

APPLICATION FOR LEASE

(Please Print)

Application is made individually, or jointly and severally, by the applicant(s), to lease any ____ bedroom home in the Woodcliff Community for ____ year(s), with a desired move-in on ____, 20__ for the monthly rent of ____ and a Security Deposit of \$ ____

(A \$20.00 application fee, in check or money order form only, is also required in order to process this application)



APPLICANT

(First) (Middle) (Last) Date of Birth
☐ Male ☐ Female Marital Status (optional): _____ Maiden Name: _____
** Social Security No. _____ Driver's License No. _____ State _____
Where can you be reached prior to the lease term? Daytime: () Evening: ()
Military? ☐ Yes ☐ No Rank/Branch/Unit _____ / _____ / _____ Name of Commander _____ Commander Tel # _____

PRESENT ADDRESS

Address _____
How long? _____ Rent or Own? _____ Monthly Payment _____
Landlord's Name _____
Landlord's Phone () _____
Reason for moving _____

PRESENT EMPLOYMENT

☐ Full-Time ☐ Part-Time ☐ Self Employed
Company _____
Address _____
How long? _____ Position _____
Annual Salary \$ _____ No. Hours/Week _____
Supervisor's Name/Title _____ / _____
Phone No. () _____ Ext. _____

Battalion _____

BANK NAME _____

PERSONAL REFERENCE

Name _____
Phone No. () _____
Address _____
Parents Name / Tel: _____

PREVIOUS ADDRESS

Address _____
How long? _____ Rent or Own? _____ Monthly Payment _____
Landlord's Name _____
Landlord's Phone () _____
Reason for moving _____

OTHER SOURCES OF INCOME:

Base Allowance for Housing: _____
Child Support: _____
Alimony: _____
Interest & Dividends: _____
Unemployment: _____
Gov't Housing Assistance: _____
Other Income: _____

Company _____

LAST 5 DIGITS OF ACCOUNT NUMBER _____

IN CASE OF EMERGENCY, NOTIFY (not an occupant)

Name _____ Relationship _____
Phone No. () _____
Address _____

Have you ever filed for bankruptcy? (circle one) Yes No Date filed _____ Date Granted _____ State _____
Have you ever been evicted or had judgment issued against you? (circle one) Yes No
Are there any outstanding judgements against you? (circle one) Yes No
Have you had property foreclosed upon or given Title or Deed in Lieu thereof in past 7 years?(circle one) Yes No
Are you party to a lawsuit? (circle one) Yes No
Are you obligated to pay alimony, child support or separate maintenance? (circle one) Yes No
Are you a co-maker or endorser on a note? (circle one) Yes No
If you answered yes to any of the above, please explain (attach pages, if necessary) _____

OTHER OCCUPANT(S)

(EACH ADULT OCCUPANT (over the age of 18) MUST COMPLETE AN APPLICATION FOR LEASE FORM)

First, Middle, Last Name	Date of Birth	Gender	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PETS (List ALL pets that will reside in the property)

Do you have any pets? (circle one) YES NO Total number of pets: _____

Type/Breed: _____ / _____ Size/Weight: _____ Neutered? _____

Color: _____ Name: _____ Age: _____ Sex: _____

Type/Breed: _____ / _____ Size/Weight: _____ Neutered? _____

Color: _____ Name: _____ Age: _____ Sex: _____

Do any occupants own, or plan to purchase, an aquarium? (circle one) YES NO If yes, what size (gallons)? _____

AUTOMOBILES (List all vehicles that will be parked on the property)

Make Model Year Color License No. State

_____/_____/_____/_____/_____/_____

_____/_____/_____/_____/_____/_____

_____/_____/_____/_____/_____/_____

An Application Fee of \$_____ is made herewith, with a clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by the Landlord/Manager; the Application Fee is a NON-REFUNDABLE fee for processing this Application and will not be returned under any circumstance. A Reservation Deposit of \$_____ is hereby made specifically for the purpose of and in consideration of Woodcliff reserving (taking off the market) a _____ bedroom home for my/our occupancy. If this application is NOT approved by the Landlord/Owner/Agent, the Reservation Deposit will be refunded. **IF THIS APPLICATION IS APPROVED, THE RESERVATION DEPOSIT immediately becomes NON-REFUNDABLE TO THE APPLICANT. FAILURE OF APPLICANT TO LEASE AFTER BEING APPROVED EQUALS APPLICANT'S FORFEITURE OF THE RESERVATION DEPOSIT. APPLICANT AGREES TO EXECUTE A LEASE WITHIN TWO BUSINESS DAYS OF BEING APPROVED AND BEING PROVIDED THE FORM LEASE (which form is available for review at the time of application); OTHERWISE MANAGEMENT IS FREE TO LEASE THE RESERVED PROPERTY TO ANOTHER PARTY.** Upon executing a Lease, the Reservation Deposit shall be converted to and applied toward part or all of the amount of the Security Deposit specified in the Lease and, as such, shall be refundable (if appropriate) according to the terms of the lease.

Applicant(s) represent and hereby certify that the information given in the Application for Lease is true, correct and complete to the best of my/our knowledge. It is understood that the premises are to be used as a residential dwelling occupied by not more than _____ person(s); and that, upon approval of this Application, timing of occupancy is contingent upon the property of the type requested being timely vacated by the present occupant, if any.

Applicant(s) hereby authorize the person or firm to whom this Application is made, any credit bureau or other investigative agency employed by such person, to investigate the references herein listed or statements or other data obtained from me/us or from any other person pertaining to my/our credit and financial responsibility. Applicant(s) understand that, should they enter into a lease, this firm and its designated agents and employees will have a continuing right to review credit information (including inquiries to credit bureaus), rental application, payment history and occupancy history for account review purposes, and/or for improving application methods and/or as they relate to my/our tenancy and to future rent collections.

If Applicant(s) is/are self-employed, attach Photocopy for past two years of: Individual U.S. Tax Form 1040, and Self-employment U.S. Tax Schedule C

If Applicant(s) is/are paid on an hourly, weekly, or salary basis, attach a photocopy of form W-2 for the past two years.

Applicants must attach a photocopy of driver's license or other form of picture id (i.e. passport, military id, etc.).

IT SHALL BE UNLAWFUL DISCRIMINATORY HOUSING PRACTICE TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, ELDERLINESS, FAMILIAL STATUS OR HANDICAP

APPLICANT(S) ACKNOWLEDGE RECEIPT OF COPY OF THIS APPLICATION

THIS IS A LEGALLY BINDING DOCUMENT. READ IN ITS ENTIRETY BEFORE SIGNING. IF NOT UNDERSTOOD, PLEASE SEEK LEGAL ADVICE.

_____/_____
DATE APPLICANT

_____/_____
DATE CO-APPLICANT #1

EMAIL ADDRESS (please print legibly)

(** Please note, applicants must have a FICO score above 700, a good prior landlord report and approximately 3x income above the rent amount in order to be considered for approval for a home within our community.)