



Application Completion Addendum

DUE AT TIME OF APPLYING: APPLICATIONS WILL NOT BE REVIEWED WITHOUT ADDENDUM

APPLICANT NAME(S): _____

PROPERTY ADDRESS: _____

AGENT/REALTOR FOR APPLICANT: _____

(Agent may forfeit commission if information not provided and/or applicants do not follow instructions highlighted in this Completion Addendum).

Application Instructions and timeline:

- 1)** All parties fill out applications online at 1 time. You must attach guarantor form you will get from your agent/realtor. To not need a guarantor, form you will have to provide paystubs to show you make 3 times the rent and attach to your application. No application will be reviewed or processed until all parties have turned in the above documents. Failure to do so may result in denial or another applicant being approved and forfeiture of your application fee.
- 2)** Once application is approved by property management you will have 24 hours to turn in your security deposit. Immediately following the security deposit being paid the lease contract will be sent out via DocuSign for electronic review and signature. From lease signing, residents have 2 weeks to turn in full 1st month's rent. If you or any co-applicant withdraw an application prior to execution of the lease agreement, we are entitled to retain all application deposits and monies tendered at that point. Failure to pay security deposit within 24 hrs will result in denial of application and forfeiture of your application fee.
- 3)** Once the security deposit has been paid the lease will be generated. You have 48 hours to sign the lease documentation once received via DocuSign. Security Deposit is equal to 1 month's rent **(90% is refundable. Nonrefundable 10% goes to lease creation and processing)**

Additional Important Information:

Initial the following:

_____, _____ 1) A \$15 MRA fee is charged monthly to your account in addition to the monthly rent. This fee is an administration fee that is non-negotiable. Failure to sign a lease due to refusing this fee will result in denial of application and forfeiture of your application fee due to all information of fees being disclosed prior to applying to property.

_____, _____ 2) Security Deposit is equal to 1 month's rent (90% is refundable. Nonrefundable 10% goes to lease creation and processing).

_____, _____ 3) A 10% charge for any work done on the condo after resident leaves will be charged to the security deposit as a Remediation Fee. We do not upcharge any work done however, this fee pays for remedying of any work (i.e. scheduling, orchestrating repairs, invoicing, management of repairs/time, etc.) to the property after the residents leave.

_____, _____ 4) You are applying for the unit in it's as-is condition (appliances, paint, counters, etc). No upgrades are to be done unless approved and in writing from management.

_____, _____ 5) No early move-ins are allowed. The date on your lease will be the soonest you can move into the property. This is a legal document and will not be altered after all parties have signed.

_____, _____ 6) We do not allow lease breaks or void the legal documents. Once signed, you are responsible for the lease terms through the lease dates on the TAA lease. The only option to remove yourself from a lease is to sublease. Instructions are on our website.

_____, _____ 7) Explanation of "full 1st month's rent": We collect the 1st full month's rent in the application process. For example: If your lease states August 15th as the lease start date, we collect September rent upfront as it is the 1st full month's rent. On September 1st you would owe only the pro-rated portion of August 15th – 31st. Your rent would go back to normal amounts and collection starting October 1.

_____, _____ 8) Condominiums are individually owned and not apartments. Floorplans are not available for these properties. Parking spots are non-negotiable or transferable as they are defined by the City at time of building creation and permits. We are unable to change spots and each spot is already designated to the unit.

By signing this Completion Addendum, you acknowledge you have viewed the property you are applying for and will (if approved) reside in and understand that property is as-is (unless in writing and signed by all parties and management).

As-is is defined as no cosmetic changes, unless in writing and agreeance from management and resident/applicant, will be made to property and applicant understands that no remodel, renovation, or changes will be made.

The unit will be cleaned and made-ready from previous residents prior to move-in.

Application Signatures and Date

_____	_____
_____	_____
_____	_____
_____	_____