APPLICATION

Name _____ _____ _____
First **MI** **Last**

Gender M / F (Please circle one)

Current Address: _____

City_____ State_____ ZIP_____

How long have you lived at this residence? _____

Do you Rent or Own (please circle one) If Not Applicable please explain_____

_____

Rent or Mortgage paid monthly $_____

Cell Phone (____) _____ Home Phone (____)_____

E-Mail_____

Marital Status: Single / Married / Divorced / Separated

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 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 have documentation to verify)

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 have permission to remove your property from your unit or the common areas. Yes_____ No_____

Co-Applicant Information

Name _____ _____ _____
First **MI** **Last**

Address _____ **City** _____ **State** _____ **Zip**_____

Cell (____)_____ **Home** (____)_____ **Work**(____)_____

E-Mail_____

Social Security # _____ **Date of Birth** ____/____/____

Drivers License #_____ **State Issued** _____

Cell Phone (____)_____ **Home Phone** (____)_____

Current Employment of Co-Applicant:

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_____

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 _____

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

Pet Information

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.

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)

Pages 5 and 7 MUST be signed by all applicants / prospective leaseholders / prospective co-signers / those that may be screened by the Apartments of Wildewood / The Apartments of WildeRidge.

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 you 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.

CANCELLATION

Please note that cancellation of an apartment must be submitted in writing / e-mail by applicant no less than 3 days prior to scheduled move in date.

The application fee is NON-REFUNDABLE, however, the hold fee / security deposits are REFUNDABLE.

Refunds for Deposits may take up to 45 business days.

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

_____ _____

Applicant's Signature Date

_____ _____

Applicant's Signature Date

_____ _____

Applicant's / Co-Applicant / Co-Signer Date

OFFICE USE:

Agent _____ Apt Address_____

Move In Date _____ Apartment Type _____

Base Rent $_____ Total Rent paid to leasing office monthly $_____

Application/Move-In Checklist		
Needed	**Submitted**	**Date**
Application Fee		
Holding Fee		
Signed Application Qualification (Page 4)		
Signed Application (Page 6)		
SS Card/ Military ID		
Photo ID (Driver's License / State ID)		
Pay Stub or LES (TWO Most Recent)		

Form updated 11/01/12