

AGGIELAND PROPERTY MANAGEMENT

Rental & Privacy Policies

Rental Policy

- EQUAL HOUSING OPPORTUNITY:** Aggieland Property Management is an equal housing opportunity provider.
- AVAILABILITY:** Applications for a residence are on a first come, first serve basis.
- APPLICATIONS:** All applications for a property managed by Aggieland Property Management must be filled out completely and thoroughly. Any falsifications and/or omissions may result in the disapproval of an application or termination of lease and loss of deposit.
- APPLICATION FEE:** A non-refundable application fee of \$35 will be paid by each applicant for the verification of these criteria.
- GUARANTOR:** In the event a guarantor is permitted, they must fill out an application, pay a \$15 application fee and meet all income and qualifying criteria. A guarantor will be fully responsible for the lease if the occupying resident defaults. A guarantor must show a positive history in all the criteria mention in Qualification Standards.
- SECURITY DEPOSIT:** A security deposit will be submitted with the application for residency. If for any reason the application is declined, management will refund the security deposit. If application is approved, and the applicant fails to occupy the premises on the agreed upon date, except for delays that are related to hold over of a previous resident, management will retain 100% of the deposit. In addition, if allowable by law, applicant agrees to pay as liquidated damages a sum equal to 85% of one month's rent for the unit which they agreed to occupy. If there is a delay due to the holding over of a previous resident, applicant is not responsible. We are not responsible for delays due to construction, previous tenant hold over, or other delays outside our control.

Date: _____ X _____ X _____ X _____ X _____

RENTAL PAYMENT: The monthly rent is due in full on or before the first of the month. Late fees will be assessed for all rent that is paid after the 3rd day of the month. Late fees shall be charged as stated in the lease contract until paid in full. Applicable late charges and past due rent must be paid with a cashier's check or money order. No cash is accepted in the office at any time.

OCCUPANCY RESTRICTIONS: No more than two occupants per bedroom are allowed in accordance with city codes and ordinances.

VEHICLES: Two vehicles will be permitted per home unless otherwise agreed. Boats, trailers, commercial vans, trucks, campers, and motorcycles are permitted in compliance with the City, HOA rules and only in designated areas.

SATELLITE DISH DEPOSIT: Satellite dishes are permitted with owner approval and must be in compliance with the guidelines set forth in the Satellite Dish Addendum. The person contracting for the Satellite Dish must purchase and maintain at all times an insurance policy (Renter's Insurance) providing liability coverage and add APM as an additional insured before any Satellite Dish is installed on property.

PETS: Pets are permitted with the written consent of management. If approved, the following conditions apply:
-Pet addendum signed -Pet fees and deposit paid
-Two pets maximum per home -Cats must be neutered/spayed
-Some breeds not allowed -All pets shots must be kept current
-Not all properties allow pets -Pets must have NO history of violence
-Dogs must be at least 12 months of age
Prices subject to change without notice.

**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 or other governmental identification numbers. We have adopted a privacy policy to ensure that your information is kept secure. We follow all federal and state laws regarding the protections of your personal information.

Date: _____ X _____ X _____ X _____ X _____

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers.) at the time 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, 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, credit 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 or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your social security or other governmental 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.

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

Thank you,
Aggieland Property Management

Signature of Applicant

Date

Signature of Applicant

Date

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Date

Signature of Applicant

Date