

WAREHOUSE AT NORTHGATE

FACTORY AT NORTHGATE

Howdy!

Attached is additional information for your review prior to filling out the Lease Contract Guaranty previously sent to your attention. Should you have any questions regarding the information contained herein, please do not hesitate to contact us.

We ask that you fill out the Guaranty in its entirety, sign at the bottom and return it to our office at your earliest convenience. Please note that guarantor forms lacking a social security number and verifiable income information are considered “incomplete” thus preventing the application from being approved. Should a guarantor refuse to provide this information, the application for residency will be rejected and the apartment will no longer be held for or guaranteed to the applicant.

Please note, Guarantors are not residents under the lease. Guarantors are not provided keys and are not able to make requests or amendments to the lease, nor do they have the right to occupy the apartment. We do not discuss particular issues concerning the lease with anyone but a resident listed on the lease unless permission is given in writing. This applies but is not limited to: notice requirements, lease violations, early terminations/evictions, maintenance requests, maintenance issues, renewal rates/terms, etc. The only specific information we are able to discuss with a guarantor is regarding amounts due under the lease contract and lease terms under the Guarantor Agreement.

Once you have completed the Lease Contract Guaranty, please return it to our office via e-mail, fax or mail. Please note that completed guarantor forms must be received by e-mail or fax at the leasing office within 7 days from the date of receipt, or by mail at the leasing office within 10 days from the date of receipt, or the application for residency will be denied and the apartment being held will be returned to a “for rent” status. Thank you for your time!

Sincerely,

The Management Team

Warehouse at Northgate
405 Cross St.
College Station, TX 77840
(979) 846-4400 * (979) 846-4404 fax

Factory at Northgate
418 College Main
College Station, TX 77840
(979) 268-4780 * (979) 268-4786 fax

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Occupancy Requirements

Availability The Factory at Northgate is an Equal Housing Opportunity provider. Applications for apartment homes will be accepted on a first come, first served basis and are subject to availability. Rental rates are subject to change without notice.

Rental Applications A *Rental Application for Residents and Occupants* must be completed and maintained for each prospective resident over 18 years old who will be living in the apartment. Any false information will constitute grounds for rejection of application.

Qualifying Standards *Residence:* Up to 24 months of rental history is subject to verification on present and previous residences. A positive record of prompt monthly payments, no damages and no breaches of lease agreement are expected.

Credit Report: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for unsatisfactory credit, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.

Income: Stable employment and income verification is required. In order for an applicant to be approved, he/she must generally earn on a gross monthly basis a minimum of three times the gross monthly leased rent. Acceptable documents to provide income verification include: previous month's pay stubs, a letter from the employer, the most recent W-2 form or for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank. Other forms may be considered, subject to approval by management. Note: All documents provided are considered confidential and will be treated as such.

Criminal Background: Permission to obtain applicant's criminal record is required. Grounds for rejection of an application or occupant may include, but are not limited to any felony conviction or arrest record. We also do not lease to applicants with certain misdemeanor arrests and convictions.

Guarantors In the event an applicant does not meet the income, credit report or residence requirements as stated above, the applicant will be required to procure a guarantor. In such an event, the guarantor must complete a *Lease Contract Guaranty* in its entirety and meet all income and credit report requirements as stated above.

Subletting Subletting and/or Resident Replacement is permitted only with prior written consent of management. If consent is granted, the fee is \$150. The new resident must pay the application fee and fill out a *Rental Application for Residents and Occupants* and meet all requirements as stated herein. Other residents/occupants must approve the potential new resident.

Application Fee An application fee of \$50 is required from each applicant at the time of application and can be made by check, money order or credit card (Visa, MasterCard or Discover). At no time is this fee refundable.

Application Deposit An application deposit is also required at the time of application and is equivalent to \$200 per bedroom in the desired apartment and must be made by check or money order only. Generally, the application deposit is non-refundable except in specific instances pursuant to the Application Agreement. Once the lease has been fully executed, the application deposit will be credited to the required security deposit and is subject to refund pursuant to the *Apartment Lease Contract*.

Occupancy Standards Generally, only one application is accepted per bedroom. For apartments not leasing on a "per person" basis, we will allow one additional application per apartment for an additional fee. No more than 2 people are allowed in any one bedroom.

FACTORY AT NORTHGATE

Privacy Policy for Personal Information of Rental Applicants, Guarantors 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 help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

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 documents 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 number. 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 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.

If you should have any questions regarding the privacy policy as stated herein, please feel free to contact the management office at (979) 268-4780.