

THE MARK CONDOMINIUM ASSOCIATION, INC.  
3505 SAGE RD.  
HOUSTON, TX 77056  
**THE MARK LEASING RULES**

1. All prospective and renewal tenants must complete The Mark's rental application form and pay a **non-refundable move-in fee of \$500.00 in cash or by cashier's check.** (In addition to a \$100.00 fee for each dog.) Application form(s) on all adult persons intending to live at The Mark will be turned in to **Lexus/Nexus, Inc.** for a criminal and credit check. Additionally, all adult persons visiting The Mark for more than 14 days in a calendar year must submit to a criminal and credit check. Applications approved by **Lexus/Nexus, Inc.** will be turned over to the Board of Directors of The Mark Condominium Association for its consideration. Applications not approved by **Lexus/Nexus, Inc.** will be rejected immediately. All information provided to The Mark Condominium will be shared with the owner of the unit involved.

\_\_\_\_\_ Initials

2. All leases and applications shall be presented to the Association's manager at least 10 days before the start of the lease. All leases will be in writing and shall state that it is "Subject in all respects to the provisions of the Declaration, the Bylaws and the Regulations of The Mark Condominium Association, Inc., and shall provide that any failure by the Tenant thereunder to comply with the terms and provisions of the Declaration, the Bylaws or the Regulations shall be and constitute a default under such lease."

\_\_\_\_\_ Initials

3. Lease applications must be accompanied by copies of two of the following three pieces of I.D. 1. Driver's License. 2. Passport. 3. Social Security card. Proof of income, name of company or employer, physical street address of your office or business (including zip code), name and title of the human resources person who can verify your employment and a copy of the prospective occupants' social security card(s). Any applications not completely filled out or which contain false information will be rejected immediately. Any Tenant approved to occupy a unit at The Mark based upon false information, is subject to immediate eviction.

\_\_\_\_\_ Initials

4. No Unit may be used or occupied for other than single family residential purposes.

\_\_\_\_\_ Initials

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5. No lease shall be made for transient or hotel purposes or for any term of less than one year.

\_\_\_\_\_ Initials

6. No owner shall lease less than an entire unit.

\_\_\_\_\_ Initials

7. Any Tenant having the right to occupy any Owner's Unit pursuant to a lease granted by an Owner, shall automatically be deemed to have agreed to strictly comply with the provisions of the Declaration, the Bylaws and the Regulations. Owner is responsible for providing Tenant with the Governing Documents and notifying Tenant of any changes.

\_\_\_\_\_ Initials

8. Owners are responsible for ensuring compliance by all persons using or occupying such Owner's Unit. Failure or refusal to comply shall be grounds for an action to recover damages or for injunctive relief or both. In addition, an Owner's or lessee's voting rights and right to enjoy General Common Elements may be suspended by the Association during the period of noncompliance.

\_\_\_\_\_ Initials

9. No more than two persons may occupy any 1-bedroom Unit; no more than three persons may occupy any 2-bedroom Unit.

\_\_\_\_\_ Initials

10. Any guest who stays on the property for more than fourteen days during the term of a lease period must provide a picture I.D., complete a rental application and submit to a criminal and credit check.

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11. No Unit may be Occupied by a person who (a) annoys Owners of other Units; (b) reduces the desirability of the Condominium as a residential community; (c) endangers the health or safety of other Owners; or (d) violates any law or any provision of the Governing Documents. Any owner who receives three complaints from the HOA or Owners of other Units about a tenant in a calendar year shall have grounds to evict said tenant.

\_\_\_\_\_  
Initials

12. Owners shall instruct their Tenants to channel all communications (including non-emergency repair requests) through the Owner. Owners will further instruct their Tenants that the Association does not manage or repair the Unit, and that the Tenant should not contact the Association (except as may be required by the Governing Documents or to report emergencies that are within the Association's scope of responsibility pursuant to the Governing Documents).

\_\_\_\_\_  
Initials

13. All pets that live in The Mark must be registered with a picture of the animal attached. Each dog registered after 2-1-13 will be charged a non-refundable registration fee of \$100.00. Any dog visiting The Mark for more than two weeks in a calendar year must be registered. Anyone found to have an unregistered pet at The Mark will be fined.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Unit #

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

\_\_\_\_\_  
Date

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**LEASE ADDENDUM**

Lease Start Date: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

The Mark Unit #: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

This lease is Subject in all respects to the provisions of the Declaration, the Bylaws and the Regulations of The Mark Condominium Association, Inc., and provides that any failure by the Tenant hereunder to comply with the terms and provisions of the Declaration, the Bylaws or the Regulations shall be and constitute a default under the lease.

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**713-888-0198**  
**713-871-8803 fax**  
**TENANT APPLICATION**

Applicant's Full Name: \_\_\_\_\_

Applicant's D. L. Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Applicant's D.O.B. \_\_\_\_\_  
(Provide a copy for The Mark's records)

Applicant's Passport Number: \_\_\_\_\_  
(Provide a copy for The Mark's records)

Applicant's S.S. Number: \_\_\_\_\_  
(Provide a copy for The Mark's records)

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant's Current Address (including zip code): \_\_\_\_\_

Current Monthly Rent: \_\_\_\_\_ Proposed Rent: \_\_\_\_\_

Name & Phone Number of Current Landlord: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_

Work Phone Number : \_\_\_\_\_

Physical address of office or place of business: \_\_\_\_\_

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Name & Title of Human Resources Person who can verify your employment (no cell phone numbers please): \_\_\_\_\_

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**Applicant's Signature**

THE MARK CONDOMINIUM ASSOCIATION, INC.

3505 SAGE RD.

HOUSTON, TX 77056

Applicant is aware that this information will be used to do a credit and criminal background check and that the information will be shared with The Mark Board of Directors as well as the owner of The Mark unit to be leased and/or their agent. Application must be filled out fully. Any applications not fully filled out or which contain false information will be rejected immediately. Any Tenant approved to occupy a unit at The Mark based upon false information is subject to immediate eviction.

Pet Registration Form

Unit #: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Emergency contact #: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Type: \_\_\_\_\_

Pet Color: \_\_\_\_\_

Pet Weight: \_\_\_\_\_ lbs. Pet Age: \_\_\_\_\_

Does your pet have an I.D. chip? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what is the number? \_\_\_\_\_

Attach photo below:

All pets that live in The Mark must be registered, vaccination records provided and a picture of the animal attached. Each dog registered after 2-1-13 will be charged a non-refundable registration fee of \$100.00. Any dog visiting The Mark for more than fourteen days cumulatively in a calendar year must be registered. Anyone found to have an unregistered pet at The Mark will be fined.