



# Application for Apartment

Rio Concho Terrace, Inc.  
 403 Rio Concho Drive  
 San Angelo, Texas  
 76903  
 (325) 658-2662

**Rio Concho Terrace is a  
Smoke Free building**

www.rioconcho.com

Applicant	Co-Applicant
Full Name	Full Name (if applicable)
Birth Date	Birth Date
Social Security #	Social Security #
Driver's License #	Driver's License #
Monthly Income	Monthly Income

**Applicant Contact Information**

Applicant's Current Address:

I have lived at this address since: \_\_\_ / \_\_\_ / \_\_\_

Applicant's Telephone Number:

### Floor Plan Desired

- Studio/one bathroom (one occupant, \$1,802/month)  
(two occupants, \$2,402/month)
  - Small One bedroom/one bathroom (one occupant, \$2,226/month)  
(two occupants, \$2,826/month)
  - Large One bedroom /two bathrooms (one occupant, \$2,650/month)  
(two occupants, \$3,250/month)
  - Two bedroom/one bathroom (one occupant, \$2,968/month)  
(two occupants, \$3,568/month)
  - Cottage, one bedroom,  
two bathrooms, and, full kitchen. (one occupant, \$2,002/month)  
(two occupants, \$2,602/month)
  - Cottage, one bedroom, **no amenities.** (cottage base rate, \$1,002/month)
  - Short-Term Rental (one occupant, \$2,125/month)  
full furnished studio apartment,  
full size bed, linens, and towels. (one occupant, \$560/weekly, 7 nights)  
(one occupant, \$95/daily rent)
- Short-Term Rental Check-in at 12:30 p.m. | Check out 12:00 noon
- Second Person an additional \$20 a night for short-term rental apartments.

- I will consider any floor plan available
- I will consider only floor plans larger than the one desired

**Financial Assistance is available for those who qualify.**

Financial Assistance Applications can be found online at [www.rioconcho.com](http://www.rioconcho.com) or come to the Terrace and pick up a blank copy.

To live at Rio Concho Terrace (or to be placed on the waiting list), persons must meet the obligations of tenancy as detailed in the Lease Agreement (advance copies available upon request) and be 62 years of age. Persons should be able to meet the Activities of Daily Living (eating, bathing, grooming, dressing, home management and transferring) without support from the Rio Concho Terrace, its residents or staff.

Rio Concho Terrace will perform a criminal background check and sexual offender check on all prospective residents.

A security deposit is required to reserve or secure an apartment and must be paid prior to moving into the apartment. This requirement also applies to internal transfers. The first month's rent/pro-rated rent is due at the time of lease signing.

Only one emotional support animal is permitted per apartment, with a maximum weight limit of 20 pounds. Please be sure to review the Terrace Resident Handbook to ensure all required documentation is submitted in advance of move-in.

**No firearms of any description will be brought into, stored or otherwise kept within the confines or on the property of Rio Concho Terrace.**

**Rio Concho Terrace is a Smoke Free building.** If you or your guests smoke, there are designated outside smoking areas on the outside of the building.

> List all states in which you and co-applicant have previously resided: \_\_\_\_\_  
\_\_\_\_\_

> List name of applicant / co-applicant who is a Veteran: \_\_\_\_\_  
\_\_\_\_\_

> Are you or any member of your household subject to state sex offender registration in any state?  
 Yes  No List State(s): \_\_\_\_\_

How did you hear about Rio Concho Terrace?  friend/neighbor  Commercial  Flyer

Other: \_\_\_\_\_

**I hereby apply for an apartment in the Rio Concho Terrace:**

**Has the applicant's lease, financial assistance or tenancy in a subsidized housing program ever been terminated for fraud, nonpayment of rent or failure to cooperate with recertification procedures?**

Yes  No

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Signature of Receipt by Terrace Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

**AUTHORIZATION TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_ the undersigned, hereby authorize Rio Concho, Inc. to obtain information pertaining to my criminal background.

The information obtained by Rio Concho, Inc. is to be used for the purpose of any resident screening purposes. I am willing to have a photocopy of this authorization accepted with the same authority as the original.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (Please Print)

\_\_\_\_\_  
Date of Birth

PLEASE LIST ALL OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN

\_\_\_\_\_



Rio Concho Terrace | 403 Rio Concho Dr. San Angelo, TX 76903 | 325-658-2662

### Terrace Security Deposit Agreement

By signing the Terrace Security Deposit Agreement, I agree to and acknowledge the following policy regarding Terrace security deposits. Security deposits at the Terrace are equal to the amount of first month's rent. I understand a security deposit must be paid to reserve or secure an apartment and must be paid prior to moving into the apartment, this includes internal transfers. I understand my security deposit will stay on file for the entire period I occupy the unit. I acknowledge once I have moved out the security deposit will be primarily used for the turnover maintenance of the unit and may also be used to pay on any balance I have at the Terrace. I understand that receiving any deposit refund is not guaranteed and is dependent on the maintenance repairs to the unit and balance I owe. Maintenance repairs to unit are at the discretion of the Community Manager. I agree to forfeit 50% (half) of the security deposit, if I have decided for any reason not to move into the Rio Concho Terrace. Any modifications to this policy must have written approval from the Terrace Community Manager.

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Sign

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Printed Name

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Date Security Deposit Agreement Signed

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Rent Start Date/Move in Date

RESIDENT FACT SHEET/EMERGENCY DATA

DATE \_\_\_\_\_

NAME \_\_\_\_\_ DOB \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_

DOCTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOSPITAL \_\_\_\_\_ PHONE \_\_\_\_\_

MEDICARE \_\_\_\_\_ SSN \_\_\_\_\_

OTHER INSURANCE \_\_\_\_\_

EMERGENCY CONTACT(S)

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

CELL \_\_\_\_\_ HOME \_\_\_\_\_ WORK \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

CELL \_\_\_\_\_ HOME \_\_\_\_\_ WORK \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

CELL \_\_\_\_\_ HOME \_\_\_\_\_ WORK \_\_\_\_\_

ADDRESS \_\_\_\_\_

IMPORTANT MEDICAL INFORMATION

KNOWN DRUG ALLERGIES \_\_\_\_\_

HEALTH CONDITIONS \_\_\_\_\_

DNR - YES \_\_\_\_\_ NO \_\_\_\_\_ OUT OF HOSPITAL \_\_\_\_\_ IN HOSPITAL \_\_\_\_\_

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CLERGY/RELIGIOUS PREFERENCE: \_\_\_\_\_

FUNERAL HOME \_\_\_\_\_ PHONE \_\_\_\_\_

## Financial Contact Information

Name:

Address:

City, State Zip:

Email:

Billing should be sent to:

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### HOUSEKEEPING:

MAY \_\_\_\_\_ / MAY NOT \_\_\_\_\_

clean my room if I am not present.

### TERRACE PERSONNEL:

MAY \_\_\_\_\_ / MAY NOT \_\_\_\_\_

give out my phone number to those who  
inquire.



TENANT DESIGNATION OF REPRESENTATIVE  
UPON DEATH PURSUANT TO TEXAS PROPERTY CODE 92.014

In the event of my death, I \_\_\_\_\_ resident at  
Rio Concho Terrace, hereby designate \_\_\_\_\_  
(name of designee), as the person to act on my behalf pursuant to Texas Property Code 92.014 in  
the event that I am the sole occupant of the premises on the date of my death.

My designee's mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

In the event of my death, I hereby authorize Rio Concho Terrace to allow the above-named  
designee to access my rental unit, remove my personal property, and receive any funds due me  
from Rio Concho Terrace. The designated person's authority to act will terminate if Rio Concho  
Terrace receives contrary orders from a court of law naming a personal representative of my  
estate. My designee shall have thirty (30) days from receipt of notice from Rio Concho Terrace  
to remove my personal property after which Rio Concho Terrace may dispose of the property as  
they choose. I understand that this designation will remain in effect until it terminates, is  
revoked by me or is replaced with a new designation. I also understand that I may change or  
revoke this designation in writing at any time prior to my death.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date



Texas Property Code § 92.014. Personal Property and Security Deposit of Deceased Tenant

- (a) Upon written request of a landlord, the landlord's tenant shall: (1) provide the landlord with the name, address, and telephone number of a person to contact in the event of the tenant's death; and (2) sign a statement authorizing the landlord in the event of the tenant's death to:
- (A) grant to the person designated under Subdivision (1) access to the premises at a reasonable time and in the presence of the landlord or the landlord's agent; (B) allow the person designated under Subdivision (1) to remove any of the tenant's property found at the leased premises; and (C) refund the tenant's security deposit, less lawful deductions, to the person designated under Subdivision (1).
- (b) A tenant may, without request from the landlord, provide the landlord with the information in Subsection (a).
- (c) Except as provided in Subsection (d), in the event of the death of a tenant who is the sole occupant of a rental dwelling: (1) the landlord may remove and store all property found in the tenant's leased premises; (2) the landlord shall turn over possession of the property to the person who was designated by the tenant under Subsection (a) or (b) or to any other person lawfully entitled to the property if the request is made prior to the property being discarded under Subdivision (5); (3) the landlord shall refund the tenant's security deposit, less lawful deductions, including the cost of removing and storing the property, to the person designated under Subsection (a) or (b) or to any other person lawfully entitled to the refund; (4) the landlord may require any person who removes the property from the tenant's leased premises to sign an inventory of the property being removed; and (5) the landlord may discard the property removed by the landlord from the tenant's leased premises if: (A) the landlord has mailed a written request by certified mail, return receipt requested, to the person designated under Subsection (a) or (b), requesting that the property be removed; (B) the person failed to remove the property by the 30th day after the postmark date of the notice; and (C) the landlord, prior to the date of discarding the property, has not been contacted by anyone claiming the property.
- (d) In a written lease or other agreement, a landlord and a tenant may agree to a procedure different than the procedure in this section for removing, storing, or disposing of property in the leased premises of a deceased tenant.
- (e) If a tenant, after being furnished with a copy of this subchapter, knowingly violates Subsection (a), the landlord shall have no responsibility after the tenant's death for removal, storage, disappearance, damage, or disposition of property in the tenant's leased premises.
- (f) If a landlord, after being furnished with a copy of this subchapter, knowingly violates Subsection (c), the landlord shall be liable to the estate of the deceased tenant for actual damages.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

# OUT-OF-HOSPITAL DO-NOT-RESUSCITATE (OOH-DNR) ORDER

## TEXAS DEPARTMENT OF STATE HEALTH SERVICES



This document becomes effective immediately on the date of execution for health care professionals acting in out-of-hospital settings. It remains in effect until the person is pronounced dead by authorized medical or legal authority or the document is revoked. Comfort care will be given as needed.

Person's full legal name \_\_\_\_\_

Date of birth \_\_\_\_\_

Male  
 Female

**A. Declaration of the adult person:** I am competent and at least 18 years of age. I direct that none of the following resuscitation measures be initiated or continued for me: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Person's signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

**B. Declaration by legal guardian, agent or proxy on behalf of the adult person who is incompetent or otherwise incapable of communication:**

I am the:  legal guardian;  agent in a Medical Power of Attorney; OR  proxy in a directive to physicians of the above-noted person who is incompetent or otherwise mentally or physically incapable of communication.

Based upon the known desires of the person, or a determination of the best interest of the person, I direct that none of the following resuscitation measures be initiated or continued for the person: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

**C. Declaration by a qualified relative of the adult person who is incompetent or otherwise incapable of communication:** I am the above-noted person's:

spouse,  adult child,  parent, OR  nearest living relative, and I am qualified to make this treatment decision under Health and Safety Code §166.088.

To my knowledge the adult person is incompetent or otherwise mentally or physically incapable of communication and is without a legal guardian, agent or proxy. Based upon the known desires of the person or a determination of the best interests of the person, I direct that none of the following resuscitation measures be initiated or continued for the person: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

**D. Declaration by physician based on directive to physicians by a person now incompetent or nonwritten communication to the physician by a competent person:** I am the above-noted person's attending physician and have:

seen evidence of his/her previously issued directive to physicians by the adult, now incompetent; OR  observed his/her issuance before two witnesses of an OOH-DNR in a nonwritten manner.

I direct that none of the following resuscitation measures be initiated or continued for the person: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Attending physician's signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Lic# \_\_\_\_\_

**E. Declaration on behalf of the minor person:** I am the minor's:  parent;  legal guardian; OR  managing conservator.

A physician has diagnosed the minor as suffering from a terminal or irreversible condition. I direct that none of the following resuscitation measures be initiated or continued for the person: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

**TWO WITNESSES:** (See qualifications on backside.) We have witnessed the above-noted competent adult person or authorized declarant making his/her signature above and, if applicable, the above-noted adult person making an OOH-DNR by nonwritten communication to the attending physician.

Witness 1 signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Witness 2 signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Notary in the State of Texas and County of \_\_\_\_\_. The above noted person personally appeared before me and signed the above noted declaration on this date: \_\_\_\_\_

Signature & seal: \_\_\_\_\_

Notary's printed name: \_\_\_\_\_

Notary Seal

[ Note: Notary cannot acknowledge the witnessing of the person making an OOH-DNR order in a nonwritten manner ]

**PHYSICIAN'S STATEMENT:** I am the attending physician of the above-noted person and have noted the existence of this order in the person's medical records. I direct health care professionals acting in out-of-hospital settings, including a hospital emergency department, not to initiate or continue for the person: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Physician's signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

License # \_\_\_\_\_

**F. Directive by two physicians on behalf of the adult, who is incompetent or unable to communicate and without guardian, agent, proxy or relative:** The person's specific wishes are unknown, but resuscitation measures are, in reasonable medical judgment, considered ineffective or are otherwise not in the best interests of the person. I direct health care professionals acting in out-of-hospital settings, including a hospital emergency department, not to initiate or continue for the person: cardiopulmonary resuscitation (CPR), transcutaneous cardiac pacing, defibrillation, advanced airway management, artificial ventilation.

Attending physician's signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Lic# \_\_\_\_\_

Signature of second physician \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Lic# \_\_\_\_\_

Physician's electronic or digital signature must meet criteria listed in Health and Safety Code §166.082(c).

All persons who have signed above must sign below, acknowledging that this document has been properly completed.

Person's signature \_\_\_\_\_

Guardian/Agent/Proxy/Relative signature \_\_\_\_\_

Attending physician's signature \_\_\_\_\_

Second physician's signature \_\_\_\_\_

Witness 1 signature \_\_\_\_\_

Witness 2 signature \_\_\_\_\_

Notary's signature \_\_\_\_\_

## INSTRUCTIONS FOR ISSUING AN OOH-DNR ORDER

**PURPOSE:** The Out-of-Hospital Do-Not-Resuscitate (OOH-DNR) Order on reverse side complies with Health and Safety Code (HSC), Chapter 166 for use by qualified persons or their authorized representatives to direct health care professionals to forgo resuscitation attempts and to permit the person to have a natural death with peace and dignity. This Order does NOT affect the provision of other emergency care, including comfort care.

**APPLICABILITY:** This OOH-DNR Order applies to health care professionals in out-of-hospital settings, including physicians' offices, hospital clinics and emergency departments.

**IMPLEMENTATION:** A competent adult person, at least 18 years of age, or the person's authorized representative or qualified relative may execute or issue an OOH-DNR Order. The person's attending physician will document existence of the Order in the person's permanent medical record. The OOH-DNR Order may be executed as follows:

**Section A** - If an adult person is competent and at least 18 years of age, he/she will sign and date the Order in Section A.

**Section B** - If an adult person is incompetent or otherwise mentally or physically incapable of communication and has either a legal guardian, agent in a medical power of attorney, or proxy in a directive to physicians, the guardian, agent, or proxy may execute the OOH-DNR Order by signing and dating it in Section B.

**Section C** - If the adult person is incompetent or otherwise mentally or physically incapable of communication and does not have a guardian, agent, or proxy, then a qualified relative may execute the OOH-DNR Order by signing and dating it in Section C.

**Section D** - If the person is incompetent and his/her attending physician has seen evidence of the person's previously issued proper directive to physicians or observed the person competently issue an OOH-DNR Order in a nonwritten manner, the physician may execute the Order on behalf of the person by signing and dating it in Section D.

**Section E** - If the person is a minor (less than 18 years of age), who has been diagnosed by a physician as suffering from a terminal or irreversible condition, then the minor's parents, legal guardian, or managing conservator may execute the OOH-DNR Order by signing and dating it in Section E.

**Section F** - If an adult person is incompetent or otherwise mentally or physically incapable of communication and does not have a guardian, agent, proxy, or available qualified relative to act on his/her behalf, then the attending physician may execute the OOH-DNR Order by signing and dating it in Section F with concurrence of a second physician (signing it in Section F) who is not involved in the treatment of the person or who is a representative of the ethics or medical committee of the health care facility in which the person is a patient.

**In addition**, the OOH-DNR Order must be signed and dated by two competent adult witnesses, who have witnessed either the competent adult person making his/her signature in section A, or authorized declarant making his/her signature in either sections B, C, or E, and if applicable, have witnessed a competent adult person making an OOH-DNR Order by nonwritten communication to the attending physician, who must sign in Section D and also the physician's statement section.

Optionally, a competent adult person or authorized declarant may sign the OOH-DNR Order in the presence of a notary public. However, a notary cannot acknowledge witnessing the issuance of an OOH-DNR in a nonwritten manner, which must be observed and only can be acknowledged by two qualified witnesses. Witness or notary signatures are not required when two physicians execute the OOH-DNR Order in section F. The original or a copy of a fully and properly completed OOH-DNR Order or the presence of an OOH-DNR device on a person is sufficient evidence of the existence of the original OOH-DNR Order and either one shall be honored by responding health care professionals.

**REVOCACTION:** An OOH-DNR Order may be revoked at ANY time by the person, person's authorized representative, or physician who executed the order.

Revocation can be by verbal communication to responding health care professionals, destruction of the OOH-DNR Order, or removal of all OOH-DNR identification devices from the person.

**AUTOMATIC REVOCACTION:** An OOH-DNR Order is automatically revoked for a person known to be pregnant or in the case of unnatural or suspicious circumstances.

### DEFINITIONS

**Attending Physician:** A physician, selected by or assigned to a person, with primary responsibility for the person's treatment and care and is licensed by the Texas Medical Board, or is properly credentialed and holds a commission in the uniformed services of the United States and is serving on active duty in this state. [HSC §166.002(12)].

**Health Care Professional:** Means physicians, nurses, physician assistants and emergency medical services personnel, and, unless the context requires otherwise, includes hospital emergency department personnel. [HSC §166.081(5)]

**Qualified Relative:** A person meeting requirements of HSC §166.088. It states that an adult relative may execute an OOH-DNR Order on behalf of an adult person who has not executed or issued an OOH-DNR Order and is incompetent or otherwise mentally or physically incapable of communication and is without a legal guardian, agent in a medical power of attorney, or proxy in a directive to physicians, and the relative is available from one of the categories in the following priority: 1) person's spouse; 2) person's reasonably available adult children; 3) the person's parents; or, 4) the person's nearest living relative. Such qualified relative may execute an OOH-DNR Order on such described person's behalf.

**Qualified Witnesses:** Both witnesses must be competent adults, who have witnessed the competent adult person making his/her signature in section A, or person's authorized representatives making his/her signature in either Sections B, C, or E on the OOH-DNR Order, or if applicable, have witnessed the competent adult person making an OOH-DNR by nonwritten communication to the attending physician, who signs in Section D. Optionally, a competent adult person, guardian, agent, proxy, or qualified relative may sign the OOH-DNR Order in the presence of a notary instead of two qualified witnesses. Witness or notary signatures are not required when two physicians execute the order by signing Section F. One of the witnesses must meet the qualifications in HSC §166.003(2), which requires that at least one of the witnesses not: (1) be designated by the person to make a treatment decision; (2) be related to the person by blood or marriage; (3) be entitled to any part of the person's estate after the person's death either under a will or by law; (4) have a claim at the time of the issuance of the OOH-DNR against any part of the person's estate after the person's death; or, (5) be the attending physician; (6) be an employee of the attending physician or (7) an employee of a health care facility in which the person is a patient if the employee is providing direct patient care to the patient or is an officer, director, partner, or business office employee of the health care facility or any parent organization of the health care facility.

**Report problems with this form to the Texas Department of State Health Services (DSHS) or order OOH-DNR Order/forms or identification devices at (512) 834-6700.**

*Declarant's, Witness', Notary's, or Physician's electronic or digital signature must meet criteria outlined in HSC §166.011*

RIO CONCHO, INCORPORATED

TERRACE POLICY AND/OR PROCEDURE

TITLE: **CARPORT POLICY**

EFFECTIVE DATE: **SEPTEMBER 1, 2022**

STATEMENT OF PURPOSE:

To establish a policy for the rental and use of the carports at Rio Concho Terrace.

TEXT:

The primary purpose of the carport is to provide covered parking for resident vehicles for residents of Rio Concho Terrace.

Terrace residents shall have first priority for the rental of Terrace carport spaces. If no Terrace resident is currently wanting or waiting for a carport space, then one Terrace carport may be rented by a Terrace family member with the understanding that should a Terrace resident request a carport space the non-resident will vacate the space to allow it to be used by a Terrace resident. If there is no Terrace resident or Terrace family member wanting or waiting for a Terrace carport, then the Terrace carport may be rented by a Manor or Patio Home resident temporarily with the understanding that should a Terrace resident or Terrace family member request a carport space the non-Terrace resident will vacate the space to allow it to be used by a Terrace resident.

No other items other than a vehicle are to be stored in the parking space.

All vehicles must be properly maintained, and all vehicles must have current proper registration.

RIO CONCHO TERRACE  
CARPORT PARKING

RESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CARPORT SPACE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

TAG#: \_\_\_\_\_

FEE: \_\_\_\_ \$15.00/Monthly, Terrace does not pro-rate carport fees.

DUE: By the 5<sup>th</sup> of each month

CANCELLATION: 30 day written notice by Rio Concho or by Resident

REQUIREMENTS: Carport space will be kept neat and clean by Resident  
All vehicles must be properly maintained  
All vehicles must have current proper registration

- PRIORITY:
1. Terrace Residents
  2. Terrace Family Member
  3. Non-Terrace Rio Concho Residents

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rio Concho Terrace

\_\_\_\_\_  
Date

# RIO CONCHO TERRACE

## ELECTRONIC FUNDS TRANSFER FORM

Resident Name: \_\_\_\_\_

Amount: \_\_\_\_\_

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

Resident Signature \_\_\_\_\_

Unit Number \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date Manager Submitted: \_\_\_\_\_

### For Administration Office Use Only

Date Submitted to Admin: _____	Notes: _____
Date Entered in Computer: _____	_____
Entered into Computer By: _____	_____



Prospective residents will each need to complete their own set of forms throughout the move-in process, **with the exception** of the *Resident Handbook* and the *Application for Apartment*, which have signature lines for Applicant 1 and Applicant 2.

**Below is what will be needed as soon as possible before lease-signing day.**

### **Forms Needed Prior to Lease Signing**

Please complete and return the following forms:

1. **Financial Assistance Application with all supporting documentation – (if applicable)**
2. **Security Deposit Agreement with security deposit funds– agreement for each resident**
3. **Tenant Designation Form – one for each**
4. **Texas Property Code Form – one for each**
5. **Authorization to Release Information – one for each**
6. **Application for Apartment Form – one per couple (signature lines for Applicant 1 & 2)**
7. **Affirmation of Ability to Live Independently – one for each**  
This form is a required and critical document for all incoming residents. It must be completed by a licensed medical professional prior to lease signing day. Any recommendations or notes indicated on the form must be addressed and implemented unless otherwise approved by management. Lease signing cannot be scheduled without this completed documentation. Please review the form carefully and ensure all requirements are met in advance to avoid any delays.

**Email completed forms to the following Scott, Rosa, and Ciria:** This ensures that each of us is aware of where the prospective resident is in the process and allows any of us to assist as needed and provide timely support without delays.

Scott Zaruba – [rctmanager@rioconcho.com](mailto:rctmanager@rioconcho.com)

Rosa Pilati – [rcterrace@rioconcho.com](mailto:rcterrace@rioconcho.com)

Please also CC: [ciria@rioconcho.com](mailto:ciria@rioconcho.com)

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### **What to Expect on Lease-Signing Day - Incoming Residents**

**Resident(s) will meet with Scott, Terrace Community Manager. He will:**

1. Collect any remaining required forms (listed below).
2. Review the lease with them and collect first month or pro-rated rent payment.
3. Sign the lease and have resident(s) sign.
4. Provide signed lease copy for their records.
5. Review the Bed Bug Policy and obtain their signatures.
6. Provide each of them with an emergency pendant and have them sign the pendant receipt form.
7. Provide apartment keys and mailbox keys.
8. Show them their apartment, review the layout, and answer any questions they may have.

### **Forms / Items Scott will request and Needs on Lease-Signing Day**

- Resident Fact Sheet (required)
- IDs (to be copied, required)
- Insurance Card/Medicare Card (if available, to be copied)
- Social Security cards (to be copied, required)
- Financial Contact Information Page (required)
- Signed *Terrace Resident Handbook* (required, signature page)
- Completed Emergency Cards (required)
- Advanced Directives (if available, to be copied)
- MPOA, POA, DPOA (if available, to be copied)
- Living Will (if available, to be copied)
- Out-of-Hospital DNR (optional)
- Carport Parking (optional)
- Electronic Funds Form (optional but preferred; include a voided personal check)

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Thank you for your prompt attention to these details. If you need clarification or assistance, you may contact the Rio Concho Terrace at 325-658-2662 or by mail at 403 Rio Concho Drive, San Angelo, TX 76903.