



Woodland Place Apartments
 Application Fee: \$40.00 Per Adult
APPLICATION FOR RESIDENCY

The undersigned is hereby making an application to lease unit number / ADDRESS:
 _____ & Parking: _____

Contact and General Information			
Date:	How did you hear about this property?		
Move-In Date or Approximate:	Length of Lease Term:		
Full Name:	Social Security Number:	Birth Date and Age:	
Primary Phone:	Secondary Phone:	E-mail Address:	
List All Residents and Ages:			
Name:			Date of Birth:
Name:			Date of Birth:
Name:			Date of Birth:
Name:			Date of Birth:
List All Pets: Include Breed & Weight at Maturity			
Emergency Contact			
Emergency Contact:	Relationship:		
Phone:	Alt. phone:	Address:	
Vehicle Information			
Vehicle 1 Make:	Model & Color:	Year:	License Plate and State:
Vehicle 2 Make:	Model & Color:	Year:	License Plate and State:
Employment Information			
Current Employment/ Company:	Date of Hire:	Job Title:	
Income/Salary: Hours per week:	Supervisor Name or Human Recourses Contact:	Supervisor or HR Phone:	
Previous Employment/ Company:	Date of Hire:	Job Title:	
Income / Salary: Hours per week:	Supervisor Name or Human Recourses Contact:	Supervisor or HR Phone:	
Reason for Leaving:			



Residential History for the Last Five Years			
Current Address:		City, State, Zip:	Monthly Payment:
Landlord or Mortgage Company:		Landlord Phone:	Fax:
Month and Year of Move-In:	Month and Year of Move-Out:	Reason for Leaving:	
Previous Address:		City, State, Zip:	Monthly Payment:
Landlord or Mortgage Company:		Landlord Phone:	Fax:
Month and Year of Move-In:	Month and Year of Move-Out:	Reason for Leaving:	
Previous Address:		City, State, Zip:	Monthly Payment:
Landlord or Mortgage Company:		Landlord Phone:	Fax:
Month and Year of Move-In:	Month and Year of Move-Out:	Reason for Leaving:	
Other Information:			
If you answer yes to any of the questions on the right, please explain... _____ _____ _____ _____ _____ _____	Have you or anyone in your household ever... Left a lease agreement unfulfilled? <input type="checkbox"/>Yes or <input type="checkbox"/>No Filed for bankruptcy? <input type="checkbox"/>Yes or <input type="checkbox"/>No Have you ever been required to register with the State Sex Offender Registry? <input type="checkbox"/>Yes or <input type="checkbox"/>No Been sued for damage to rental property? <input type="checkbox"/>Yes or <input type="checkbox"/>No Been evicted, asked to move out or been given a Notice of "Non-Renewal" <input type="checkbox"/>Yes or <input type="checkbox"/>No Been convicted or plead guilty to a charge more serious than a minor traffic violation? <input type="checkbox"/>Yes or <input type="checkbox"/>No Do you or another occupant (please specify) have any pending charges? <input type="checkbox"/>Yes or <input type="checkbox"/>No		
References:			
Personal Reference 1 Name:		Relationship:	
Address:		Phone:	
Personal Reference 2 Name:		Relationship:	
Address:		Phone:	
Please provide any additional information that might help evaluate this application: _____ _____ _____ _____			
When is the best time to contact you? _____			



Consent to Obtain Reference Checks and Background Information

I declare under penalty of perjury that the information listed in the application is true and accurate. I understand that if any information given is found to be incomplete, inaccurate or falsified, it is grounds for disqualification.

I authorize Management representatives and/or agents thereof to investigate my credit qualifications and hereby release, in any manner, all of the information obtained by Management. I further release all persons, agencies, or firms from any liability resulting from providing such information.

The undersigned authorizes Management representatives and/or agents thereof to contact the undersigned's current or previous landlords, employers, and further, by a copy of this application, authorize any said landlords or employers to release any pertinent residential and employment history information to be used in evaluating this lease application. I further authorize Management representatives and/or agents thereof to apply for an investigation or credit report in connection with the application. I understand that said investigation or credit report may contain information obtained from various state governmental and private entities, relative to the undersigned's number of children, employment, occupation, general health, financial, and criminal record.

The undersigned further authorizes Management representatives and/or agents thereof to conduct an investigative report which includes information as to the character, general reputation, personal characteristics and mode of living of the applicant, whereby this information is obtained thru interviews with applicants, references, relatives, acquaintances and also, information that is freely published or allowed to be published on the world wide web.

I understand that if I lease a rental unit, that Management representatives and/or agents, or successors thereof shall have a continuing right to review my credit information, payment history, occupancy history, and other information in this application for purposes related to my lease and/or account review during and after the term of my lease. I also, understand that Management will retain this application, along with any other information provided by me, whether or not this application is approved.

I hereby waive any claim for damages by reason of non-acceptance.

A valid form of Photo ID must be presented with application submission for signature verification. A photocopy will be attached to this application.

(Applicant Signature) Date (Print Name)

Qualification Standards available by request. *If Qualification Standards not attached to this application, Please Request.*

I have read and understand the Qualification Standards. Initials:

The Applicant hereby submits a **\$40.00** Application fee which is not refundable under any circumstances.

The fee is for processing your application, credit check, and other expenses.

Acceptable forms of payment for Application Fee:

- ❖ **Cash**
- ❖ **Cashiers Check**
- ❖ **Money Order**
- ❖ **Check**

Make Checks, Money Orders & Cashiers Checks Payable to Silhouette Residential Housing

Please make sure you have the following before submitting your application to the office:

1. Application: FULLY filled out & signed. Please note that if there are sections of this application that are left blank, or you have not signed the back page, your application will be delayed or declined.
2. Income Verification: You will need at least a month's worth of pay stubs or last years tax return (for self employed applicants, we will also need current invoices with last years tax return).
3. A photo copy of your photo ID. You may use your Drivers License, State issued ID, Passport, I-94 card or Visa.
4. \$40 Application fee per application: Please note that if this application is submitted without payment, it will not be processed. We are not responsible for the delay in processing this will cause, so please make sure payment is attached for ALL applications if submitting more than one.



QUALIFYING STANDARDS

The fair housing act as amended, prohibits discrimination in housing based on race, religion, sex, national origin, handicap or familial status. The following qualification standards are required from every prospective resident. They include, but are not limited to:

GENERAL: An application is required for all occupants that are 18 years or older. An approved adult /guardian must live in the residence (full time) with any dependants. Lease holders must live (full time) in the leased premise; also, any adult residing in the lease premise must be a lease holder. Applicant / occupants who are pushy or harassing during the application process will be declined. Excessive calling or checking on the application status (more than 3 times a week) will be considered harassing.

INFORMATION: Information listed on the application must be complete, accurate, and true. If incomplete, inaccurate, or falsified, information is given, it will be grounds for disqualification. Co-signers will not be allowed if information provided is found to be falsified, unverifiable, or inadequate. Furthermore, an applicant / occupant may be denied if unverifiable, incomplete, or inadequate information is found to approve the applicant / occupant. Information may be deemed "unverifiable" if it takes more than three days to receive verification or adequate verification cannot be provided.

U.S. RESIDENCY / IMMIGRANT STATUS / IDENTIFICATION: You must provide legal verification of your residency / immigrant status. Accepted forms of proof will be a valid: social security card, passport and I-94 card, visa, or State issued Identification Card. (available at driver licensing building for \$5). All applicant / occupants must also submit identification: it must include: photo, signature, full name, and birth date. A co-signer will not be allowed if proof of residency/ immigrant status, or identification of the applicant / occupant cannot be verified.

RENTAL HISTORY: The applicant / occupant's entire rental history may be verified of present and previous residence. A positive record is expected of prompt monthly payment, sufficient notice for move-out, no damages, and no 3 or 7 day notices. A credit report for a mortgage may serve as or in contribution to rental history. If a poor rental history is found, the application may be declined. Co-signers will not be allowed for applicant / occupants declined due to eviction, with the one exception: Co-signers may be allowed for those applicant / occupants declined due to eviction solely for non or late payment of rent. This will be evaluated on a case by case basis. Management reserves the right to deny residency / occupancy for poor rental history at their discretion.

CREDIT HISTORY: An unsatisfactory credit report may disqualify and applicant / occupant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects one or more of the following: past or current bad debts, late payments, unpaid bills, tax liens, judgments (unless appropriate "proof of satisfaction" or "closed date" documentation can be provided) or undischarged bankruptcies. If an applicant / occupant is rejected due to an unsatisfactory credit report, the applicant / occupant may request the name, address and telephone number of the credit report provider. We encourage applicant / occupants to obtain a copy of the credit report from the credit reporting agency. If the applicant / occupant believes the report contains erroneous information, the applicant / occupant may correct the errors and resubmit an application to the community.

FINANCIAL STATUS / INCOME: Written verification of income and local employment is required (ex: current original pay stub, most recent tax return, bank statements, employment contract, etc...) To qualify for an apartment that rents for \$540/month or above; the prospective tenant's combined monthly income must be equal to or exceed two and a half (2.5) times the monthly rental amount. To qualify for an apartment that rents for \$725/month or less: the prospective tenant's combined monthly income must be equal to or exceed 21,750 per year. Co-signers will not be allowed for those who do not meet minimum income qualifications. Any applicant/occupant's employed less than 6 month at their current job, yet meets income qualifications may still be asked to provide a co-signer. Income must be verifiable, for example a babysitting job, is not verifiable income unless you work for a babysitting company where you receive paychecks on a weekly, or bi-weekly basis. Restaurant server income (since it is difficult to accurately verify) will be figured at an hourly rate of \$9.00 an hour. Self employment applicant / occupants need to provide the previous year's tax return for salary verification and current business invoices to prove the business is still providing income.

Market rent will used as the qualifying rental amount on those properties that have rent specials.

Bank accounts, stocks, bonds and other forms of assets may also be used to verify the financial status of a prospective resident. It will be necessary to furnish management with proof of funds equal to one (1) year worth of rent and they must document the funds have been in the account for at least four (4) months. Students may use student loans to pay for rent but they must provide current proof of attendance at a local college/university, in addition to, providing proof of loans, amounts, and the dates the fund were received. If a student is solely using student loans for income, it is recommended that they make all payments for the semester or 1/2 semesters (depending on how the loan is paid out) in a lump sum upon the receipt of the funds.

CRIMINAL BACKGROUND SEARCH: Any applicant / occupants who have been determined to have a criminal conviction or charge/ indictment for possession, sale, manufacturing, or distribution of controlled substances, assault, crimes of any type of burglary/theft, crimes involving firearms, crimes of a sexual nature, crimes against person(s), or property will be denied residency / occupancy. Management reserves the right to deny residency / occupancy for any criminal activity at their discretion. Guarantors / cosigners cannot be substitutes for this requirement.

OCCUPANCY: The occupancy standard is set at two (2) persons per bedroom.

PETS: Pet restrictions vary per property. Check with management for pet approval/disapproval.

CO-SIGNERS / GUARANTOR: A co-signer / guarantor will be fully responsible for the lease agreement if the occupying resident(s) default. In the event that a co-signer/ guarantor is required, he/ she must complete an application for residency and meet all of the resident selection criteria. In addition; co-signers must make 6 times the rent to qualify and the co-signer must be an Iowa resident. Only one (1) co-signer application will be accepted with a resident application.

SUBMISSION LIMITS: Applicant / occupants may apply once per every 30 day period.

ROOMMATES & JOINT APPLICANT / OCCUPANTS: When applicant / occupants apply as roommates, or jointly to live in the same apartment, their applications will be evaluated jointly, both will have to meet the qualification standards. Thus, if one applicant / occupant is declined, they both are declined. They may not re-apply separately.

OFFICE USE ONLY:

- Is application fully filled out? Yes or No
- Did applicant supply adequate proof of income? Yes or No
- Has the application fee for this application been paid? Yes or No
- Has proper identification been attached to this application? Yes or No

▪ Personal References:

- #1: _____ at phone # _____
- #2: _____ at phone # _____

▪ Landlord References:

- #1 _____
 - Was the rent paid on time & in full?
 - Did the tenant take good care of the property?
 - Did the tenant or his/her guests show disruptive behavior?
 - Would you rent to this person again?
 - Was the tenant a good communicator?What was their rent rate at that time?
 - Did they make all rent payments and in a timely manner?
 - Did they ever pay late? (How many times and how late?)
 - Did you have to serve them with any notices?
 - Did you have to evict them?
 - Did you offer them a lease renewal? (Note: do not ask if the landlord was "planning to offer a renewal.")
 - Has the tenant given notice of their move? If they are breaking a lease, what sort of penalty will be assessed?Did tenant observe all rules of the property?
- #2 _____
 - Was the rent paid on time & in full?
 - Did the tenant take good care of the property?
 - Did the tenant or his/her guests show disruptive behavior?
 - Would you rent to this person again?
 - Was the tenant a good communicator?What was their rent rate at that time?
 - Did they make all rent payments and in a timely manner?
 - Did they ever pay late? (How many times and how late?)
 - Did you have to serve them with any notices?
 - Did you have to evict them?
 - Did you offer them a lease renewal? (Note: do not ask if the landlord was "planning to offer a renewal.")
 - Has the tenant given notice of their move? If they are breaking a lease, what sort of penalty will be assessed?Did tenant observe all rules of the property?
- #3 _____
 - Was the rent paid on time & in full?
 - Did the tenant take good care of the property?
 - Did the tenant or his/her guests show disruptive behavior?
 - Would you rent to this person again?
 - Was the tenant a good communicator?What was their rent rate at that time?
 - Did they make all rent payments and in a timely manner?
 - Did they ever pay late? (How many times and how late?)
 - Did you have to serve them with any notices?
 - Did you have to evict them?
 - Did you offer them a lease renewal?
 - Has the tenant given notice of their move? If they are breaking a lease, what sort of penalty will be assessed?Did tenant observe all rules of the property?

