

BROOKSIDE MEADOWS

LEASING APPLICATION PACKET

45609 Chapman Lane

Hempstead, TX 77445

Located on the corner of Richards Rd. & Chapman LN.

(we are not the purple house)

Hours: Mon.-Fri. 8am-5pm

Office: 936-857-3385

brooksidemanager@att.net

brooksideassistantmg@gmail.com

www.brooksidemeadow.com

Dear Student,

Thank you for your interest in becoming a resident at **Brookside Meadows**. We are pleased that you are considering our community for your off-campus housing needs and look forward to reviewing your leasing application.

In order to ensure a smooth and timely processing of your application, we ask that you carefully review the entire application packet. Please be sure to initial each page where indicated and fully complete all sections. Incomplete or missing information may delay the approval process. **Please return this entire application and any required supporting documents as outlined in the packet.**

Our office is open Monday through Friday, from 8:00 AM to 5:00 PM, should you have any questions or need assistance. You may reach us either by phone or at the emails listed above.

We look forward to receiving your completed application and hope to welcome you to our community soon!

Applicant initials: _____

Co-signer's initials: _____

LEASING INFORMATION

Application Fee: **\$100.00 (non-refundable)**
(per person)

Deposit: **\$500.00**
(Per person)

Cancellation Fee: **\$300.00**

If you decide to cancel your application after you have paid the security deposit you will be charged a cancellation fee which will be deducted from the deposit.

Rent: **\$695-\$825 per month**
(per person) (Rates are subject to change)

Lease Terms: **Fall Semester: Aug-June**
(per person) **Summer Semester: May-May & June- June**

Current & final month's rent of your lease is due upon move in.

Our Spacious Duplex Town Homes Consist Of:

- **4 Bedrooms and 4 Baths (1700 sq. ft.)**
- **All Units Are Furnished With All Appliances, Including Washer and Dryer, Microwave and Dishwasher**
- **Bedroom Furniture**
- **Electric has a utility cap of \$120 per unit**
(You will be billed monthly for electric- any amount over the cap will be split between you and your roommates)
- **Water & Sewer has a utility cap of \$60 per unit**
(You will be billed monthly for water- any amount over the cap will be split between you and your roommates)
- **Shuttle Service Available Nearby**

Applicant initials: _____

Co-signer's initials: _____

**ELIGIBILITY CRITERIA
&
REQUIRED DOCUMENTS**
All Documents Must be Attached to Application!

Applicant Eligibility Criteria:

- Must be a College Student (part time/full time)
- Must Have a Valid Driver's License & school I.D.
- Provide Proof of Income (4 most recent check stubs or awards letter)
- Must Pass Criminal Background- NO Felonies!
- Must Pass a Credit Check
- No Evictions, Broken Leases or Balance Due on Previous Rental History!
- ALL Applicants MUST Have a Co-Signer ***NO EXCEPTIONS!**

Applicant Documents Required:

- Copy of Valid Driver's License or State Issued I.D.
- Class Schedule (for the current enrollment semester)
- Transcript
- Awards Letter (for current semester enrollment)
- Account Summary by Term (for current semester enrollment)

Cosigner Eligibility Criteria:

- Must Be 21 or Over
- Valid Driver's License or State Issued I.D.
- Income Requirements Must Meet 3x the Rental Rate
- Must Pass a Credit Check
- No Evictions, Broken Leases or Balance Due on Previous Rental History!

Cosigner Documents Required:

- Copy of valid driver's license or state issued I.D.
- Provide Proof of Income (4 most recent check stubs, current tax return, last 3 recent bank statements, or official benefits verification letter)

Applicant initials: _____

Co-signer's initials: _____

FAQ'S

What needs to be paid prior to move in?

- \$100 Application Fee -Non-Refundable
 - \$500 Security Deposit- If you decide to cancel your application after you have paid the security deposit, you will be charged a **\$300 cancellation fee** which will be deducted from your deposit!
- *Schedule an Appointment for Move In (late arrivals will be canceled)

How much rent needs to be paid on or before move in day?

- Bring Current Month's Rent
 - Bring Last Month's Rent (this is the final month of your contract that your pre-pay for)
- OR
- Full Lease Term Payment or Semester Payment

Accepted forms of payment:

- Money Order & Cashier's Check- Payable to **Brookside Meadows**
- Credit & Debit Cards – 3.5% Processing Fee Will be Charged.

***We Do Not Accept American Express, Checks or Cash Payments.**

Can I make a payment by phone?

- You can call in your payment using your credit card or debit card. Processing fees will apply.

Do I get to choose what house I want?

- No, room assignments are made based on the responses to the roommate matching questions. You will be placed in a house that best suits your preferences and is compatible with your assigned roommates.
- We do not offer co-ed housing.

What if I want to cancel my application after paying the deposit?

- You have 14 days to cancel your application after paying the security deposit.
- Email us a request to cancel your application, state the reason why, include your forwarding address and good contact number.
- A check will be made payable to the **applicant** and sent out by mail.
- You will be charged the cancellation fee as stated above.

Do you allow pets?

- No, only **approved registered** service animals/ESA animals.
- Limited units available.

Applicant initials: _____

Co-signer's initials: _____