

**PARC BAY APARTMENTS
3650 BURKE RD.
PASADENA, TEXAS 77504
(713) 944-0400**

NON REFUNDABLE ADMINISTRATIVE FEE

A one time Administrative Fee of \$ _____ will be collected on each apartment leased by prospective resident(s) to process the application and/or facilitate the signing of the lease and all addendums for move in to apartment # _____ at Parc Bay Apartments.

The administrative fee is not refundable once the applicant agrees to all terms of the application agreement by signing the application, pays all fees and deposits to hold apartment # _____ off the market for future move in at Parc Bay Apartments.

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date