



**Office Use:**

If applicant is getting pre-approved, indicate preferences:

1-Bdrm \_\_\_\_ 2-Bdrm \_\_\_\_ 3-Bdrm \_\_\_\_

Price range desired \_\_\_\_\_

Floor preference \_\_\_\_\_

Needed by \_\_\_\_\_

**RENTAL APPLICATION**

This apartment complex strictly adheres to a policy of open occupancy, renting to qualified applicants without regard to race, religion, creed, color, national origin, marital status, sex, age, or physical or mental handicap.

Date \_\_\_\_\_

Application is hereby made to rent premises known as Apt. # \_\_\_\_\_, under a lease for **one year** beginning on or about the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I submit the following information concerning all occupants of the apartment for which the application is made. I grant permission to contact any of the persons or companies named below for the sole purpose of verification of the information concerning my rental history, employment history, and credit and criminal background checks. It is understood that the premises are to be used as a residence and will be occupied by no more than \_\_\_\_ persons. The monthly rent for this apartment is \$\_\_\_\_.

**Applicant Information**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Residence Information**

Present Address \_\_\_\_\_  
(street, apt.#, city, state, zip code)

How long at present address? \_\_\_\_\_ Rent per month \$ \_\_\_\_\_ Ever evicted? \_\_\_\_\_

Present Landlord & Address \_\_\_\_\_ Phone # \_\_\_\_\_

Do you have a lease? \_\_\_\_\_ Expiration of lease \_\_\_\_\_



**PREVIOUS ADDRESSES** (List addresses, Landlords, and their phone numbers for the previous 5 years, starting with the last one first)

- (1) Address: \_\_\_\_\_  
Name of Landlord: \_\_\_\_\_  
Dates of Residency: (Month & Year): From \_\_\_\_\_ To \_\_\_\_\_
  
- (2) Address: \_\_\_\_\_  
Name of Landlord: \_\_\_\_\_  
Dates of Residency: (Month & Year): From \_\_\_\_\_ To \_\_\_\_\_
  
- (3) Address: \_\_\_\_\_  
Name of Landlord: \_\_\_\_\_  
Dates of Residency: (Month & Year): From \_\_\_\_\_ To \_\_\_\_\_

**Employment Information/Additional Income**

Current Employer \_\_\_\_\_ How long? \_\_\_\_\_

Business Address \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Salary \$ \_\_\_\_\_

**FORMER EMPLOYERS** (List names, addresses, and phone numbers for the previous employers, starting with the last one first)

- (1) Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Dates of Employment: (Month & Year): From \_\_\_\_\_ To \_\_\_\_\_
  
- (2) Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Dates of Employment: (Month & Year): From \_\_\_\_\_ To \_\_\_\_\_

Other Family Income Sources \_\_\_\_\_ Gross \$ \_\_\_\_\_

**Occupant Information**

Name \_\_\_\_\_ M \_\_\_ F \_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ M \_\_\_ F \_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ M \_\_\_ F \_\_\_ DOB \_\_\_\_\_  
Name \_\_\_\_\_ M \_\_\_ F \_\_\_ DOB \_\_\_\_\_

**Family Member/ or Emergency Contact**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

**Vehicle Information**

Number of Automobiles Owned \_\_\_\_\_

- (1) Make, Model, Year & Color \_\_\_\_\_  
State \_\_\_\_\_ Tag # \_\_\_\_\_
  
- (2) Make, Model, Year & Color \_\_\_\_\_  
State \_\_\_\_\_ Tag # \_\_\_\_\_



**Pet Information**

Do you have any pets? \_\_\_\_\_ If yes, what kind of animal? \_\_\_\_\_  
If yes, how many? \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Do you have service animals? \_\_\_\_\_

**Eviction/Conviction Information:**

Have you ever been convicted of a crime, or received a verdict other than not guilty, in any court or similar proceeding (conviction does not necessarily bar tenancy)? \_\_\_\_\_ If yes, please describe the crime, date of conviction, facts concerning the crime, and any pertinent rehabilitation. \_\_\_\_\_

Are you currently or have you previously been registered as a Sex Offender? Y \_\_\_\_\_ N \_\_\_\_\_

A non-refundable application fee in the amount of **\$25.00** will be paid to **APARTMENTS OF WILDEWOOD**. This amount represents a non-refundable Credit/Criminal Investigation fee. Once an Applicant is approved and assigned to an apartment, they are required within **72 hours** to **Sign the Lease and pay the Full Security Deposit**. If both items are not completed, the Applicant will be moved to the waitlist. **Please note:** Once the Lease is signed by Management, the Lease is legally binding. This application is to be made a part of the lease entered into by the Landlord and Tenant. The applicant hereby waives any claim for damages by reason of non-acceptance of the application, which the management may reject.





## **Application Qualification Procedures & Guidelines**

The Company and this community comply with all federal, state and local regulations regarding Fair Housing for all applicants and residents regardless of race, color, religion, sex, national origin, familial status or handicap.

### **REQUIRED DOCUMENTS**

**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.**

### **Occupancy Standards:**

The maximum number of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom unless otherwise dictated by state or federal law.

### **Age Requirements/Identification:**

All lease holders must be 18 years of age or older. All lease holders/occupants 18 years and older must submit an application for approval and present a valid government issued photo identification.

### **Credit History:**

Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial.

### **Employment:**

Lease Holder(s) must present evidence of stable work history for a minimum of one year to include two current pay stubs. If not employed, evidence of regular income must be provided. If self-employed, an income tax return from the previous year and bank statements from the previous two months must be provided. Persons who hold commission-only or base plus commissions, tips and bonuses jobs are considered self-employed. A letter of intent to hire from the employer should be provided if employment has not yet begun.

### **Income:**

All applicants must have a combined verifiable source of income in an amount no less than three (3) times the total market monthly rental rate. A Guarantor and an additional deposit may be required if the income is not met.

### **Criminal:**

As part of our application procedure investigation, all Lease Holders/Occupants/Guarantors, 18 years or older, are subject to a background criminal screen. It is possible an application may be denied due to criminal convictions, charges or deferred adjudication. Traffic records are excluded from our search.

### **Rental History:**

All Lease Holders must have a positive rental history within the past twelve (12) months. Lack of rental history may require an additional deposit. No evictions within the past three (3) years will be acceptable.



**Renter's Insurance Required**

Tenants are responsible and **required** for insuring their personal property for loss and damage (\$100,000 Liability required). Proof of this policy is required to be updated annually with each renewed term.

**Guarantors:**

If prospective Lease Holder(s) does/do not satisfy the income or credit criteria, a Guarantor will be required. If a Guarantor is needed, he/she must meet the entire qualifying criteria. The Guarantor must pay an application fee, sign the Guarantor addendum, reside in Maryland, and will be subject to a criminal screening.

**Check Writing History:**

Personal checks will be an accepted form of payment upon positive verification of check writing. Unsatisfactory findings require payments to be made by cashier check, money order or credit cards only.

**Non-U.S. Citizens:**

All non-U.S. Citizens must provide copies of passports, visa, or any applicable immigration documentation.

**Fair Housing Statement:**

Our community is committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or disability, and any other local laws protecting specific classes.

**ADA Statement:**

Our community is committed to compliance with the Americans with Disabilities Act by allowing the modification of existing premises for reasonable accommodations at the expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition provided the modification would not affect the use and enjoyment of the premises for future residents.

**Rental Rates and Lease Terms:**

Original rental rate quotes will be honored for ten (10) business days. The rental rate quote is associated with the apartment's availability at the time of your quote, move in date, and lease term requested. Any revisions or changes to the time of the quote, your move in date, or lease term may require a revised quote which may result in a different monthly rental rate.

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Landlord/ Authorized Agent      Date

