

# Housing Application

1. Please submit your housing application to Bishops Square along with the following fees:

**Non-refundable application fee: ~~\$50~~ \$0** **Non-refundable administrative fee: ~~\$150~~ \$0** **Refundable security deposit: ~~\$150~~ \$0**

The security deposit is refundable before your lease is signed and will then be held by management for the term of the lease.

2. Accommodations are limited and will be leased on a first-come, first-served basis. The acceptance of this application does not ensure an accommodation. An accommodation is reserved only upon execution of the lease agreement by all parties. Rates/installments, fees and utilities included are subject to change. Rates/installments do not represent a monthly rental amount (and are not prorated), but rather the total base rent due for the lease term divided by the number of installments.

3. For information or assistance in completing this application, please contact our office at 512.878.8728.

## Applicant Information

Name: \_\_\_\_\_  
(LAST NAME) (LEGAL FIRST NAME) (MIDDLE NAME)

Current Local Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Permanent Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Male  Female Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Complete one of the following: Drivers License/State ID #: \_\_\_\_\_ State: \_\_\_\_\_ Passport #: \_\_\_\_\_

Complete one of the following: Social Security #: \_\_\_\_\_ Visa #: \_\_\_\_\_

I-20 SEVIS ID #: \_\_\_\_\_

Are you a student?  Yes  No If yes, what university: \_\_\_\_\_

Fall 2020 Classification:  Freshman  Sophomore  Junior  Senior  Graduate Major: \_\_\_\_\_

Please choose which option currently best describes you:

On-Campus Resident  Off-Campus Resident Commuter/Live at Home  Community College Student

Off-Campus Resident Apt Community  Incoming Freshman

Off-Campus Resident House  Incoming Transfer Student

Have you ever been convicted of a felony?  Yes  No Reason: \_\_\_\_\_

Have you ever been evicted from any residence?  Yes  No Reason: \_\_\_\_\_

Have you ever filed bankruptcy?  Yes  No If yes, when: \_\_\_\_\_

## Guarantor Information

Name: \_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Drivers License/State ID #: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Passport #: \_\_\_\_\_

Has the guarantor ever filed bankruptcy?  Yes  No If yes, when: \_\_\_\_\_

Gross Annual Income: \$ \_\_\_\_\_

Emergency contact other than guarantor: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

## Parking/Vehicle Information

Will you need parking?  Reserved Covered Parking: \$20 per installment  Uncovered Parking  No Parking

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Year: \_\_\_\_\_

## Floor Plan Selection

1 Bed - 1 Bath – Brazos

3 Bed - 3.5 Bath – Medina

Standard  Deluxe

2 Bed - 2.5 Bath – Comal

3 Bed - 3.5 Bath– Seguin

Standard  Deluxe

## Roommate Request

If you have already chosen your roommate(s), please list their information below. All roommate choices must be mutual in order to be placed together. If you do not have a full apartment group, you will be matched with roommates based on your roommate matching profile. Unfortunately, roommate requests cannot be guaranteed.

NAME:

CELL PHONE:

EMAIL:

1. \_\_\_\_\_

2. \_\_\_\_\_

## Text Message Alerts

By initialing in the space provided, Applicant provides his/her express consent authorizing Bishops Square to send Applicant text messages regarding community events, rent payments, property operations and leasing, delivered via automated technology, to the wireless number(s) that Applicant has provided above. Applicant understands that his/her consent is not required to rent from Bishops Square. In order to receive the offered services without providing consent, please visit [www.AmericanCampus.com](http://www.AmericanCampus.com).

By initialing in the space provided, Applicant represents that he/she is 18+ years of age and that Applicant has read and agreed to the Terms of Use and Privacy Policy available at [www.AmericanCampus.com](http://www.AmericanCampus.com). Message and data rates may apply. Applicant may receive approximately ten (10) messages per month. Reply HELP for help. Reply **STOP** to cancel.

## Acknowledgment

If you fail to answer any question, or if you have given false information: (1) we are entitled to reject this application; (2) we will retain all processing fees and deposits as liquidated damages for time spent and expenses; (3) we will terminate any right to lease the bedroom; and (4) if you have signed a lease, it will be a violation of the lease.

By my signature I attest that the information contained herein is correct. The management is authorized to verify my credit history, and all other submitted information for the purpose of evaluating this lease application.

This application will be approved upon satisfactory criminal background check.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



A Housing Application must be submitted by each person 18 years of age or older who will be occupying the rental unit. To obtain residency in the community, each Applicant must meet the following Rental Requirements and Qualifications. "Applicant" is defined as the person who will be signing the Lease Agreement as the "Resident." "Guarantor" in these criteria is defined as the person who will sign the Guaranty Agreement.

The following constitute current Rental Requirements and Qualifications. Nothing contained in these requirements shall constitute a guarantee or representation that all Residents currently residing in the community, including the roommates that will occupy the rental unit with any Resident, have met these requirements. There may be Residents or occupants who have applied to reside in the community prior to the stated requirements taking effect. We are not responsible and assume no duty for obtaining criminal history checks on any Residents, occupants, guests, or contractors in the community.

To reserve your rental unit, you must also sign a Lease Agreement. The Lease Agreement is a binding contract between you and Landlord. Your Lease Agreement will not be executed by Landlord until all qualifications are met, your criminal history is verified, and your Housing Application is approved. If your Housing Application is denied, the Lease Agreement will not be executed by Landlord and you will forfeit all non-refundable fees paid at the time of application. **Only deposits will be refunded on denied applications.**

You acknowledge that you have full understanding that the Lease Agreement is only binding once your Housing Application has been approved and executed by Landlord. There is no stated or implied guarantee of housing until your Lease Agreement has been executed by Landlord.

## Identification Requirements

Applicants and Guarantors must present a valid government issued photo identification card and a valid Social Security number. Applicants and Guarantors who are citizens of another country must provide the following: (1) a passport, (2) the document that entitles the Applicant to be in the United States through the term of the lease, such as a visa, work authorization, or an I-20 verifying student status and proof of enrollment.

## Income Requirements

Applicant must earn an annual gross income equal to three (3) times the total rent installments as outlined on the first page of the Lease Agreement and must have qualifying credit history. Applicant must have held that employment for at least one (1) year prior to the Housing Application date. Proof of income must be supplied via two (2) recent pay stubs, four (4) if paid weekly, two (2) most recent bank statements, financial aid award, I-20, tax records or court documents. If the Applicant cannot prove income and does not meet the qualifying credit history, the Applicant must have a Guarantor sign a Guaranty Agreement, guaranteeing Resident's obligations under the Lease Agreement. The Guarantor must meet the stated income and credit history requirements. Any Applicant who cannot prove income and qualifying credit history, and cannot provide a Guarantor, must pay the sum of first and last rental installment on the first installment due date as listed on the first page of the Lease Agreement.

## Criminal History

Criminal history which indicates that an Applicant's tenancy would constitute a direct threat to the health or safety of other individuals, or whose tenancy would result in substantial physical damage to the property of Landlord or others, may result in denial of the Housing Application. Such criminal history may include, but is not limited to, felony conviction, serving felony-deferred adjudication, sexual assault or other sex related crimes, drug violations, the sale or manufacture of illegal drugs, certain property crimes such as arson, crimes against persons, burglary or theft.

## Occupancy Guidelines

Maximum occupancy is established at one (1) person per bedroom for all persons not of a familial status. Familial occupancy is not to exceed two (2) persons per bedroom.

American Campus Communities adheres to the Fair Housing Law (Title VIII) of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988 which stipulate that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability, familial status or any other class protected by law.

**I have read and understand the Rental Requirements and Qualifications above and agree to all terms. Management is authorized to verify my criminal history and all other information submitted for the purpose of the Housing Application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Applicant Name: \_\_\_\_\_