

# Northeast Village Apartments

**4535 Schertz Road, San Antonio, Texas 78233**

Phone: (800) 886-0336 x200, Fax (949) 559-7978

## Prescreening and Application Package



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Dear Potential Resident:

Thank you for your interest in Northeast Village Apartments.

We believe you will enjoy living in our community. Here are some reasons why:

- ü It's a quaint 28 unit apartment community with friendly onsite management and maintenance staff.
- ü All apartments are clean, 3 bedroom, 2 bath apartments. Many are newly remodeled.
- ü All apartments have in-unit washer/dryer hookups.
- ü It's located in the desirable northeast section of San Antonio, and is surrounded by good neighborhoods.
- ü The Northeast Independent School District serving the apartments is one of the finest school districts in San Antonio and all of south Texas.
- ü It's conveniently located to the I35 freeway and a wide variety of shopping choices

The owners, managers and maintenance staff of Northeast Village Apartments take our obligation to provide clean and well maintained rental housing very seriously.

We are seeking residents who are respectful, who are willing to comply with our community policies and rules, and who will be good neighbors and a positive addition to the community.

Our community policies and rules can be found on the next three pages. Please read through them now. If you and all potential residents and guests of a unit that you will occupy agree to obey the community policies and rules then please complete this application package completely. We charge a \$35 application processing fee, which must be paid for in cash or cash equivalents at the time you turn your application in.

If you read the community policies and rules and feel you or your guests cannot obey them, then do you and us a favor, and don't even waste your time or money by completing an application. Make room for those who will.

After you have completed the application package, we look forward to speaking with you.

Sincerely,

Carl & Janie Merkle, Owners  
Josh & Erica Murphy, Onsite Managers  
Miguel Coronado, Onsite Maintenance

# Northeast Village Apartments

## Community Policies and Rules

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### **WELCOME**

Welcome to the Northeast Village Apartment community! The owners and managers of this community take pride in our apartment homes and we take seriously our maintenance responsibilities. We want you to be satisfied with your residence and the community you live in. These Community Policies and Rules are designed to help maintain a quiet, clean and respectful community environment. They are applicable to everyone – all residents and their guests.

By signing the rental application (now) and the Texas Apartment Association Lease Contract (if your application is accepted), you agree that you and all members of your household and all your guests will abide by and support the standards of the community expressed in these Community Policies and Rules and in the Lease Contract. By signing, you are also acknowledging that if you and members of your household and your guests do not comply with these Community Policies and Rules (and the Lease Contract), you could be subject to fines and possibly eviction.

By being respectful and considerate of your neighbors and the property rights of others, and by expecting that same consideration in return, you will be a good neighbor and you will help contribute to a quiet, clean and respectful community environment.

### **FAIR HOUSING STATEMENT**

This community is committed to compliance with all federal, state and local fair housing laws. Community policies are designed to provide consistent and fair treatment of all residents in the spirit of these laws. We do not discriminate because of race, color, religion, sex, national origin, disability, or familial status.

Fair Housing laws do not protect tenants who are unruly or who pose a danger to other residents. Landlords are allowed to take action against persons whose behavior is disruptive to the neighborhood, including evicting such persons from the property. We apply the same disciplinary and eviction procedures for all tenants. We will take disciplinary action on the basis of a person's behavior or other violations of these Community Policies and Rules, and not on the basis of race, national origin, religion, sex, color, disability, or familial status.

### **DRUG FREE AND CRIME FREE HOUSING**

We operate a drug free and crime free community. What this means is that you and your occupants and guests may not engage in the following activities: possession, use, sale, or manufacture of illegal drugs; engaging in or threatening violence; engaging in malicious property damage or theft; displaying or possessing a gun, knife, or other weapon in the common area in a way that might alarm others; engaging in prostitution or other sex crimes; belonging to criminal street gangs; any other criminal conduct.

We have a zero tolerance policy towards illegal drug use and crime. This means that it only takes “one strike” in a violation of any of these, or just a concern and suspicion of a violation of any of these and you will be asked to leave. You agree that you will leave if we ask you to move out because we have a concern or suspicion that you might have involvement with drugs or crime.

If your behavior makes us suspicious that illegal drug use could be the cause of bad behavior, then we have the right to ask you to provide a drug test, at your expense. If you refuse to do so, then you agree that such a refusal is treated as though you have used illegal drugs for purposes of this policy.

# Northeast Village Apartments

## Community Policies and Rules

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### **THE “GOOD NEIGHBOR” POLICY**

We expect residents and guests of Northeast Village Apartments to be “good neighbors”. We define a good neighbor as people who:

- Are polite, respectful and considerate to others.
- Respect the property of the owner and their neighbors.
- Keep the interior of their apartment neat and clean.
- Properly use and care for appliances provided in their apartment.
- Keep the exterior of their apartment (patio and entry area) neat and clean.
- Demonstrate their concern about maintaining good curb appeal of the community by picking up trash or debris that others may have left without being asked to do so and informing maintenance and/or management of any observable blight.
- Report all maintenance issues, especially those involving water or fire hazards or safety threats to management in a timely manner.
- Pay their utility bills and rent on time.
- Adequately supervise and train their children and guests to be good neighbors.
- Pay for any damage to property caused by them, their children or guests.
- Park their cars only in their designated parking and don’t allow guests to park in other neighbors’ designated parking spaces.
- Don’t behave in a loud, obnoxious or boisterous manner or disturb or threaten the rights, comfort, health, safety or convenience of others in or near the apartment community.
- Report to management any suspicious activity.
- Comply with all terms of their Lease Contract.

### **KNOW YOUR NEIGHBORS AND COMMUNICATE WITH THEM**

We encourage you to get to know your neighbors and try to establish good relationships with them. Experience has taught us that when a resident or their guest does something that annoys another resident, then most people, when approached in a friendly manner about the annoying behavior will be polite enough to correct it. Also, by knowing who your neighbors are, you’ll be in a better position to observe whether people who are not residents of the community are acting in a suspicious manner that warrants notifying management or the police department.

### **APARTMENT STAFF AND RESOURCES**

If you need assistance of any kind, there are several resources in place that can assist you.

*Onsite Managers.* The Onsite Managers live in Northeast Village Apartments. Their role is to help build community. They are available as a local resource to residents and to assist the owners with enforcing compliance with the Community Policies, the Lease Contract and any other issues that may arise.

*Maintenance.* Onsite maintenance is available to take care of maintenance issues as they arise and to keep the common areas clean. All maintenance issues must first be reported to the onsite managers. Maintenance requests should be in writing.

*HIS Bridgebuilders.* This is a faith-based organization that occupies apartment #108. They serve the community and offer encouragement and hope by hosting bible studies, through after-school homework and study time resources, and through connecting various constituencies (bridging) to solve problems. Residents with spiritual and other needs are encouraged to contact them for prayer requests.

# Northeast Village Apartments

## Community Policies and Rules

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### **OTHER POLICIES AND RULES**

**Vehicles** – All residents' vehicles must be registered with management and parked in designated parking. Guests must park only in designated visitor parking.

**Pets** – No animals are allowed, even temporarily, anywhere in the apartment community unless management has authorized it in writing.

**Smoking** – Smoking is only allowed outdoors. It is prohibited inside your apartment because of the damage smoking causes to air conditioning systems and unit interiors. If periodic inspections indicate that smoking is occurring inside units, you will be requested to cease and will be fined based on the then applicable fine schedule.

**Utilities** – Residents are responsible to pay for all utilities, related deposits and any charges, fees or services on such utilities during your Lease Contract term. Water and trash are billed on a prorata basis by the owner.

**Water Usage** – Conservation of this precious resource is encouraged. Report any plumbing leaks or issues immediately to the manager. Damages caused from neglectful use of water will be billed to tenants.

**Moving** – Moving is only allowed from 7:00 a.m. to 10:00 p.m.

**Noise** – Residents, family and guests shall be considerate of other residents and keep noise levels down to reasonable levels from 7:00 am to 10:00 pm. There should be no discernable noise levels from 10:00 pm to 7:00 am. This policy includes noise from any sources such as stereos, television sets, CD's, musical instruments, car radios, talking, etc.

**Trash** – All garbage is to be disposed of in the garbage dumpster provided on property. No trash cans or trash bags are permitted on the porch area. To keep the community looking clean, the maintenance staff will walk by units in the mornings, and will pick up trash. If they are required to pick up trash in front of your unit you will be fined based on the then applicable fine schedule.

**Housekeeping, Balconies and Porches** – Residents are responsible for keeping the interior and entryway (including the parking lot) to their apartment neat and clean. Management and maintenance will routinely check for neatness. Only patio furniture is allowed on patios and they are not to be used for storage. If necessary after appropriate warning of violations, Management will fine those who do not keep their living area neat and clean.

**Alterations** – No alterations are allowed without management's prior written consent.

**Children** – Children must be properly supervised at all times. They should be taught respectful behavior. There are after school programs available for children at unit #108, run by HIS Bridgebuilders. Residents are encouraged to take advantage of their services.

**Waterbeds or Water Furniture** – No waterbeds or water-filled furniture is allowed.

**Flammables** – No paint, oil, gasoline or any flammable materials are permitted in apartments.

**Damages** – Resident or guest caused damages beyond normal wear and tear will be billed to residents based on the then applicable fine schedule.

**Window Coverings** – Only mini-blinds are allowed on windows.

**Behavior** – No disorderly, boisterous, obnoxious, rebellious, or disrespectful behavior is allowed by residents or their guests.

## RENTAL APPLICATION

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Please fill in the rental application completely and truthfully. It consists of 1) the information requested on this page and the following page and 2) the Texas Apartment Association Rental Application for Residents and Occupants. If you do not provide us with complete information, we will not be able to process your application.

### IMPORTANT QUESTIONS TO BEGIN WITH

Please check off whether your answer to the question is yes or no.

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Did you read all the Northeast Village Apartments Community Policies and Rules?
<input type="checkbox"/>	<input type="checkbox"/>	Do you understand them?
<input type="checkbox"/>	<input type="checkbox"/>	Do you agree to obey all the community policies and rules? (This applies to you and all residents and guests of a unit that you will occupy)
<input type="checkbox"/>	<input type="checkbox"/>	Will you be a "good neighbor", as that term is defined in the Community Policies and Rules? (This applies to you and all residents and guests of a unit that you will occupy.)

Person filling out this form:

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Today's Date

### PLEASE LIST EVERYONE THAT WILL BE LIVING IN THE APARTMENT

	Name	Age	Relationship to You?	Employed or Attending School? (Y/N)
1				
2				
3				
4				
5				
6				

**RENTAL APPLICATION**

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Who referred you to us that we should thank for the referral? \_\_\_\_\_

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*Note: A separate application is required from each occupant age 18 or older.*

**Certification:**

*I certify that all the information given above and on the attached Texas Apartment Association Rental Application for Residents and Occupants is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords and employers and personal references.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes (Landlord/Manager):**

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Application to rent unit # \_\_\_\_\_ located at: 4535 Schertz Road, San Antonio, Texas 78233.

Anticipated move date of \_\_\_\_\_ at a monthly rent of \$ \_\_\_\_\_ and security deposit of \$ \_\_\_\_\_.