

# HARRELL GROUP

## REAL ESTATE SERVICES

HARRELL Residential GMAC Real Estate • HARRELL Commercial Realty  
HARRELL Appraisal Services • HARRELL Realty Management Systems

### PRIVACY POLICY ON PERSONAL INFORMATION

We are dedicated to protecting the privacy of your information. This includes your social security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your social security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.

**How and when information is used.** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

**How the information is protected and who has access.** Only authorized persons have access to your social security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your social security or other governmental identification numbers, we will store or destroy the information in a manner that insures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator Services.** If you were referred by a locator service please be aware that the locator services are independent contractors and are not our employees - even though they may have initially rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies.

Thank you,

Harrell Realty Management Systems

Date \_\_\_\_\_

4315 Lake Shore Dr., Ste. M  
Waco, Texas 76710  
254-772-8572 • Fax 254-772-0370  
[www.harrellrealty.us](http://www.harrellrealty.us)



Lease Contract Guaranty

Each guarantor must submit a separate guaranty form, unless guarantors are husband and wife.

Lease Contract Information

ABOUT LEASE: Date of Lease Contract (top right hand corner of Lease Contract):
Owner's name (or name of apartments): Harrell Realty Management Systems
Unit No. of Apartment and street address of dwelling being leased:
City/State/Zip of above dwelling: TX
Monthly rent for dwelling unit: \$
Beginning date of Lease Contract:
Ending date of Lease Contract:

Guarantor Information

Use for one guarantor only (can include spouse of guarantor)

ABOUT GUARANTOR: Full name (exactly as on driver's license or govt. ID card)
Current address where you live:
Driver's license # and state:
OR govt. photo ID card #:
Birthdate: Sex
Marital Status: single married divorced widowed separated
Total number of dependents under the age of 18 or in college:
What relationship are you to the resident(s)? parent brother or sister
employer other
Are you or your spouse a guarantor for any other lease? Yes No
If so, how many?

YOUR WORK: Present employer:
Employer's address:
How long?
Position:
Your gross monthly income is over: \$
Supervisor's name: Phone:

YOUR SPOUSE: Full name (exactly as on driver's license or govt. ID card):
Driver's license # and state:
OR govt. photo ID card #:
Birthdate:
Present employer:
How long? Position:
Work phone: ( ) Phone:
Monthly gross income is over: \$

YOUR CREDIT/RENTAL HISTORY:

Your bank's name:
City/State:
List major credit cards:
To your knowledge, have you, your spouse, or any resident listed in this Guaranty ever: been asked to move out? broken a rental agreement? declared bankruptcy? or been sued for rent? To your knowledge, has any

You, as guarantor signing this Lease Contract Guaranty, guarantee all obligations of resident(s) under the above Lease Contract, including but not limited to rent, late fees, property damage, repair costs, animal violation charges, reletting charges, utility payments and all other sums which may become due under the Lease Contract.

resident listed in this Guaranty ever: been sued for property damage? been charged, detained, or arrested for a felony or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? or been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please explain:

You agree that your obligations as guarantor will continue and will not be affected by amendments, modifications, roommate changes or deletions, unit changes, or renewals in the Lease Contract which may be agreed to from time to time between resident(s) and us. If we, as owner of the dwelling, delay or fail to exercise lease rights, pursue remedies, give notices to you, or make demands to you, as guarantor, you will not consider it as a waiver of our rights as owner, against you as guarantor. All of our remedies against the resident(s) apply to guarantor as well. All residents, guarantors and guarantor's spouse are jointly and severally liable. It is unnecessary for us to sue or exhaust remedies against residents in order for you to be liable. This Guaranty is part of the Lease Contract and shall be performed in the county where the dwelling unit is located.

for this Guaranty to be notarized. Payments under this Guaranty must be mailed to or made in the county where the dwelling unit is located. We recommend that you obtain a copy of the Lease Contract and read it. This Guaranty applies even if you don't do so. We will furnish you a copy of the Lease upon written request.

You represent that all information submitted by you on this Guaranty is true and complete. You authorize verification of such information via consumer reports, rental history reports, and other means. A facsimile signature by you on this Guaranty will be just as binding as an original signature. It is not necessary for you, as guarantor, to sign the Lease Contract itself or to be named in the Lease Contract. This Guaranty does not have to be referred to in the Lease Contract. It is not legally necessary

Date of signing Guaranty
Signature of Guarantor
Signature of Guarantor's Spouse

After signing, please return the signed original of this Guaranty to Harrell Realty Mgmt. Systems
at (street address or P.O. Box) 4315 Lake Shore Drive, Waco, Texas 76710
or (optional) fax it to us at (254) 772-0370
Our telephone number (254) 772-8572
You are entitled to receive a copy of this Lease Contract Guaranty when it is fully signed. Keep it in a safe place.

FOR OFFICE USE ONLY

Guarantor(s) signature(s) was (were) verified by owner's representative.
Verification was by phone or face-to-face meeting.
Telephone numbers called (if applicable)
Name(s) of Guarantor(s) who was (were) contacted
Name of Owner's Representative who talked to Guarantor(s)
Date(s) of verification

