


WOODHAVEN MANAGEMENT RENTAL APPLICATION

Name (Occupant)		Social Security Number		Date of Birth		Community: _____ App Fee/ Admin Fee _____									
Phone Number:		Email Address:				Bld/Unit#: _____ Date of App: _____									
						Type: _____ Date of M/I: _____									
						Rent: _____ Lease Term: _____									
All other Occupants (All persons over 18 must be on the lease)						Deposit: _____ Called: _____									
						Received by: _____ Agent: _____									
Present Address		Street		Unit Number		City		State		Zip		Phone Number			
Community/Landlord Name and Address				Phone Number				Dates of Residency				Monthly Rent			
Previous Address		Street		Unit Number		City		State		Zip		Phone Number			
Community/Landlord Name and Address				Phone Number				Dates of Residency:				Monthly Rent			
Present Employer		Address				Phone		Position		Date Hires		Monthly Income			
Present Employer		Address				Phone:		Position		Date Hires		Monthly Income			
Present Employer		City/State		Phone Number		Dates		Income							
Drivers License State		Drivers License Number/Expiration Date													
Emergency Contact		Phone Number													
Please answer the following questions:															
1. Do you require any special accommodations? _____ If so, what type? _____															
2. Do you own an animal? _____ Is it a service animal? _____ If yes, what type? _____															
3 Have you ever been evicted? _____ If yes, what are the dates: _____															
4. Do you own any unpaid rent? _____ If yes, how much? _____															
5. Have you ever violated a lease, rental agreement or regulations at a former place of rent? _____															
6. Have you ever been charged with a misuse or abuse to any rental property? _____															
7. Have you ever been convicted of a crime? _____ If yes, please explain: _____															
Signature of Applicant		Date				THE \$ _____ APPLICATION FEE AND ADMIN FEE \$ _____ IS NON-REFUNDABLE									

REQUIRED DOCUMENTATION:

_____ Picture ID/Drivers License

_____ Paycheck Stubs (1 month)

_____ Rental Verification

_____ Extra Documentation

Approved _____ Disapproved _____

Date: _____ Agent _____

RELEASE

This is to inform you that as a part of our procedure for processing your application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with your landlord, employer, others with whom you are acquainted, a credit check, and a criminal report. I hereby agree, in the event of the approval of this rental application, to execute a lease in accordance with the lease terms set forth in this rental liability shall commence on _____, 20_____. Pursuant to the terms of the lease. The applicant understands that approval of this application is conditional upon the information supplied in the above mentioned consumer report meeting rental criteria. Owner and/or agent may refuse possession of the above mentioned accommodations because of any derogatory information contained in the consumer report. I have read the foregoing and certify that the information herein is TRUE AND CORRECT. That this application is submitted for the purpose of inducing approval of this application in our behalf, and any errors in this application may be used by the owner and/or agent to terminate the lease at any time.

DEPOSIT AND RECEIPT

Applicant hereby deposits the amount of \$ _____. This amount will be refunded if the applicant is not accepted as a resident or if the applicant withdraws this application in writing within 72 hours of submitting the application. If the applicant is accepted and does not enter into a lease agreement, then the amount deposited shall be retained as liquidated damages for holding the apartment off the market. If applicant does enter into a lease agreement, then this document shall become part of the lease. If the landlord determines that any information contained herein is FALSE OR MISLEADING, then at the landlord’s opinion, the lease shall be voidable upon 3 days of notice.

WOODHAVEN PROPERTY MANAGEMENT RENTAL
REQUIREMENTS AND QUALIFICATIONS



WOODHAVEN PROPERTY MANAGEMENT supports The Fair Housing Act as amended, prohibiting discrimination in housing on race, creed, color, religion, sex, national origin, handicap, familial status, or sexual orientation. The following qualification standards will be required from every prospective resident.

Lease holder(s) must be 18 years of age or older. An application must be submitted by each applicant 18 years of age or older, even those living with a parent or guardian.

Number of Occupants: Two-person maximum occupancy per bedroom. (Unless dictated by State or Federal Law.)

Automatic Denial: An Applicant will be denied automatically if any of the following:

- False Social Security number
- Housing Debt (Must be paid- with proof of payment.)
- Eviction if within seven years

Credit Scoring: Information about you and your credit experiences, such as your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, and the age of your accounts is collected from your credit report. An automated credit scoring system determines your credit score, which establishes any further verification needed and the amount of your security deposit. Credit history within seven years of application will be considered for approval of application.

Rental History: First time renter must have 6 months on their current job. Renters using cash/liquid assets or investments without verifiable disbursements or dividends must have at least 2 years of verifiable rental history. Documental lease violation will result in denial.

Proof of Income: Lease holder(s) monthly gross income must be 2.5 times the monthly rent amount. Guarantor/co-signer monthly gross income must be 5 times the monthly rent amount. Guarantor/co-signer will be taken for lack of necessary income only, not bad credit.

Income must be verified by one of the following:

- One month of the most recent paycheck stubs.
- If you have no paystubs, we will accept an offer letter (if new employment) on company letterhead or a letter on company letterhead with details of your pay per hour or salary and how many hours worked and position. It must be a current letter with an accompanying phone number to verification information.
- Court documents for monthly alimony or child support.
- If self-employed, CPA letter on letterhead showing what projected income will be for the current year, in addition to the last two years of tax returns.
- *If using bank statements, Investments, or any other liquid asset, you will be required to verify at minimum a balance equaling a total of two years rental rate. Example: Rent is \$1000 per month, you would be required to have a minimum balance of \$24,000 in the account.*

Criminal History: Applicant will be denied if any of the following:

- Felony convictions, serving deferred adjudication, or case pending for the following:
 - Theft of property (excludes checks), damage to property, crimes of a violent nature, or drug violation if within five years from completion of sentence.
 - Methamphetamine and amphetamine related convictions, Injury to persons, stalking related offences or sexual offence- no time limit.
- Misdemeanor conviction, serving deferred adjudication, or case pending for the following:
 - Theft of property (excludes checks), damage to property, crimes of a violent nature, or drug violation if within five years from completion of sentence.
 - Methamphetamine and amphetamine related convictions, Injury to persons, stalking related offences or sexual offence- no time limit.

Roommates: Qualify for income jointly; each roommate must qualify individually in all other areas.

Animals: A Pet Agreement must be completed, shot records and a current picture of the pet(s) provided, and the deposit fee paid- if the property allows pets.

Application Fee: An Application Fee is required per application prior to processing. The Application Fee is \$15 and is non-refundable.
Move In Processing Fee: An Move In Processing Fee is required per household at move in. This Fee is non-refundable and is \$125.

Additional Deposit: An Additional Deposit, will be required if one of the following applies:

- If an applicant has a low credit score or no credit based off qualifying criteria generated by credit report, an Additional Deposit will be required in the amount of one month’s rent of the apartment being applied for.
- If using cash/liquid assets or investments without monthly disbursements or dividends Additional Deposit will be required in the amount of two months’ rent.

Cancellations: Deposits will be refunded on denied applicants. Deposits will only be refunded on cancellations if cancellation is made within 72 hours of application being turned in for processing.

I/We have read and understand the rental requirements and qualifications above, authorize verification of the application Information and understand that falsification of a rental application will result in a denial. This criteria does not ensure that all Individuals residing or visiting the community conform to these standards. I/We agree to all terms stated above.

Applicant Signature	Date
Applicant Signature	Date

Applicant Signature	Date
Management Signature	Date