



## APPLICATION

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

**Gender** M / F (Please circle one)

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

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

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

**Driver's License #** \_\_\_\_\_ **State Issued** \_\_\_\_\_

**Marital Status:** Single / Married / Divorced / Separated

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

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

**How long have you lived at this residence?** \_\_\_\_\_

**Do you Rent / Own** (please circle one) **If Not Applicable, please explain**

\_\_\_\_\_

**Rent or Mortgage paid monthly \$** \_\_\_\_\_

**Landlord / Contact / Property Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

## Current Employment of Applicant:

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

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

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

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

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

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

Source of additional Income \_\_\_\_\_

(Over \$5,000.00 must provide documentation)

## Emergency Contact for Applicant

\*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 have permission to remove your property from your unit or the common areas (please check one). Yes \_\_\_\_\_ No \_\_\_\_\_



**Current Employment of Co-Applicant:** (Employment information not applicable for Occupant or Roommate)

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

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

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

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

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

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

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

(Over \$5,000.00 must have documentation)

**Emergency Contact for Co-Applicant** (Necessary for anyone that will be residing in the apartment / townhome) \*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 have permission to remove your property from your unit or the common areas (please check one). Yes \_\_\_\_\_ No \_\_\_\_\_

# Vehicle Information for ALL APPLICANTS

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 \_\_\_\_\_

**\* All Vehicles MUST be registered with the leasing office – NO EXCEPTIONS**

## Pet Information (2 pet limit)

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

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

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

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

**It is considered a breach of lease to have pets in your apartment that are not registered with the leasing office / to harbor breeds on the restricted list or to mislead the leasing office regarding breed / breed mix. This can be considered cause for eviction. Only two (2) pets allowed per apartment.**

# Apartment Occupancy Information

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

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

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

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

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

\_\_\_\_\_ Date \_\_\_\_\_

**Signature** (Authorization to obtain Credit, Criminal Background history / proceed with screening process)

\_\_\_\_\_ Date \_\_\_\_\_

**Signature** (Authorization to obtain Credit, Criminal Background history / proceed with screening process)

\_\_\_\_\_ Date \_\_\_\_\_

**Signature** (Authorization to obtain Credit, Criminal Background history / proceed with screening process)

\_\_\_\_\_ Date \_\_\_\_\_

**Signature** (Authorization to obtain Credit, Criminal Background history / proceed with screening process)

Pages **6** and **8** MUST be signed by all Applicants / Prospective Leaseholders / Prospective Co-signers / Roommates, Occupants / those that may be screened by the Apartments of Wildewood for Occupancy of any kind.



## **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





**\*Updated 01/07/2017**



**Thank you for your interest in our community!!**

We hope the following information will assist you in the application process.  
You will need the following to apply for an  
Apartment / Town Home.

**1. COMPLETED APPLICATION**

**2. Application Fee: \$50.00 / person / married couple**

**3. Security Deposit:**

**Wildewood Apartments ~ \$1,000.00** unless you are eligible to participate in the Wildewood Advantage Program. WWAP participants will pay **\$750.00**

(Increased deposit may be required for approval dependent upon credit)

**Wildewood South Town Homes ~ \$1,200.00**

WWAP participants will pay **\$1,000.00**

(Increased deposit may be required for approval dependent upon credit)

**4. Valid Photo Identification Card:**

(These include but are not limited to a valid Driver's License, Military ID card or State ID card, Passport, Voter's registration)

**5. Proof of Social Security Number:**

Social Security Card / W-2 Form

**6. Proof of Income:**

Two of your most recent and consecutive paystubs /LES /

\*Once we have obtained all necessary information we will run a screening to process your application. A screening includes a credit check, employment/income verification and rental verification along with a criminal background check.

\*Please be advised that we must have an apartment to offer before we can give you an application. If we have no availability, we are NOT able to HOLD applications or apartments.

**If you are approved, please provide the following at the time of Lease Signing:**

### **1. Lease Signing Appointment**

These appointments are scheduled Monday – Friday from 10:00 am – 3:00pm. We are NOT able to set up lease signing appointments on the weekend.

### **2. Renter's Insurance**

The Apartments of Wildewood requires all residents to have a minimum of \$100,000.00 worth of liability Renter's Insurance. Please provide us with a copy of your policy. **(Keys will not be issued until insurance declaration page is provided.)**

### **3. Pet Owners**

Must provide current shot record for your pet(s) and a recent photo. Please note that The Apartments of Wildewood does have strict policies regarding breeds allowed on the property as well as weight restrictions. There is a \$300.00 pet fee as well as \$25.00 per month for pet rent. (2 pet limit)

### **4. Utility Account Numbers**

Keys will not be issued until account numbers are provided to verify that the utilities have been put into your name.

**You will be required to pay the pro-rated rent and any applicable fees at the time of Lease Signing.**

There is a **\$150.00 Amenity Fee** that is due with your pro-rated rent at move in. This is a **ONE TIME FEE** that is used for the grounds, facilities, pools, etc.

**Keys will NOT be issued until your MOVE IN DATE.** You are welcome to pick up your keys between the hours of 9:00 – 4:00 on the day of your move in.

**School District**

**Elementary School - Ever Green Elementary**

**Middle School – Esperanza Middle**

**High School – Leonardtown High School**

**Utilities**

Upon received your approval you will need to have the following utilities turned on. **Your gas and electric service must be turned on before you move- in (as of the date your Lease starts).**

**The utility companies will need to know what floor you are on, as well as, your address.** For Example: If your address is 23244 Bond Circle Apt J, utilities will refer to you as: 23244 Bond Circle Apt. 3J.

**SMECO (electric) 301.475.5631**  
# \_\_\_\_\_

**Washington Gas (heat /stove) 703.750.100**  
# \_\_\_\_\_

**Note: You will be required to provide a confirmation/account number for the transfer of gas & electric. Please make note of these numbers and bring them to your lease signing appointment as keys cannot be released until we have the numbers documented.**

**For your convenience, Management will have your water/sewer service turned on for you.** You will receive your first water/sewer bill from National Water and Power approximately 6-8 weeks after move-in.

## **Miscellaneous Information:**

**MetroCast Cable** can be reached at **877.959.4862**

### **Mail Service**

Your mailbox assignment and keys can be obtained from The California Post Office. The Post Office will need to see a copy of your signed lease agreement.

**The California Post Office is located at:**

**22576 McArthur Blvd Suite 330**

**California, MD 20619**

**301-863-9506**

Hours of operation for the Post Office: M-F 7:30am – 5:00pm & Sat. 8:00am – 2:00pm

**Please feel free to contact us if you have any questions or concerns.**

**Phone: 301.737-0737**

**Fax: 301-737-0853**

**Website: [www.apartmentsofwildewood.com](http://www.apartmentsofwildewood.com)**



**ONE TIME CREDIT CARD AUTHORIZATION**

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

Address (That Credit Card Bill is sent to): \_\_\_\_\_

This Addendum, dated \_\_\_\_\_, authorizes "The Apartments of Wildewood" to charge my credit card ONE time.

My VISA / MASTERCARD (circle one) credit card number is

\_\_\_\_\_.

Expiration date is \_\_\_\_ / \_\_\_\_ CVC Code (# digit code - back of card) \_\_\_\_\_

The amount to be charged one time is \$ \_\_\_\_\_ / \_\_\_\_\_

Reason for one time charge (Circle) Application Fee/ Deposit/ Prorated Rent / Rent

- The aforementioned Credit Card will be charged onetime for your application fee / deposit.
- I understand that the "merchant copy" of my credit card will not have a signature and this form will act as my signature.

\_\_\_\_\_  
Lessee / Applicant

\_\_\_\_\_  
Apartments of Wildewood Representative

\_\_\_\_\_  
Date