Name of Resident)

Date signed

(Name of Resident)

Date signed

(Name of Resident)

Date signed

(Name of Resident)

Date signed

(Name of Resident)

Date signed

Owner or Owner's Representative (sign below)

Date signed

**Privacy Policy for Personal Information
of Rental Applications & Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

How personal information is collected. You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, on paper or electronically.

How and when information is used. We use this information only for business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as to obtain payment for money you may owe us in the future)

How the information is protected and who has access. We allow only authorized persons access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of. After we no longer need or require keeping your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding destruction or obliteration of paper documents and destruction of electronic files.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents, even though they may initially process rental applications and fill out forms. You should require any locator services you use to furnish you their own privacy policies.

Thank you,

Mason & Company

Applicant

Date



522 E. Harrison Ave.
Harlingen, TX 78550
Office: (956) 423-444
Fax: (956) 423-8500

DATE: _____

TO: _____

FAX: _____

Please Return To: _____

RENTAL VERIFICATION

****PLEASE NOTE: INABILITY TO VERIFY RENTAL HISTORY COULD REQUIRE A HIGHER DEPOSIT****

Name(s) of Applicant: _____

Address: _____

I authorized verification of rental history to be released to Mason and Company

Signature: _____ Date: _____

PLEASE DO NOT FILL OUT BELOW: FOR OFFICE USE ONLY

Present/Previous Landlord:

Amount of Rent: \$ _____ Times Delinquent: _____ NSF'S: _____ If yes, how many? _____

Start Date: _____ End Date: _____

Did they give proper notice to vacate? ☐ Yes ☐ No If no, Explain _____

Rank them as renters: ☐ Very Good ☐ Good ☐ Poor

Was there damage to the property: ☐ Yes ☐ No If Yes, Explain _____

Were there any problems with unauthorized persons? ☐ Yes ☐ No If yes, Explain _____

Did they have unauthorized pets? ☐ Yes ☐ No

Would you rent to them again? ☐ Yes ☐ No If no, Explain _____

Verified By: _____ Title: _____