

**Apartment Association of the Panhandle
FORMS ORDER SHEET**

Company Name _____ Contact Name _____

Date of Order _____ Phone: _____ Email: _____

Check the method of delivery that will apply:

_____ Forms will be picked up between the hours of 8 am and 5 pm on the Apartment Association Pick Up Table located at 5601 Enterprise Circle (Assn of Realtors Bldg)

_____ Mail forms to us at the following address: _____
(ALL MAIL ORDERS WILL BE CHARGED A \$1.00 POSTAGE SUPPLY FEE PLUS ACTUAL FIRST CLASS POSTAGE)

THE FOLLOWING FORMS ARE NEEDED:

QUANTITY (Be sure to list actual number of pages needed - Pads come in 100 pages)

Qty	Cost	Total	Type of Form
_____	.16/pg or \$16/pad of 100	_____	APARTMENT LEASE CONTRACT - Page 1 & 2 --- One part
_____	.35/pg or \$35/pad of 100	_____	APARTMENT LEASE CONTRACT - Page 1 & 2 --- Two Part (NCR - No carbon required)
_____	.53/pg or \$53/pad of 100	_____	APARTMENT LEASE CONTRACT - Page 1 & 2 --- Three Part (NCR - no carbon required)
_____	.16/pg or \$16/pad of 100	_____	APARTMENT LEASE CONTRACT - Page 3 & 4 --- One part
_____	.16/pg or \$16/pad of 100	_____	APARTMENT LEASE CONTRACT - Page 5 & 6 --- One part
_____	.16/pg or \$16/pad of 100	_____	LEASE RENEWAL FORMS - One part
_____	.35/pg or \$35/pad of 100	_____	LEASE RENEWAL FORMS - Two Part (NCR - no carbon required)
_____	.16/pg or \$16/pad of 100	_____	LEASE ADDENDUM FOR AFFORDABLE HOUSING --- One Part
_____	.16/pg or \$16/pad of 100	_____	RESIDENTIAL LEASE CONTRACT - Page 1 & 2 --- One part
_____	.16/pg or \$16/pad of 100	_____	RESIDENTIAL LEASE CONTRACT - Page 3 & 4 --- One part
_____	.16/pg or \$16/pad of 100	_____	RESIDENTIAL LEASE CONTRACT - Page 5 & 6 --- One part
_____	.16/pg or \$16/pad of 100	_____	CONDO/TOWNHOME LEASE CONTRACT - Page 1 & 2 --- One part
_____	.16/pg or \$16/pad of 100	_____	CONDO/TOWNHOME LEASE CONTRACT - Page 4 & 5 --- One part
_____	.16/pg or \$16/pad of 100	_____	CONDO/TOWNHOME LEASE CONTRACT - Page 5 & 6 --- One part
_____	.16/pg or \$16/pad of 100	_____	RENTAL APPLICATIONS - One Part
_____	.35/pg or \$35/pad of 100	_____	RENTAL APPLICATIONS - Two Part (NCR - no carbon required)

_____	.16/pg or \$16/pad of 100	_____	SUPPLEMENTAL RENTAL APPLICATION AFFORDABLE HOUSING
_____	.16/pg or \$16/pad of 100	_____	SUPPLEMENTAL RENTAL APPLICATION FOR NON U.S. CITIZEN
_____	.16/pg or \$16/pad of 100	_____	ADD OR CHANGE ROOMMATE ADDENDUM --- One Part
_____	.16/pg or \$16/pad of 100	_____	LEASE GUARANTOR FORM (CO-SIGNER) --- One Part
_____	.16/pg or \$16/pad of 100	_____	NOTICE OF INTENT TO VACATE (MOVE-OUT NOTICE) --- One part
_____	.16/pg or \$16/pad of 100	_____	ANIMAL ADDENDUM --- One Part
_____	.35/pg or \$35/pad of 100	_____	ANIMAL ADDENDUM --- Two Part (NCR - no carbon required)
_____	.16/pg or \$16/pad of 100	_____	INVENTORY & CONDITION FORM --- One Part
_____	.35/pg or \$35/pad of 100	_____	INVENTORY & CONDITION FORM --- Two Part (NCR)
_____	.16/pg or \$16/pad of 100	_____	LEAD HAZARD FORMS - Page 1 & 2 - One Part
_____	.16/pg or \$16/pad of 100	_____	LEAD HAZARD FORMS - Page 3 & 4 - One Part
_____	.35/pg or \$35/pad of 100	_____	LEAD HAZARD FORMS - Page 3 & 4 - Two Part (NCR)
_____	.16/pg or \$16/pad of 100	_____	ASBESTOS ADDENDUM - One part
_____	.16/pg or \$16/pad of 100	_____	MOLD ADDENDUM - One Part
_____	.16/pg or \$16/pad of 100	_____	ELECTRICAL SUBMETERING - One Part
_____	.16/pg or \$16/pad of 100	_____	WATER/WASTEWATER SUBMETERING - One Part
_____	.16/pg or \$16/pad of 100	_____	LEASE CONTRACT ADDENDUM FOR PER-PERSON RENTAL OF DWELLING --- One Part
_____	\$90.00 per book	_____	REDBOOK
_____	\$27.00 per book	_____	OPERATING GUIDE FOR POOLS AND SPAS
_____	.80/pg or \$80/pkg of 100	_____	RESIDENT HANDBOOK AND COMMUNITY POLICIES
_____	.70 each or \$35/pkg of 50	_____	EMPLOYMENT APPLICATIONS
_____	.50 each or \$25/pkg of 50	_____	SUPPLEMENTAL EMPLOYMENT APPLICATIONS
_____	.80 each or \$40/pkg of 50	_____	SPANISH EMPLOYMENT APPLICATIONS
_____	.16/pg or \$16/pad of 100	_____	SECURITY GUIDELINES FOR RESIDENTS
_____	.19/pg or \$19/pad of 100	_____	SPANISH RENTAL APPLICATION
_____	.23/pg or \$23/pad of 100	_____	SPANISH LEASE Pages 1-2, 3-4, and 5-6
_____	.19/pg or \$19/pad of 100	_____	SPANISH LEAD HAZARD ADDENDUM – Pages 1 & 2 --- One Part

_____	.19/pg or \$19/pad of 100	_____	SPANISH LEAD HAZARD ADDENDUM – Pages 3 & 4 --- One Part
_____	.19/pg or \$19/pad of 100	_____	SPANISH INVENTORY & CONDTION FORM –One Part
_____	.19/pg or \$19/pad of 100	_____	SPANISH ANIMAL ADDENDUM –One Part
_____	\$1.60/EA or \$80/pkg of 50	_____	SPANISH RESIDENT HANDBOOK & COMMUNITY POLICIES
_____	\$80 per video	_____	APARTMENT PERSONNEL VIDEO (ENGLISH & SPANISH)
_____	.18/EA or \$18/pkg of 100	_____	RESIDENTIAL RENTAL HOUSING, APARTMENT LIVING AND TEXAS LAW BROCHURE

SUBTOTAL _____

TAX (TOTAL x .0825) _____

TOTAL DUE (subtotal + tax) _____

How Paid:

Needs Invoiced _____

Cash _____

Check No. _____

Date _____