



## APPLICATION

### OFFICE USE ONLY:

Agent \_\_\_\_\_ Apt Address \_\_\_\_\_  
Move In Date \_\_\_\_\_ Apartment Type \_\_\_\_\_  
App Fee Paid \$ \_\_\_\_\_ Type of pmt: Ck # \_\_\_\_\_ CC \_\_\_\_\_ Cash \_\_\_\_\_  
Deposit Paid \$ \_\_\_\_\_ Type of pmt: Ck # \_\_\_\_\_ CC \_\_\_\_\_ Cash \_\_\_\_\_  
Rent Amount \$ \_\_\_\_\_

### APPLICANT:

Name \_\_\_\_\_  
First MI Last

Gender M / F (Please circle one)

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Move In Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Marital Status \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License # \_\_\_\_\_ State Issued \_\_\_\_\_

Have you ever been convicted, plead guilty, no-contest, received probations, deferred adjudication, court supervision, pre-trial diversion for a felony, sex-related crime or misdemeanor assault against another person? Yes\_\_\_\_\_ No\_\_\_\_\_

## CURRENT EMPLOYMENT:

Company Name:\_\_\_\_\_

Address : \_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ ZIP\_\_\_\_\_

Job Type \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date \_\_\_\_\_

Est. Annual Income \$\_\_\_\_\_ Additional Income \$\_\_\_\_\_

Source of additional income \_\_\_\_\_

Work Phone (\_\_\_\_)\_\_\_\_\_ Work e-mail \_\_\_\_\_

## EMERGENCY CONTACT (This contact must not be an occupant of the apartment)

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip\_\_\_\_\_

Cell (\_\_\_\_)\_\_\_\_\_ Home (\_\_\_\_)\_\_\_\_\_ Work(\_\_\_\_)\_\_\_\_\_

E-Mail\_\_\_\_\_

In the event of illness, death, or other circumstances that would make you unavailable, does the emergency contact has permission to remove your property from your unit or the common areas. Yes\_\_\_\_\_ No\_\_\_\_\_

# VEHICLE INFORMATION:

1. Vehicle Owner \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Type (Please circle one) Car / SUV / Truck

Color \_\_\_\_\_ License Plate \_\_\_\_\_ License State \_\_\_\_\_

2. Vehicle Owner \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Vehicle Type (Please circle one) Car / SUV / Truck

Color \_\_\_\_\_ License Plate \_\_\_\_\_ License State \_\_\_\_\_

# PET INFORMATION

1. Pet Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Color \_\_\_\_\_ Size (In Lbs) \_\_\_\_\_

2. Pet Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Color \_\_\_\_\_ Size (In Lbs) \_\_\_\_\_

## CO-APPLICANT INFORMATION:

Name \_\_\_\_\_  
First MI Last

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License # \_\_\_\_\_ State Issued \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

**CURRENT EMPLOYMENT:** Company Name: \_\_\_\_\_

Address : \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Job Type \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date \_\_\_\_\_

Est. Annual Income \$ \_\_\_\_\_ Additional Income \$ \_\_\_\_\_

Source \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

## APARTMENT OCCUPANCY INFORMATION:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature (Authorization to obtain Credit and Criminal Background history) Date \_\_\_\_\_



## **Application Qualification Procedures & Guidelines**

Thank you for choosing The Apartments of Wildewood as your new home. Be assured that we abide by The Fair Housing Act and similar state and local laws that prohibit discrimination on the basis of race, color, religion, national origin, sex, familial status, age and/or disability. It is our goal to approve applications within 48 hours. This is dependent upon the ability to obtain and verify the information on your application as discussed below. Your assistance in providing this information will hasten the process. You will be informed verbally or in writing when your application has been approved. If we are unable to approve your application, you will be informed in writing and a reason for the denial will be provided. The following are the five areas that will be taken in consideration during the processing of your application.

### **REQUIRED DOCUMENTS**

In order to process your application you will need to provide the following:  
Photo Identification / Driver's License / Passport / Military ID / Social Security Card /  
Proof of Income.

### **INCOME**

The monthly rental rate must be less than 33% of the applicant's combined gross Household monthly income, which will need to be verified. Applicants with insufficient income must provide proof of sufficient income and savings equal to thirty-six times the monthly rent in addition to providing a security deposit equal to one month's rent. Three consecutive bank statements will be required. A co-signer will be considered if rental history and credit are acceptable. Child support and/or alimony needs to be supported by court order and/or copies of checks for the past twelve months.

### **EMPLOYMENT**

Two current pay stubs are required. In addition, employment will be verified. If an applicant is newly employed; a new hire letter is required. If you are self-employed, please provide documentation that your business has been in operation for at least one year. A schedule C from an annual tax return or financial statements from a certified accountant will be accepted. Independent consultants should provide their recent tax returns and/or a copy of their current contract. Applicants need to provide proof of earnings within the United States.

**HOUSING HISTORY**

Applicants need to provide an address when they have resided for the last twenty-four Months preceding this application. Applicants must provide acceptable housing references for the prior twelve month period. An unacceptable reference includes three late payments, and outstanding balance, damages to the apartment or community, insufficient notice to vacate, an unfavorable landlord reference on the applicant’s or any member’s of the household behalf, or any violations of community policies. An eviction with an outstanding balance or within the two prior years with a zero balance is unacceptable and the applicant will be denied.

**CREDIT**

An acceptable credit report is required. Prior history will be reviewed. Total monthly debt, excluding childcare expenses, cannot exceed 43% of an applicant’s monthly income. An unacceptable credit report reflects one or more of the following: slow payment accounts, unpaid bills, liens, judgments, and/or bankruptcies. A prior bankruptcy must have been discharged two years prior and the applicant must have reestablished acceptable credit.

**CRIMINAL BACKGROUND**

The Apartments of Wildewood reserves the right to deny a rental application is as the result of a criminal background check it is determined that an applicant has been convicted of a crime that constituted a direct threat to the health or safety of other individuals or resulted in, or could have resulted in, substantial physical damage to the property of others. Crimes likely to lead to the denial of an application include, but are not limited to: murder, assault, battery, robbery, arson, sexual offenses, or drug sales. Consideration will be given to how long ago the conviction occurred and to the applicant’s conduct since the conviction.

I have read and understand the application qualification procedures and guidelines.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date