

**Corporate Housing Associates, LP  
Application Form**

<b>APPLICANT'S INFORMATION:</b>		<b>TODAY'S DATE:</b>	
NAME _____		<b>RESERVATION INFORMATION:</b>	
ADDRESS _____		ADMINISTRATION FEE: \$150 non-refundable	
CITY ST ZIP _____		DATES NEEDED:	
PHONE _____		FROM: _____	
E-MAIL ADDRESS: _____		To: _____	
SS# _____		CREDIT CARD: (Required) MasterCard, Visa, or American Express	
DR LIC # _____	STATE _____	MCARD _____	Exp Date _____
DATE OF BIRTH _____		VISA _____	Exp Date _____
<b>APPLICANT'S EMPLOYMENT:</b>		AM EXP _____	Exp Date _____
COMPANY _____		NAME AS IT APPEARS ON CARD: _____	
ADDRESS _____		<b>PET INFORMATION:</b> (\$325 Non-Refundable)	
CITY ST ZIP _____		NUMBER _____	BREED _____
BUS PHONE _____		TYPE _____ DOG OR CAT (circle one)	
<b>SPOUSE'S INFORMATION:</b>		<b>CHILDREN:</b>	
NAME _____		NAME _____	
SS# _____		AGE _____	
DR LIC # _____	STATE _____	NAME _____	AGE _____
DATE OF BIRTH _____		NAME _____	
<b>EMERGENCY CONTACT INFORMATION:</b>		NAME _____	
NAME: _____		AGE _____	
ADDRESS: _____		<b>HOW DID YOU HEAR ABOUT US?</b>	
CONTACT PHONE _____		REALTOR _____	Realtor's Name _____
RELATIONSHIP: SISTER _____		RELOCATION CO _____	_____
<b>BILLING ADDRESS INFORMATION (FOR INVOICES/RECEIPTS):</b>		OTHER _____	If other, please explain _____
MAILING ADDRESS _____		EMPLOYER _____	_____
CITY ST ZIP _____		BUILDER _____	_____

**Form of Payment :** Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Money Order \_\_\_\_\_ Company Direct Bill \_\_\_\_\_

**STATEMENT OF POLICY:** Most corporate clients are referred by either their employer or by their builder and therefore are pre-approved regarding financial responsibility. In the case of application by an individual, then conventional apartment leasing criteria and qualification is required. Occupancy limit - only 2 persons per bedroom.

It is our policy to check criminal history and reject anyone convicted of a felony or sex-related crime.

Have you or anyone who will reside in the unit ever been convicted of the illegal manufacture or distribution of a controlled substance or any felony?  
 YES \_\_\_\_\_ No (Please check one) \_\_\_\_\_

**ACKNOWLEDGEMENT:** You declare that all information is truthful and authorize us to verify this information through all available means. We reserve the right to cancel the Letter of Agreement if it is determined that information has been falsified and/or if the terms of the agreement are violated. **Cancellations made after 48 hours of confirmation will be charged a \$250 cancellation fee. Should you cancel within five days (5 days) or less prior to arrival date a charge equal to the complete confirmed reservation will be charged, unless WIH is able to rebook the entire confirmed reservations.**

\_\_\_\_\_  
 Applicant signature Date Agent for owner Date  
 \_\_\_\_\_  
 Co-applicant or Spouse Date

Fax your completed, signed application to Woodlands Interim Housing at 281.210.3409.