

# WAREHOUSE AT NORTHGATE

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# FACTORY AT NORTHGATE

Dear Prospective Resident:

We would like to take this time to say "Thank You" for your interest in living at The Factory at Northgate. Our staff is dedicated to making your residence here everything you expect it to be.

Enclosed you will find the forms necessary to begin the Application Process. Please read the instructions carefully and provide all required documentation. The approval process begins after all forms and fees are collected by one of our representatives.

If you have any questions or comments, please feel free to contact us at (979) 268-4780 or e-mail: [factory@warehouseapartments.com](mailto:factory@warehouseapartments.com).

Have a wonderful day and *WELCOME* to The Factory at Northgate.

Sincerely,



Bethany Owens '97  
Property Supervisor

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## Application Checklist

The following documents are contained within this Application Package. While we recommend that you print them for your records, they do not need to be returned to this office.

Privacy Policy For Personal Information  
Occupancy Requirements  
Application Agreement  
Resident Privacy Policies  
Security Policy  
Accent Wall Policy  
Community Rules

Please review the Occupancy Requirements and fill out the enclosed forms. Deliver the following items to us either by hand, e-mail or regular mail. Your application will not be reviewed until ALL of the following items are received by one of our representatives.

- Rental Application**  
To be filled out and signed by applicant (this can be done online, via our website)
- Contemplated Lease Contract Information**
- Pre-Leasing Preferences**
- Guarantor Request Form** (if applicable)  
To be filled out only when resident does not meet income/credit/rental history requirements as outlined in the Occupancy Requirements.
- Rental History Request**  
\*\*Please note: Applicant signs in box only – no other item needs to be filled out.
- Receipt and Acknowledgement**
- \$50 Non-Refundable Application Fee** per applicant  
(Can be paid online or by check/money order)
- \$200 Application Deposit** per applicant  
(separate check or money order, applies to Security Deposit per Application Agreement)
- Copy of Driver's License**

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## 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 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.

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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. We will allow one additional application per apartment for an additional fee. No more than 2 people are allowed in any one bedroom.

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## Pre-Lease Application Agreement

*In order to lease an apartment at The Factory at Northgate, prospective residents (hereinafter referred to as "Applicants") must each complete the application process in its entirety pursuant to the terms, deadlines and conditions outlined below.*

- 1) **Application Fee:** Each applicant applying for an apartment home must submit a non-refundable application fee of \$50 prior to being added to any Pre-Leasing List.
- 2) **Application Deposit:** Each applicant applying for an apartment home must submit a \$200 Application Deposit (separate from the application fee, by check or money order *only*) within 3 days of the application fee being paid. This deposit may or may not be refundable once paid (pursuant to requirements below) and cannot be paid online or on the same check/money order as the application fee. Application Deposits not received within 3 days will cause Applicant's name to be removed from any/all Pre-Leasing Wait Lists.
- 3) **Application Package:** Each applicant must submit a completed Application Package (to include the TAA Rental Application and all applicable addenda) within 5 days of the payment of the application fee. Application documents missing or incomplete after the 5 days will cause the application to be rejected and the Applicant's name to be removed from any/all Pre-Leasing Wait Lists. Any application deposit received will be non-refundable and retained as liquidated damages.
- 4) **Review of Application Package:** Once the completed application package is received by the office, the staff will determine whether a guarantor will be required. In such event, A Lease Contract Guaranty will be sent to the person the applicant requests as his/her guarantor. The Lease Contract Guaranty must be received by the office within 5 days of the date of delivery if we sent it to the guarantor by e-mail, within 5 days from the day it was provided to the applicant to hand-deliver and, if mailed, within 7 days from the date we sent it. Guarantor forms not returned or returned incomplete by the deadline will cause the application to be rejected and the Applicant's name to be removed from any/all Pre-Leasing Wait Lists. Any application deposit received will be non-refundable and retained as liquidated damages.
- 5) **Fully Completed Application File:** An application file for an apartment is considered fully complete when all required documentation is received by the office from all applicants and guarantors.
- 6) **Approval of Fully Completed Application File:** Once the application file is fully complete, within 5 days of that date, the application(s) will be reviewed for approval. Once approved, the applicant(s) will be notified via phone and/or e-mail.

- 7) **Non Approval of Fully Completed Application File:** Should approval of residency be denied due to Applicant/Guarantor's inability to meet the Occupancy Requirements of the desired apartment type, the Applicant will be notified in writing via regular mail to the current address listed in the application and Applicant's name will be removed from any/all Pre-Leasing Wait lists. The Application Deposit will be refunded via regular mail to the current address listed in the application within 15 days of the denial.
- 8) **Apartment Type Defined:** Attached are the Pre-Leasing Preferences to be filled out by applicant and attached to this agreement. Any apartment meeting the criteria set forth in the Pre-Leasing Preferences will be considered acceptable to the Applicant.
- 9) **Deadline to Assign Apartment:** In the event that an apartment of the desired type does not become available on or before the following deadlines, the application deposit will be fully refundable to the applicant upon written notification from Applicant that he/she wishes to cancel his/her Application for Residency. Said refund will be made within 30 days from the receipt of aforementioned written notification and sent by mail to the applicant's current address as stated on the Application for Residency unless the applicant has provided written request to mail it to a different address.
  - March 31<sup>st</sup> – applicants wishing to move in on or before June 15<sup>th</sup>
  - May 31<sup>st</sup> – applicants wishing to move in after June 15<sup>th</sup> and on or before August 28<sup>th</sup>
- 10) **Assignment of Apartment:** Once an apartment meeting the desired apartment type is procured (and the Applicant(s) have not requested cancellation as noted in paragraph 9 above) the Applicant(s) will be notified and the Lease Contract will be sent to Applicant.
- 11) **Lease Signature:** Applicants will have 5 days from the date the Lease Contract is sent to review the lease document and provide their signatures (either via electronic signature, or physical signature). Once the Lease Contract is fully executed by all parties, the Application Deposit(s) will be credited to the required Security Deposit of the apartment.
- 12) **Failure to return fully executed Lease Contract:** Should the lease contract not be returned, fully executed by each applicant within 5 days, the apartment will be placed back on the market, and the application will be cancelled. All application deposit(s) on file will be non-refundable and retained as liquidated damages.
- 13) **False Information Provided in Application Package:** Any required/requested information provided by the applicant deemed or found to be false (at any time during the application process) will cause immediate rejection of the application and will terminate the Applicant and Co-Applicants' right to occupy the apartment and the apartment will be returned to an available, "for lease" status. Any application deposit(s) received will be non-refundable and retained as liquidated damages.
- 14) **Withdrawal prior to approval:** The application deposit(s) will be non-refundable and retained as liquidated damages in the event that any Applicant/co-applicant contacts our office requesting the application be cancelled at any time prior to final approval except as stipulated in paragraph 9 above.

**Additional provisions:**

- a) Should any above mentioned deadlines fall on a Sunday or on a Holiday in which our office is closed, that deadline will be extended to include the next business day.

- b)** Any notice received by this office from any one co-applicant will be considered notice by each co-applicant. Likewise – any notice given by this office to any one co-applicant will be considered notice to each co-applicant.
- c)** No verbal or oral agreements exist between applicant(s) and The Factory at Northgate. Any additional provisions or agreements must be made in writing.
- d)** Before signing this agreement, I have had the opportunity to review a sample copy of the Lease Contract at [www.taa.org/renterinfo](http://www.taa.org/renterinfo) along with the Contemplated Lease Contract Information attached hereto and a copy of the current Community Policies.
- e)** I acknowledge that any faxed or electronic signatures are legally binding.

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## Resident Privacy

The following is information regarding Resident Privacy. We take privacy very seriously and have instituted the following policy to help ensure our privacy standards are met.

The lease contract is between the residents listed on the first page, paragraph 1 of the lease and The Factory at Northgate. Except in extreme circumstances, 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.

While we do require a guarantor in certain circumstances, 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. 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.

Any request by a resident to management/maintenance to open the apartment door for a person not listed on the lease as a resident or occupant must be in writing. Verbal requests are not sufficient.

Management/Maintenance does not provide names or apartment numbers to visitors or guests except as provided in the lease contract.

In the event that a resident witnesses any event concerning another resident, apartment or guest that they wish to report to management, the information provided is considered confidential and is not relayed to the other resident, apartment or guest without permission.

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## Security Policies

**Security Policies.** The Factory at Northgate does not promise, warrant or guarantee the safety or security of residents, occupants or their personal property against the criminal actions of other residents or third parties. In this policy, “The Factory at Northgate” includes the property owner and all managing agents and staff.

- No security system, patrol or electronic security device can provide protection against crime at every location at every moment of the day or night. All security systems are subject to mechanical malfunction, tampering, human error or personnel absenteeism, and can be defeated or avoided by clever criminals. Therefore, residents and occupants should not rely on such systems and should always protect themselves and their property as if no security systems exist. Residents and occupants should make no other assumptions regarding security. The best safety measures are those precautions that can be performed as a matter of common sense and habit.
- No representation is made that any security systems, security devices or walk-through/drive through devices that are utilized at this community will prevent injury, theft or vandalism. Companies or individuals walking or driving the community on behalf of The Factory at Northgate are independent contractors and have no greater authority under the law to restrain or arrest criminals or to prevent crime than the ordinary citizen. Therefore, The Factory at Northgate does not warrant that any security systems, security devices, services or persons at this apartment community will discourage or deter breaches of security, intrusions, thefts or incidents of violent crime.
- The Factory at Northgate reserves the right to reduce, modify or eliminate any security system, security devices or services (other than those statutorily required) at any time, and such action shall not be a breach of any obligation or warranty on the party of The Factory at Northgate. “Neighborhood Crime Watch” signs, if any, do not imply safety or security.
- It is residents’ and occupants’ responsibility to promptly notify The Factory at Northgate in writing of any known problem, defect, malfunction or failure of apartment doorlocks, window latches, and other security-related devices. Each resident and occupant must report to The Factory at Northgate any crime that he or she is aware of and that occurs in resident’s apartment or in common areas near resident’s apartment. If resident’s apartment is equipped with an intrusion alarm, resident is responsible for all fines and other charges resulting from or attributable to the alarm including false-alarm charges.
- Protecting residents, their families, occupants, guests and invitees from crime is the sole responsibility of residents, occupants, and law enforcement agencies. Residents should call the police or 911 first if a crime occurs or is suspected.
- The Factory at Northgate does not promise or warrant that The Factory at Northgate will be aware of crime that happens in the area or even crime occurring on the property. Management tries to notify the residents by e-mail and/or by attaching a notice to the outside of the apartment door when we become aware of a serious crime that has occurred.

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## Accent Wall Policy

The following information stipulates the policy for painting accent walls. While every effort is made to have the accent wall painted prior to move in, we are subject to the painter's schedule and from time to time must paint an accent wall after move-in.

- 1) We have 11 colors to choose from. The current color choices can be found on our website at [www.warehouseapartments.com](http://www.warehouseapartments.com).
- 2) If you wish to have a different color painted on your wall, there will be a \$25 charge. You may choose from any Sherwin Williams paint color. You will need to provide us with the paint color name and 4 digit code. We will purchase the paint.
- 3) You must provide us with your color choice no later than 1 month prior to your lease begin date. This must be done in writing (either e-mail or stop by to have it filled in on your lease paperwork). If you choose to e-mail it, we will send a reply stating we received your choice. If you do not receive the reply, presume we did not receive your request.
- 4) If your lease begin date is within 30 days from your application date, you must let us know your paint color selection within 3 days of your application date.
- 5) If we do not receive your paint color choice pursuant to #3 or #4 above, the option to have an accent wall will be forfeited and the wall will be painted to the main apartment wall color and will remain as such throughout the term of the lease.
- 6) Under no circumstance is a resident allowed to paint or have painted any wall in the apartment during the term of the lease without prior written permission from management.
- 7) If you wish to have additional walls painted in your apartment, please come by the office to discuss options and pricing.

For Office Use:

Color: \_\_\_\_\_

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## Community Policies

Pursuant to page.2 section 18 of your lease contract, the following policies are considered part of the Lease Contract you have signed. Failure to abide by these policies will cause you to be in default of your lease and in some cases can be grounds for eviction.

- **Rent is due on the 1st of every month.** Late fees are assessed pursuant to the lease agreement beginning on the 6th day of the month. Early payment discounts are given when rent is received by every person on the lease before the 1st day of the month by check or money order ONLY. On-line payments do not receive early payment discounts. Any rent paid by you will be applied first to any unpaid fee or rent amount that may be outstanding on your account. Please note that this can lead to the current month's payment being late and causing discounts to be forfeited and late fees being applied. Rent can be mailed, dropped in the drop box, given to a member of the office staff, or paid on-line at [www.warehouseapartments.com](http://www.warehouseapartments.com). Rent mailed and received after the 5th will incur the late fees – envelope post-marked dates are not considered. If making payments on-line, please ensure you will still have the opportunity to provide other means of payment before the 6th in the event the on-line system is down. There are NO exceptions to the early payment discount or late fee policies.
- **Do not leave trash outside your apartment door, in the hallways, or at any building entrance.** Residents are responsible for disposing of their own trash. Trash chutes are located on each floor of the building at the end of the hallway nearest Tauber St. You are responsible for opening the trash area and placing your trash inside the receptacle. A fine of \$50 (per item) will be incurred if trash is found outside your apartment door or anywhere other than inside the above referenced trash receptacles. Please note that any other trash cans located throughout the building are for unwanted mail and or random items of trash only – not for bags of household trash. Boxes are to be broken down and placed in the trash room on the 1<sup>st</sup> floor. DO NOT place boxes in the trash chute – this WILL cause the chute to clog!
- **Do not hold the elevator door open or prop it open with objects.** Doing this will cause the elevator to shut down. In the event that the elevator shuts down, residents will be required to use the stairs until the following business day when a technician can be called.
- **All parking spaces in our parking garage are reserved.** Unless you are parking in a space specifically reserved for your apartment unit, do not park in The Factory parking garage. All residents, whether parking off site or in the garage, must have a Randor Management parking decal permanently affixed to the bottom corner of the passenger side front window of their vehicle. **Our towing service is authorized to tow, without any prior notice to you, any and all vehicles parked in another resident's space and/or all vehicles without a Factory decal permanently affixed as noted above.** You will be responsible for any towing fees. Visitors may park in publicly allocated spaces on the street or in the Northgate Garage – there is no visitor parking on-site.
- **Do not throw, hang or suspend anything from your apartment windows.** As a general rule, the only item that should be visible from the exterior of the building is the blinds. Stickers, window “clings”, lights, paper, aluminum foil, plastic, cardboard, etc., visible from the exterior are all prohibited.
- **It is your responsibility to keep your apartment door locked at all times.**

- **Do not remove your parking decal sticker from your window.** If you have a temporary vehicle and you park in the parking lot, you *must* obtain a temporary parking permit from the manager (*during business hours only*) in order to avoid being towed. This temporary permit must be affixed to the rear view mirror inside your vehicle. If it is after hours and you have a temporary vehicle without a temporary permit – do not park in the garage – find alternate parking until a temporary permit can be obtained. Any vehicle without a sticker or temporary permit is subject to being towed without prior notice at the vehicle owner’s expense – no exceptions.
- **Do not open the front door for people you do not know.** The locked front door has been provided to allow for limited access to the building. In order for the system to work as designed, it is imperative that you use it as it is intended and be diligent in opening and/or unlocking the door only for people you know personally or people you are expecting. Please note that the staff of the Factory is not required to open the front door for your guests nor do we disclose resident’s apartment numbers to guests. Thus, it is your responsibility to ensure that your guests (including delivery persons) know which apartment you are in so they can reach you from the keypad at the front door.
- **Do not nail, drill or otherwise damage the brick walls within the apartment unit or apartment complex.** You will be responsible for any repairs made to the brick walls. You may use the wooden strips provided to hang items on the wall. Residents may not paint or alter the apartment in any way without written permission from management.
- **Smoking in any interior, common area of the building is strictly prohibited.** If caught smoking in any interior, common area of the building, the offender will be charged \$50 for the 1st offense, \$100 for the 2nd offense and eviction proceedings will be initiated for the 3rd offense. Likewise, if a guest is caught smoking in any interior, common area of the building, the resident he/she is visiting will be held responsible as outlined above. Residents may smoke inside their own apartment only. Please note that additional cleaning/damage fees will be incurred.
- **Do not use double-sided tape or “gum” type adhesives on the walls or doors.** These adhesives will tear the drywall and cause much more damage than a regular nail hole. You may use nails or tacks to hang items from the walls. Please note, however, that excessive nail holes and/or large holes will be charged to the resident’s security deposit.
- **Residents must accompany their pool and/or fitness center guests at all times.** Do not let anyone into these areas who is not your guest. You are responsible for observing all rules posted.
- **The restroom inside the lounge area is provided for your convenience.** Please note, however, that if you come into the lounge from the pool area, the floor may be slippery. Enter the building with caution and at your own risk. Advise guests of the same. Do not sit/lounge inside the office, fitness center or lounge area in wet swimsuits.
- **Solicitation is not allowed on our property.** Contact management if you observe or are confronted by a solicitor.
- **Report suspicious activity.** Whether within or outside of the building, any suspicious activities should be reported to the police and then to management immediately.
- **In the event of an emergency:**
  - Call 911 if the emergency provides a physical threat to any person or property.

- Call 911 if you are unsure whether the emergency provides a physical threat to any person or property.
- Call management at (979) 268-4780 to report all emergencies – (if calling 911 is necessary, contact management immediately **after** calling 911)
- **Report any malfunctions.** It is your responsibility to report any and all malfunctions that may sometimes occur in your apartment to management immediately. It is the policy of The Factory to have any non-emergency maintenance issues taken care of immediately to within 48 hours of the report and any emergency maintenance issues taken care of immediately to within 24 hours. Please note, however, that there are circumstances that may occur from time to time that will prevent some issues from being taken care of immediately. Your patience and understanding will be greatly appreciated.
- **Feel free to use the barbecue pit in the pool area.** The barbecue pit is for your use and enjoyment. It will be the responsibility of each person to clean up after each use.
- **Call College Station Utilities at (979) 764-3535.** College Station Utilities will bill the residents directly for electricity. You must contact them *before* your lease start date to ensure they will begin billing you beginning ON or before your lease start date. There is a \$50 fine payable to The Factory at Northgate for residents who do not switch over the electricity as of the start date of their lease.
- **Unauthorized pets are not allowed in the building at any time.** This includes pets of guests who may be here only for a small amount of time. Please see page 1, section 6 of your lease for fines and charges associated with unauthorized pets.
- **Keep noises at a minimum.** While every provision has been made to reduce noise transfer from apartment to apartment, noise can still travel readily through the doors and hallways. Please be courteous and respectful to your neighbors at all times. Any resident experiencing excessive noises from within the building should contact either College Station Police at (979) 764-3600 (especially when after hours) or management immediately at (979) 268-4780.
- **Package Policy.** As a service to our residents, it is our general policy to sign for packages/letters of residents who are not home at the time of delivery. While we do our best to reach the resident immediately, occasionally we are unable to do so. If you are expecting a package/letter and have not received it by the expected date, please call or come by the office to determine whether or not we have received it. We do not accept responsibility or liability for any lost, unwanted or damaged package or letter signed for by any one of our representatives. You must notify the office *in writing* if you do not wish for us to sign for your letters/packages on your behalf.
- **Pest Control service is provided.** Regular treatment occurs quarterly; however, if you are experiencing insect/vermin problems within your apartment, please contact the office so arrangements can be made for immediate treatment.
- **It is your responsibility to replace light bulbs.** Upon move-in, all light bulbs will be in working order. Any light bulb that goes out during your lease term is your responsibility to replace. The Factory has extra bulbs that can be purchased in the office. At your request, we will provide the labor to change the bulb for you at no charge.

- **It is your responsibility to replace smoke detector batteries.** Upon move-in, all smoke detectors will be in working order. Any battery that goes out during your lease term is your responsibility to replace. You will know the battery needs to be replaced by a constant chirping noise the smoke detector will make. **Removing or disabling the smoke detector is strictly prohibited!!** 9-volt batteries can be purchased in the office. At your request, we will provide the labor to replace the battery for you at no charge.
- **Air filters are replaced every quarter.** Once every three months we will be entering your apartment to change your air filter. If you wish to change the filter yourself or more often, you will need to provide a written request to the office. If you choose to replace the filter yourself and repair is subsequently needed to your air conditioner due to a dirty filter, you will be responsible for all fees associated with the repair.
- **It is your responsibility to provide the office with any changes to your contact and/or vehicle information.** We make every effort to keep in touch with each of our residents regarding items such as news and information, resident functions, changes to policies, etc. Our primary forms of disseminating information are by e-mail and by posting notices within the building. Please be sure to check your e-mail often and read any and all postings you may see within the building.
- **All balconies must remain free of clutter and items not generally associated with outdoor living spaces.** Such items include but are not limited to: bicycles, trash bags, boxes, clothes/towels, etc. Please note that items considered illegal by local, state and federal ordinances & laws are likewise strictly prohibited. Due to a current College Station ordinance, bbq pits, hibachi grills and similar outdoor cooking devices are prohibited. Allowable items include patio furniture, living plants, and tasteful decorations (subject to approval by management).

Important Contact Information:

Police/Fire Emergency:	911
Factory Office:	(979)268-4780 or factory@warehouseapartments.com
Factory Fax:	(979) 268-4786
Factory After Hours Emergency:	(979) 268-4780 (dial 0 to be connected to the answering service)
Police – Non Emergency:	(979) 764-3600
Fire – Non Emergency:	(979) 764-3700
College Station Utilities:	(979) 764-3535
Suddenlink (cable)	(979) 846-2229
Managed Network Solutions (internet):	(979) 393-9888

## Contemplated Lease Contract Information

You may view a sample copy of the Lease contract at [www.taa.org/renterinfo](http://www.taa.org/renterinfo). The information contained herein will be used to complete the 1<sup>st</sup> page of your Lease Contract. If you are unsure or have any questions about the lease terms, please contact us at 979-268-4780.

### The following items are specific to your lease:

Your Name: \_\_\_\_\_

Names of other Residents (signing the lease): \_\_\_\_\_

Names of Occupants (not signing the lease): \_\_\_\_\_  
(includes people under the age of 18, family, friends, etc)

Total # residents and occupants: \_\_\_\_\_

### The following items will be decided upon assignment of actual apartment, but will be pursuant to the Pre-Leasing Preferences attached.

Unit Type(s) Requested // Apt. number // Monthly Rent // Beginning Ending date of Lease Contract

### The following items found on page 1 are specific to The Warehouse at Northgate and will be filled in accordingly.

Name of Owner/Lessor: Randor Management

Property name: Factory at Northgate

Street Address: 418 College Main, #(above) College Station, TX 77840

Our consent necessary for guests staying longer than 2 days

Number of days notice for termination: 60 days

Security Deposit: Studio \$200, 1 Bedroom \$200, 2 Bedroom \$400

Animal deposit: \$200 per animal (pursuant to pet policy)

Rent to be paid at: On-site managers office or at [www.warehouseapartments.com](http://www.warehouseapartments.com)

Pro-rated rent for: first month (calculation based on actual days in month)

Monthly rental due date: 1st of month;

Late charge due if rent not paid on or before: 5th of month

Initial late charge: \$35.00, Daily late charge: \$10.00, Returned check charge: \$25.00

Animal violation charge: Initial \$100.00, Daily \$10.00

Unit is not furnished // Utilities paid by owner: Water, Cable TV, Internet

\$50 Utility Connection Charge

While not required, it is recommended that you purchase renter's insurance.

Agreed reletting charge: 85% of monthly rent.

Security deposit refund will be one check made jointly payable to all residents

Your move-out notice will terminate Lease Contract on the exact day designated in move-out notice.

Special Provisions: (A) Property Legal Description: Lots 8,9 & 10 of Block 4 and Lots 1,2,3 & 4 of block 22 WC Boyett Estate Partition (B) See attached

\_\_\_\_\_  
Resident Signature

# FACTORY AT NORTHGATE

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## Pre-Leasing Preferences

Rank in desired order 1-4. If you are unwilling to consider a specific floor– mark the space with an X.

\_\_\_\_\_ 1<sup>st</sup> Floor (base price)                      \_\_\_\_\_ 2<sup>nd</sup> Floor (base +\$30)  
\_\_\_\_\_ 3<sup>rd</sup> Floor (base +\$30)                      \_\_\_\_\_ 4<sup>th</sup> Floor (base + \$100)

What unit types will you be willing to accept? (circle all that apply)

Studio      Corner Studio      Lg Studio      1 Bed/1 Bath      Glass 1 Bed  
Loft      1 Bed + study      2 Bed/2 Bath

Please check **one** choice below. Having a balcony adds \$25 to the monthly rent.

\_\_\_\_\_ I want a balcony and will not accept a unit without one.  
\_\_\_\_\_ I want a balcony, but will accept the unit if it does not come with one.  
\_\_\_\_\_ I do not want a balcony, but will accept the unit if it comes with one.  
\_\_\_\_\_ I do not want a balcony and will not take one even if it is all that is available

Rank in desired order 1-4. If you are unwilling to consider a specific view – mark the space with an X.

\_\_\_\_\_ Cherry St. View                      \_\_\_\_\_ College Main View  
\_\_\_\_\_ Garage View                      \_\_\_\_\_ Pool View

Parking Preference. Rank in order of preference.

\_\_\_\_\_ I do not want/need a parking space.      \_\_\_\_\_ I prefer Un-covered (\$580)  
\_\_\_\_\_ I prefer Covered (\$680)

Any other general preferences or comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

# FACTORY AT NORTHGATE

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## Guarantor Request Form

Please read the Occupancy Requirements contained in your application packet.

If you know in advance that you will require a guarantor – please complete this form and return it with your Application for Residency.

(Preferred) Please E-Mail the Guarantor Form to my guarantor listed below.

I will hand deliver the required form to my guarantor.

I request the required form be mailed to my guarantor at the following address.

I understand that if the form is not received by e-mail or fax at the leasing office within 7 days from the date I obtained it, or by mail at the leasing office within 10 days from the date I obtained it, my application for residency will be denied and the apartment being held for me will be returned to a “for rent” status.

\_\_\_\_\_  
Name of Guarantor

\_\_\_\_\_  
Guarantor E-Mail Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

# FACTORY AT NORTHGATE

## Request for Rental History

Authorization:

I hereby authorize the following information regarding my previous rental history be released to The Factory At Northgate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tenant's Name: \_\_\_\_\_

Apartment Community/Landlord: \_\_\_\_\_

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

### **OFFICE USE ONLY:**

Lease Dates: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Was proper notice given? YES NO

Monthly Rental Amount: \$\_\_\_\_\_ # of Lates \_\_\_\_\_ # of NSF's \_\_\_\_\_

Were there any lease violations recorded on file? YES NO

If so, please describe: \_\_\_\_\_

Were there any major damages or cleaning fees retained from the security deposit? YES NO

Would you lease to this tenant again? YES NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Please fax this form back to: (979) 268-4786**

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

# FACTORY AT NORTHGATE

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## Receipt and Acknowledgements

### Receipt and Acknowledgement of Application Agreement

I am in receipt of the Application Agreement (dated 010111). I have had the opportunity to read and to ask any questions that I may have regarding the Application Agreement. I agree that the Application Agreement is a legally binding document on both parties and that I will abide by the terms set forth within.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

### Receipt and Acknowledgement of Security Policies

I am in receipt of the Security Policies (dated 010111) outlined within the Application Package. I have had the opportunity to read and to ask any questions that I may have regarding the Security Policies. I agree to abide by the Security Policies and, further, that I have received no representations or warranties, either express or implied, regarding safety, security or security systems. The Factory at Northgate has not stated or implied to me in any way that security systems of person or property will be provided, promised or guaranteed. The Factory at Northgate has not represented that the apartment community has been or will be free from crime.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

### Receipt and Acknowledgement of Community Rules

I am in receipt of the Community Rules (dated 010111). I have had the opportunity to read and to ask any questions that I may have regarding the Community Rules. If I am accepted by The Factory at Northgate as a resident or occupant, I agree to comply with all Community Rules and follow all instructions regarding smoke and other detectors, alarm systems, access gates and other equipment. I understand that failure to abide by the Community Rules constitutes a breach of my lease contract and could cause legal action to be taken against me. I further agree that I will be responsible for any damage I, or my guests, may cause due to a failure to follow the Community Rules.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

### Receipt and Acknowledgement of Additional Policies

I am in receipt of the Privacy Policy For Personal Information, Resident Privacy, and Accent Wall Policy (each dated 010111) & Occupancy Requirements (dated 040111). I have had the opportunity to read and to ask any questions that I may have regarding these documents and agree to the terms set forth within.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date