



# Rental Application

Property Address \_\_\_\_\_

Lease Term \_\_\_\_\_ Beginning \_\_\_\_\_ Monthly rental \$ \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_

## PROSPECTIVE RESIDENT INFORMATION

Applicant's Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_  
[First] [Middle] [Last] [Suffix]

Spouse's Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_  
[First] [Middle] [Last] [Suffix]

## ADDRESS HISTORY

Current or Most Recent Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell \_\_\_\_\_

Do You Rent? **[Yes]** **[No]** Own? **[Yes]** **[No]** Amount \$ \_\_\_\_\_ How Long? \_\_\_\_\_ E-mail \_\_\_\_\_

Landlord or Mortgage Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Please give additional address(es) prior to current residence:

#1 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rental? \_\_\_\_\_

Rent \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Landlord's Phone \_\_\_\_\_

Landlord's Name \_\_\_\_\_

#2 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rental? \_\_\_\_\_

Rent \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Landlord's Phone \_\_\_\_\_

Landlord's Name \_\_\_\_\_

Have you ever been evicted or sued for rent? **[Yes]** **[No]** In arrears? **[Yes]** **[No]** How Much? \_\_\_\_\_

Explain: \_\_\_\_\_

When you last moved, was your security deposit returned in full? **[Yes]** **[No]**

Explain: \_\_\_\_\_



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## EMPLOYMENT INFORMATION

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor name \_\_\_\_\_

Employer Address \_\_\_\_\_

How Long? \_\_\_\_\_ Position/Rank \_\_\_\_\_ Salary \$ \_\_\_\_\_ /year/month/week

If your current employer has been less that one year, please give prior information:

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

How Long? \_\_\_\_\_ Position/Rank \_\_\_\_\_ Salary \$ \_\_\_\_\_ /year/month/week

## OTHER INFORMATION

Have you ever been convicted of or pled guilty or "no contest to a sexual offense?

[Yes] [No] If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Car Type \_\_\_\_\_ License Number # \_\_\_\_\_ State Registered \_\_\_\_\_

Total # occupants who will be living in this home \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Pets (Breed & Size) \_\_\_\_\_ inside? [Yes] [No] outside? [Yes] [No]

In case of emergency, whom may we contact?:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_



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## Contract Signatures

I certify that I left my former Landlord or agent on good terms and do not owe any rent, charges for damages, cleaning or late fees. I authorize **WILCO Properties of Charleston LLC** to obtain a credit report and verify the above information as deemed necessary, including contacting Landlords, agents, employers and military organizations. I have been complete and truthful on this application.

Prospective Resident \_\_\_\_\_ Date \_\_\_\_\_

### ADMINISTRATION

The civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familiar status or national origin. Applicants hereby authorize Management to a consumer report and other information it deems necessary for the purpose of evaluating this application. Information obtained may include, but not limited to credit history, civil/criminal information arrest records, rental history, employment/salary details and vehicle information. Applicants hereby expressly release Wilco Properties of Charleston, LLC, officers, directors, subsidiaries and affiliates and any procurer or furnished or information, from liability whatsoever in the use, procurement of furnishing of such information and understand that application information may be provided to various local/state/ federal government agencies including without limitation, various law enforcement agencies. Applicant has the right to make a written request, within a reasonable period of time, to receive information regarding the nature of the scope of this investigation (Fair Credit Reporting Act) Additional credit reports maybe obtained for the collection purpose.

I have read and reviewed the information contained in this application for lease is accurate fully and competed. Any discrepancy or lack of information will result in immediate rejection of this application. I/we understand that this is an application and does not constitute a lease agreement in whole or part.

I understand that my deposit may applied toward any rent loss, advertising cost, if this application is approved and I am unable to fulfill the conditions of occupancy by \_\_\_\_\_. If the applicant is NOT approved, the applicant hereby waives any claim for damages by reason of non acceptance, which the owner or his agent may reject without any reason for doing so. If the application is denied the deposit will be returned within 5 business days.

I hereby acknowledge a non-refundable fee of \$30.00, to be used in the processing of this application. I understand this fee is NOT, under any circumstances, to be returned to me.

I hereby grant permission to WILCO Properties, its successors and assigns, to obtain any and all information necessary to process my rental application. This information includes, but is not limited to, my past/present consumer credit record, employment history, mortgage and rent payment record.

I hereby grant permission to photograph and/or fax a copy of this form containing my signature to obtain any information regarding the items mentioned above.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Privacy Act Notice: The information will not be disclosed outside the lender and the federal agency without your consent except to the person or company verifying the information including but not limited to your employer, bank, lender and any other credit reference as needed to verify other credit information and as permitted by law. You do not have to give this information, but if you do not, your rental application may be delayed or rejected.

## STATEMENT OF RENTAL POLICY

Wilco Properties, LLC supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, national origin, sex, handicap, or familial status. The following qualification standards will be required from every prospective resident.

**Rental Application:** To be completed by every applicant and occupant eighteen years of age and over who will be occupying the apartments. Valid Current State or U.S. Government issued picture identification is required to show apartment and process application. This includes a valid state issued Driver's License or identification card, valid Military ID card or a valid Passport. Management reserves the right to discontinue the verification process of an application if false information is found.

In order to help us complete your application in a timely manner, we ask that you fill out the application as completely as possible. There should be no lines left blank. If a line does not apply, please fill it in with N/A. If you need to call us back with more information, please do so within your 72-hour recession period. Be sure to sign the application and date it where indicated.

### AVAILABILITY:

Applications for the apartment homes are accepted on a first come, first serve basis. Apartments are considered available when they are vacant, without a good faith deposit, or occupied with a notice tendered. There are times when an apartment may become available suddenly, providing a floor plan that was previously not obtainable. This usually happens when an application being reviewed for approval is declined or when applicants cancel their reservation. Occasionally a resident will cancel or alter their notice. Should an applicant have a good faith deposit on an apartment that is no longer available, Management will make every effort to accommodate the applicant by reserving another apartment of the same type or take other actions that might be appropriate under the circumstances. If the applicant considers the alternate apartment unacceptable, or there are not other available apartments of the same type, the applicant's good faith deposit will cheerfully be refunded. Rental rates and/or promotional discounts are subject to change without notice.

### QUALIFYING CRITERIA:

An application will automatically be denied should there be any unfavorable resident history. Previous landlords will be contacted to determine whether rent was paid as agreed, the condition of the previous residence at move-out, were there any formal resident complaints lodged against the applicants, and would the landlord rent to the applicant in the future. Lack of resident history will not necessarily result in an application denial if other qualifying criteria is met or exceeded.

**FOR PROPERTIES THAT HAVE AN INCOME REQUIREMENT,** in order to meet the established income standards, applicants must make three (3) times the monthly rental amount. Roommates must each qualify at 65% of the total monthly income requirements of a single applicant. Applicants must submit the most current pay stub to verify income. Additionally, employers will be contacted for references. Allowances made for income from sources other than employment must be verified in writing. In order to qualify without verifiable employment, an applicant must have proof of income from assets equaling three (3) times the monthly income, multiplied by the number of months on the lease.

Unsatisfactory credit may disqualify an applicant. Unpaid collections, slow credit, judgments, liens, repossessions and bankruptcy reported to credit agencies are reviewed prior to acceptance. A credit-risk scoring system is provided by an independent consumer reporting agency and consistently applied to all of applicants. Management reserves the right to require additional deposits, monies and prepaid rent in cases of marginal credit histories.

Please be advised, Management is expressly prohibited to discuss the content of a credit report. Should unsatisfactory credit interfere with application process, applicant will need to contact the reporting agency for further information. Should an application be denied, the good faith deposit will be refunded.

### CRIMINAL HISTORY:

An application may be denied based on information obtained through a criminal background check. Applicant acknowledges and gives permission to Management to run a criminal background check.

A person with a known felony conviction will not be accepted. Person(s) must exhibit no arrest, charge, or conviction involving crimes of violence, firearms, illegal drugs, theft, crime involving the theft or destruction of property, or any crime involving a minor. Person(s) who have been arrested for, charged with, or received a deferred adjudication for a felony involving these crimes will not be accepted. Person(s) convicted of a misdemeanor or who have been arrested for, charged, with, or received deferred adjudication with respect to an offense that is sexual in nature, involves a minor, crimes of violence, stalking, public lewdness, and indecent exposure or involves weapons will not be considered.



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## **CANCELLATION:**

Upon placing the completed application, applicants have **72 hours** to cancel their apartment reservation and have their good faith deposit refunded. Failure to cancel a reservation in the prescribed period of time will result in the deposit being forfeited.

## **CO-SIGNERS:**

**FOR PROPERTIES THAT OFFER A CO-SIGNER REQUIREMENT**, a co-signer may be considered for the applicants that have not established sufficient rental, credit, or income requirements. Applicants with poor credit are not eligible for assistance from a co-signer. Applicants with detrimental rental history are automatically declined. A co-signer must qualify at five (5) times the monthly rental amount; have an established credit history and superior residential history. The credit history of a co-signer must show a record of timely payments and be without blemish.

## **ADDITIONAL DEPOSITS:**

Applicants with marginal credit history may be considered with an additional deposit equal to one month's or more rent. In order to qualify for an apartment with an extra deposit, there must be no background of formal complaints registered against the applicant at the former addresses, or outstanding apartment / rental collections.

## **APPLICATION FEES:**

Each applicant including co-signers shall pay a non-refundable application fee. Application payments are due in the form of a personal check, cashier's check, money order, or electronic payment.

## **NON-REFUNDABLE ADMINISTRATIVE/LEASING FEE:**

**FOR PROPERTIES THAT REQUIRE THE NON-REFUNDABLE ADMINISTRATIVE/LEASING FEE** shall be paid at the time of move-in.

## **RENTAL PAYMENTS:**

Rental payments are due in the form of a personal check, cashier's check, money order, or electronic payment. Rental payments are due on or before the first day of every month. Rental payments received after the fifth day of the month will incur a late fee. Personal checks returned by the bank will incur a return check fee and a late fee. Management reserves the right to file Dispossessory Warrants for any late payments or returned checks that are not redeemed in a timely manner. If a Dispossessory Warrant is filed this will add an additional fee to the account. Partial rental payments are not accepted.

## **OCCUPANCY STANDARDS:**

A maximum of two (2) occupants are allowed to reside in the one-bedroom apartment homes.

A maximum of four (4) occupants are allowed to reside in the two-bedroom apartment homes.

A maximum of six (6) occupants are allowed to reside in the three-bedroom apartment homes.

(EXCEPTION: CHILD LESS THAN 6 MONTHS OF AGE, unless otherwise dictated by state or federal law)

## **OCCUPANTS:**

All occupants of an apartment home must meet standards for criminal criteria and be approved by Management. Please refer to the rental application and list the names of all occupants. Anyone over the age of 18 and financially independent must apply and be accepted as a lessee and be listed as such on the rental agreement.

## **DO YOU HAVE A LEGAL RIGHT TO BE IN THE UNITED STATES?**

- Yes, I am a U.S. Citizen; or
- Yes, I have valid documentation from the U.S. Department of Immigration and Naturalization (INS) that allows me to be in the country; or
- No



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## VEHICLES:

No more than one vehicle per licensed driver with a maximum of three cars per apartment home will be permitted. All vehicles must be in working condition, with legal tags. Car maintenance and repairs are expressly forbidden on the property. Cars illegally parked, without legal tags, or not in proper working order will be towed from the community at the owner's expense.

**\*\* Please note that applications are not considered to be completed until the applicant has provided copies of his / her current pay stubs\*\***

**Apartment Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Signature of Applicant(s):** \_\_\_\_\_  
\_\_\_\_\_

**Concession Offered:** \_\_\_\_\_

**Additional Incentive Offered:** \_\_\_\_\_

**Signature of Authorized Associate:** \_\_\_\_\_

