

The Spires



To: All Homeowners, Realtors and
Prospective Purchasers and Lessees
From: The Spires Association ("Association")
Subject: Application for Residency at The Spires
Date: February 14, 1997

Pursuant to Article VIII, Section 8.7 of The Spires Declaration of Condominium, prospective Purchasers or Lessees (whether individuals, trusts, partnerships, corporations, or other entity) are required to observe the application process:

1. The attached application must be completed and signed by the applicant(s). If the Purchaser or Lessee is an individual, all such individuals who intend to reside in the unit must complete the application form. If the Purchaser or Lessee is a partnership, trust, corporation or other business entity, then the application form must be completed by (i) the partner(s), beneficiary(ies), shareholder(s), or other beneficial owner(s) of such business entity who own at least 51% ownership interest in such partnership, trust, corporation, or other business entity, and (ii) the individual who shall reside in the unit, if different than one of the foregoing individuals.
2. A two hundred and fifty dollar (\$250.00) application fee payable to The Spires Association must accompany the application form. This is a non-refundable fee, which is used for processing the application and engaging the service of a professional firm specializing in thorough background and credit history reporting. This process typically takes a minimum of one week.
3. All information on the application form and background/credit history reports shall remain confidential. However, please be advised that the Association and its management reserve the right to disclose any such information to the seller/lesser.

Please feel free to call The Spires Management Office at (713) 799-2500 if you have any questions.

I have read the above and understand that the application-processing fee is non-refundable.

Applicant

Co-Applicant

Residence No.

**The Spires Association
Application Form**

PROSPECTIVE BUYER(S) FULL NAME(S): _____

PROSPECTIVE LESSEE(S) FULL NAME(S): _____

PROSPECTIVE RESIDENT(S) FULL NAME(S): _____
(If Buyer/Lessee is not an individual)

DATE: _____ BROKER: _____

Please complete this form carefully and thoroughly. Each co-applicant must submit the requested information. If the Purchaser or Lessee is an individual, all such individuals who intend to reside in the unit must complete this form. If the Purchaser or Lessee is a partnership, trust, corporation, or other business entity, this form must be completed by (i) the partner(s), beneficiary(ies), shareholder(s), or other beneficial owner(s) of such business entity who owns at least 51% ownership interest in such partnership, trust, corporation, or other business entity, and (ii) the individual who shall reside in the unit, if different than one of the forgoing individuals.

Name of applicant: _____

Children? _____ Yes _____ No If Yes, list ages _____

Present address: _____ Rent or Own _____ How Long? _____

Check one: _____ House _____ Highrise _____ Condo/Townhouse _____ Apartment _____ Other

Reason for leaving: _____

Previous address: _____ Rent or Own _____ How Long? _____

Check one: _____ House _____ Highrise _____ Condo/Townhouse _____ Apartment _____ Other

Reason for leaving: _____

Name and phone # of above Owner(s)/Manager(s): Present _____ Previous _____

Name of co-applicant: _____

Children? _____ Yes _____ No If Yes, list ages _____

Present address: _____ Rent or Own _____ How Long? _____

Check one: _____ House _____ Highrise _____ Condo/Townhouse _____ Apartment _____ Other

Reason for leaving: _____

Previous address: _____ Rent or Own _____ How Long? _____

Check one: _____ House _____ Highrise _____ Condo/Townhouse _____ Apartment _____ Other

Reason for leaving: _____

Name and phone # of above Owner(s)/Manager(s): Present _____ Previous _____

APPLICANT:

Driver's license No. _____ State _____

Social Security No. _____

Date of birth _____

Home Phone _____

EMPLOYMENT HISTORY:***PRESENT:***

Employer _____

Profession _____

Supervisor _____

Phone _____ Years _____

Address _____

Zip _____

PREVIOUS (IMMEDIATELY PRIOR):

Employer _____

Profession _____

Supervisor _____

Phone _____ Years _____

Address _____

Zip _____

CO-APPLICANT:

Driver's license No. _____ State _____

Social Security No. _____

Date of birth _____

Home Phone _____

EMPLOYMENT HISTORY:***PRESENT:***

Employer _____

Profession _____

Supervisor _____

Phone _____ Years _____

Address _____

Zip _____

PREVIOUS (IMMEDIATELY PRIOR):

Employer _____

Profession _____

Supervisor _____

Phone _____ Years _____

Address _____

Zip _____

APPLICANT:

PERSONAL REFERENCES (Name & Address):

Phone Number

1. _____

2. _____

3. _____

CO-APPLICANT:

PERSONAL REFERENCES (Name & Address):

Phone Number

1. _____

2. _____

3. _____

OCCUPANTS:

Please list all persons who will be occupying the premises, including children, relatives and other occupants.

1. Name _____ Age _____ Relationship _____

2. Name _____ Age _____ Relationship _____

3. Name _____ Age _____ Relationship _____

4. Name _____ Age _____ Relationship _____

PETS:

If you intend to have a pet, please read the policy thoroughly and provide the following information:

Will you or other occupants have a pet? _____ YES _____ NO Kind _____

Breed _____ Weight _____ Color _____ Age _____

VEHICLES:

Type of vehicle _____ Year _____ License # _____ State _____

Type of vehicle _____ Year _____ License # _____ State _____

OTHER:

Please answer "Yes" or "No"

	<i>Applicant</i>		<i>Co-Applicant</i>	
A. Have you ever been evicted?	Yes	No	Yes	No
B. Have you ever been sued for non-payment of rent or damages?	Yes	No	Yes	No
C. Have you ever been convicted of a felony?	Yes	No	Yes	No
D. Do you have any outstanding judgments against you?	Yes	No	Yes	No
E. In the last ten years, have you declared bankruptcy?	Yes	No	Yes	No
F. Are you now a party in a lawsuit?	Yes	No	Yes	No
G. Have you had property foreclosed upon?	Yes	No	Yes	No
H. If you answered "Yes" to any of the above, please explain in an attached confidential letter.				

CORRECT INFORMATION:

The undersigned represent(s) that all of the above statements are true and correct and hereby authorize(s) the Association to verify such information and provide any such information to the seller or lessor.

Signature _____

Date _____

Signature _____

Date _____

OFFICE USE ONLY:

Information verified by _____

Date: _____

Expected closing date of applicant(s) _____

PET RULES

(The following has been taken directly from The Spires Rules and Regulations Section J: PETS, pgs. 11-13.)

J. PETS

All pets must be registered with the Management Office. A Pet Registration Form is provided in The Spires Resident's Handbook Section V: FORMS. Additional forms may be obtained from the Management Office or The Spires web site.

Residents wishing to house a pet in the building must apply in writing and receive approval from the Board of Directors and/or Managing Agent prior to bringing the animal into the building. Any such approval shall be deemed conditional, subject to the condition that The Spires Rules and Regulations Part J: PETS is not violated. In the event that any of The Spires Rules and Regulations Part J: PETS is violated, such conditional approval shall be subject to being revoked.

Residents whose guests wish to bring a pet into the building must apply in writing and receive approval from the Board of Directors and/or Managing Agent prior to the guest bringing the animal into the building. Any such approval shall be deemed conditional, subject to the condition that The Spires Rules and Regulations Part J: PETS is not violated. In the event that any of The Spires Rules and Regulations Part J: PETS is violated, such conditional approval shall be subject to being revoked. Guests and their pets are required to abide by all Spires rules and regulations. Residents hosting guests and guest pets will be held responsible for any violation of the rules and regulations by their guests or their guests' pets.

Commonly recognized domestic household pets including dogs, cats, birds and fish are permitted at The Spires. Reptiles and some exotic animals are not permitted. Excluded animals include, but are not limited to: snakes, insects, spiders, lizards, rats, mice, ferrets, alligators and crocodiles. Other animals are generally not acceptable. Residents should direct special requests, and any questions about particular animals and their acceptability in The Spires to the Board of Directors and/or Managing Agent prior to bringing an animal into the building.

Many breeds of dogs are acceptable at The Spires. Only those dogs whose weight exceeds 30 pounds at maturity or who have exhibited aggressive behavior will be excluded. Dogs that resided in the building prior to March 1994 are exempt from the weight rule.

Except for fish, no more than two pets may be kept in any residence unit.

Fish tanks having greater than 15 gallons capacity must have prior approval from the Board of Directors and/or Managing Agent. Fish tanks that were in the building prior to March 1994 are exempt from this rule.

Each pet owner is strictly liable and shall defend and hold harmless and indemnify all other residents, the Board of Directors, Managing Agent and staff against any loss or liability as a result of negligence involving their pet on Spires property.

Animals shall be kept current on all inoculations. Verification of current inoculations must be provided to the Managing Agent along with the application to bring the animal into the building. Updated documentation must be provided to the Managing Agent as appropriate. The Spires reserves the right to evict animals not in compliance.

Dogs and cats must be neutered or spayed. At the discretion of the Board, this requirement may be waived based on the advanced age or medical condition of the animal. The Board retains the right to rescind this waiver. Dogs and cats residing in the building prior to March 1994 are excluded from this provision.

Obedience training is required for all dogs by the time the dog reaches 18 months of age.

Dogs must enter and exit the building through the B-1 level, on the East side of the building by the loading dock area, or into the garage area.

Outside residence units: dogs must be on a short leash of 30 inches or less-- carrying dogs, or collaring, is not acceptable in lieu of a leash; cats must be on a leash or in a carrier.

Pets are not allowed in the Common Areas such as the pool, pool and gazebo area, lobby, fitness room, party and conference facilities, etc. The only exceptions are the elevator lobbies, hall of the B-1 level and certain times in the garage when it is necessary to exit the pet from the building.

In the allowed Common Areas and while on The Spires property, dogs are required to wear identification giving the owner's name and phone number.

Ordinarily, dogs should be walked outside the fence line of The Spires. However, late at night or at other times when safety is a concern, dogs may be walked in the designated grassy area outside the service entrance/loading dock door on the B-1 level. Immediate clean up and proper disposal of the animal's waste by the pet owner/dog walker is required.

Each pet owner is responsible for cleaning, for the expense of cleaning, or for the repair of any spoilage or damage to the building caused by his/her pet. **If there is an elimination accident in the building or in the elevators, the Front Concierge Desk is to be notified immediately.** If the elimination accident occurs in the elevators, the resident must call the Front Concierge Desk from the elevator and have the elevator stopped at the resident's floor so that the resident can clean the elevator prior to it being placed back in service.

Waste must be double-bagged and sealed before being placed in the trash rooms. **To eliminate odor and avoid health hazards, animal waste should never be placed down the trash chute.** Once animal waste has been placed in the trash room, please contact the Front Concierge Desk to have it picked up. Double-bagged, sealed waste may also be taken directly to the dumpster located outside the B-1 level service entrance/loading dock.

No pets shall be maintained in the building for commercial purposes.

If a pet disturbs others by barking, or in other ways becomes obnoxious, the Board of Directors or Managing Agent will give notice to the pet owner to stop such annoyances immediately.

If a biting incident occurs, report it to the Managing Agent or Board of Directors immediately. The incident will be reported to Animal Control (as required by City of Houston regulations). Seek medical attention. In some circumstances, residents may be required to remove the animal from the building.

Violation of pet regulations may result in revocation of the conditional approval of such pet, legal action against pet owner(s), or eviction of the animal from the building.