



www.woodlawntrustees.com

# Woodlawn Trustees, Inc.

Rental Office  
 601 N. Bancroft Parkway  
 Wilmington, DE 19805  
 302-655-6215



## Application for Rental Property

<b>Number of Bedrooms:</b>	<b>Location Desired:</b>	<b>Expected Move-In Date:</b>
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### Applicant #1 Information

Name:		
Phone Number:	Cell Number:	E-Mail:
Date of Birth:	SSN:	Drivers Lic. #/State ID #:
Current Address:		
City:	State:	Zip Code:
Own    Rent    (please check)	Monthly Payment or rent:	How Long?
Previous Address:		
City:	State:	Zip Code:

### Applicant #1 Employment Information

Current Employer:	Phone Number:	
Current Address:	How Long:	
City:	State:	Zip Code:
Position:	Hourly    Salary    (please check)	Monthly Income:

### Applicant #1 Emergency Contact Information

Emergency Contact Name:	Relation:	Phone Number:
Current Address:		
City:	State:	Zip Code:

### Applicant #2 Information

Name:		
Phone Number:	Cell Number:	E-Mail:
Date of Birth:	SSN:	Drivers Lic. #/State ID #:
Current Address:		
City:	State:	Zip Code:
Own    Rent    (please check)	Monthly Payment or rent:	How Long?
Previous Address:		
City:	State:	Zip Code:

### Applicant #2 Employment Information

Current Employer:	Phone Number:	
Employer Address:	How Long:	
City:	State:	Zip Code:
Position:	Hourly    Salary    (please check)	Monthly Income:

### Other Sources of Income Received on a regular basis

Please list:	Alimony, Child support or separate maintenance income need not be revealed if you do not wish to have it considered in connection with this application.

### Credit References

1.	Account Number:
2.	Account Number:
3.	Account Number:

### References

Name:	Address:	Phone Number:

Occupants			
Name:	DOB:	Relationship:	Age:
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Name:	DOB:	Relationship:	Age:
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Name:	DOB:	Relationship:	Age:
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Name:	DOB:	Relationship:	Age:
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Guarantor Information (if applicable)			
Name:			
Phone Number:	Cell Number:	E-Mail:	
Date of Birth:	SSN:	Drivers Lic. #/State ID #:	
Current Address:			
City:	State:	Zip Code:	
Own	Rent (please check)	Monthly Payment or rent:	How Long?
Previous Address:			
City:	State:	Zip Code:	
Guarantor Employment Information (if applicable)			
Current Employer:		Phone Number:	
Employer Address:		How Long:	
City:	State:	Zip Code:	
Position:	Hourly	Salary (please check)	Monthly Income:
Remarks			
Applicant Signatures			

**Authorization/Acknowledgement** *This application is made for the purpose of procuring a domestic rental unit and credit approval.*

Please be assured that the information on this application will be held in strict confidence. Please be sure to completely fill out this application to help the approval process. By signing this application, Applicant(s) declares that all statements in this application are true and complete. Applicant(s) acknowledges that false, incomplete, or misleading information may result in rejection of this application, and forfeiture of all application fees and deposits. Woodlawn Trustees, Inc. does not discriminate on the basis of race, color, national origin, religion, creed, sex, marital status, familial status, age, sexual orientation or disability and provides an administrative procedure through which disputes concerning the same may effectively and expeditiously be resolved with fairness and due process for all parties concerned. The undersigned Applicant(s) hereby consents to allow Woodlawn Trustees, Inc., itself or through its designated agents and employees, to obtain a consumer report and criminal record information, obtain and verify credit, rental, and employment information in order to verify the above information. Applicant(s) agrees and understands that owner and its agents and employees may obtain additional consumer reports and criminal record reports in the future to ensure that Applicant(s) continues to satisfy the terms of tenancy or for any other permissible purposes. Should the consumer report and/or criminal background check provide information which causes the rejection of this application, a detailed report of the findings will be available to you upon request. Should the application be approved and a property made available to you, you will be asked to pay a non-refundable security deposit to make a commitment within one (1) week of approval. The first month's rent will be due at the signing of the lease.

*I have read and understand the provisions as stated in this Rental Application.*

Applicant #1 Full Name (printed)	Applicant #1 Signature	Signature Date
Applicant #2 Full Name (printed)	Applicant #2 Signature	Signature Date
Occupant (over 18 years old) Full Name (printed)	Occupant (over 18 years old) Signature	Signature Date

### How did you learn about Woodlawn?

- |                    |                          |                     |  |
|--------------------|--------------------------|---------------------|--|
| Apartments.com     | <input type="checkbox"/> | Drive by (saw sign) | <input type="checkbox"/>                                       |
| Apartmentguide.com | <input type="checkbox"/> | Other               | <input type="checkbox"/> (please specify) <input type="text"/> |
| News Journal       | <input type="checkbox"/> | Referred by         | <input type="checkbox"/> Name <input type="text"/>             |
| Woodlawn Website   | <input type="checkbox"/> |                     |  |

### Income and Credit Requirements

The following requirements must be met in order for an application to be considered:

1) Weekly gross pay (before taxes) should be equal to or greater than the month's rent. If two applicants apply we will combine the income. (Please call 302-655-6215 for rental prices.)

2) Each applicant must have a good credit history. At least two credit references should be provided. The following are examples of references: major credit cards or department store cards, loans (car, student or bank loans), cell phone bills or utility bills. If utility or cell phone bills are used, please provide a recent copy of the bills. **A credit report will be obtained on all parties applying.**

**\* All applicants and occupants over the age of 18 will be subject to a criminal background check.**

3) Applicants should have 3 personal references including phone number and a complete address for each.

If you do not meet the above requirements, you may still be eligible if you provide a financial guarantor. Please contact our rental office for more information.

### Rental Application Checklist (You must provide the following with your application)

#### **Proof of Income (household income for last 30 days)**

**For each applicant:**

- Pay stubs, W-2 forms, tips, commissions
- Dates of employment, hours worked, & payday
- Military pay and allotments
- Self-employment records and tax forms (Schedule C or F)
- Social Security and Retirement benefits, 1099 forms
- Child support and alimony/spousal support benefits

#### **Valid Driver's License or and ID with name and/or picture and signature**

**Such as:**

- Government issued identification card OR
- Employee identification card (showing Social Security #) OR
- Official military identification card