

**ADDENDUM TO APPLICATION FOR RESIDENTS AND OCCUPANTS  
(Texas)**

Date: \_\_\_\_\_  
(When this application is filled in)

- SUPPLEMENTAL INFORMATION:** The purpose of this Addendum to Application is to provide Owner additional information to determine whether you qualify under Owner's resident selection criteria and occupancy standards, and also to provide Owner with additional information it will need should your application for residency be approved.
- YOUR PREVIOUS HOME ADDRESS:** In addition to the previous home address set forth in your application for residency (that is, the address where you resided immediately prior to your current home address), please list each of your two previous addresses where you resided prior to the previous address set forth on your application.

**Additional Previous Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

**Additional Previous Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

- YOUR CRIMINAL HISTORY:** In addition to the questions which you answered in your application regarding any history related to felony or sex crimes, please answer the following questions:

Have you or any member of your household ever been listed on a registry of sexual offenders?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any drug-related criminal offense?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

\_\_\_\_\_  
\_\_\_\_\_

- EMERGENCY:** In addition to the Emergency Contact you have listed in your application, please provide us with one additional emergency contact person over the age of 18 who will not be living with you:

**Relative/Emergency Contact (Not Residing With You):**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Area Code Area Code

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- YOUR EMAIL ADDRESS:** \_\_\_\_\_

- YOUR EDUCATION:** \_\_\_\_\_

\_\_\_\_\_

I/We have read the foregoing, and certify that the information herein is TRUE and CORRECT and that this application is submitted for the purpose of inducing approval of this application on my/our behalf.

By signing this Addendum to Application, I/we authorize Owner or agent for Owner to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, will lead to the rejection of my/our application and/or immediate termination of my/our lease. Any unanswered "yes" or "no" question shall result in the denial of your application. Further, if I/we subsequently are involved in conduct which would result in a "yes" response to any of the questions set forth above (even after I/we sign the lease and take possession of the apartment home), I/we understand that Owner may terminate the Lease.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Management Representative Signature \_\_\_\_\_

**FOR COMMUNITY ADMINISTRATIVE PURPOSES:**

Check if on Wait List Wait List Expiration Date (if needed) \_\_\_\_\_

Community # \_\_\_\_\_ Community Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_ Requested Move-In Date \_\_\_\_\_



**Consent to Consumer Report and Background Check**

This is to inform applicant that, as part of Owner's procedure for processing applicant's application, an Investigative Consumer Report may be prepared whereby information is obtained through personal interviews with applicant's landlord, employer, or others with whom applicant is acquainted. This also is to inform applicant that, as also set forth in the lease applicant will execute if applicant's application is approved by Owner, similar Investigative Consumer Reports may be prepared in the future after applicant has executed the lease and become a resident or has vacated the property which is the subject of this agreement. These inquiries include information as to applicant's character, general reputation, personal characteristics, mode of living and credit report. The federal Fair Credit Reporting Act requires Owner to provide to applicant additional information about the nature and scope of the investigation if applicant provides Owner with a written request within a reasonable time. Owner has attached a summary of applicant's rights under the Fair Credit Reporting Act.

I, \_\_\_\_\_, the undersigned applicant authorize \_\_\_\_\_, or its agent, attorney or assign to order and review one or more consumer reports relating to me (including, but not limited to, credit history, rental history (including with other properties owned by property owners affiliated with Owner), and criminal history). I further authorize \_\_\_\_\_, its agent, attorney or assign to order or prepare, and review, investigative consumer reports relating to me. I understand and authorize \_\_\_\_\_, its agent, attorney or assign to continue to obtain or prepare consumer reports and investigative consumer reports on me both during the duration of any lease or agreement I may enter into as a result of this application and at any time thereafter, including for the purposes of collection of amounts I may owe under any lease or other agreement. I further authorize and direct all employers, financial institutions, banks, creditors, residential managers/landlords to release any and all information relating to me to \_\_\_\_\_ or its agent, attorney or assign. I acknowledge that I have received a summary of my rights under the Fair Credit Reporting Act.

I further understand and authorize \_\_\_\_\_ to obtain and use consumer report information relating to me (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing/eviction databases.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

SSN \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

SSN \_\_\_\_\_ Date \_\_\_\_\_



## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

| FOR QUESTIONS OR CONCERNS REGARDING:  | PLEASE CONTACT:  |
|---|--|
| CRA's, creditors and others not listed below  | Federal Trade Commission<br>Consumer Response Center - FCRA<br>Washington, DC 20580<br>1-877-382-4367 (Toll-Free)          |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)        | Office of the Comptroller of the Currency<br>Compliance Management, Mail Stop 6-6<br>Washington, DC 20219<br>800-613-6743  |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)                           | Federal Reserve Board<br>Division of Consumer & Community Affairs<br>Washington, DC 20551<br>202-452-3693                  |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision<br>Consumer Programs<br>Washington, DC 20552<br>800-842-6929                                  |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | National Credit Union Administration<br>1775 Duke Street<br>Alexandria, VA 22314<br>703-518-6360                           |
| State-chartered banks that are not members of the Federal Reserve System  | Federal Deposit Insurance Corporation<br>Division of Compliance & Consumer Affairs<br>Washington, DC 20429<br>800-934-FDIC |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | Department of Transportation<br>Office of Financial Management<br>Washington, DC 20590<br>202-366-1306                     |
| Activities subject to the Packers and Stockyards Act, 1921  | Department of Agriculture<br>Office of Deputy Administrator - GIPSA<br>Washington, DC 20250<br>202-720-7051                |

