

# Willow Gardens Apartments

## Application criteria for Prospective Residents

Equal Housing: Green Forest Apts. LLC conducts business in accordance with the Fair housing Act .We do not discriminate on the bases of Race, Religion, National Origin, sex, familiar status, marital status, ancestry, sexual orientation, lawful sources of income, disability or handicap, or any other basis protected by applicable state or local fair housing laws.

Applicants: Each applicant that is 18yr of age or older must complete an application and if the application is approved, sign the lease as a lease holder. Applications are to be completed in full, applications containing false, misleading or incorrect information will be denied.

Occupancy Limitations: No more than 2 individuals per bedroom may occupy an apartment unit.

### Qualification Guidelines:

All applicants must provide valid driver's license, Military ID, passport or Government Issued ID.

- Proof of social security
- Proof of Legal alien status (valid Permanent resident card or Visa) federally issued ID number, immigration Status must be valid to meet or exceed the lease end date.

Income employment: Each applicant must provide Proof of income consisting of (4) most recent pay stubs (2) if biweekly paid or signed Letter of Intent from new employer on company letterhead and proof of any other income. If self-employed submit last two personal tax returns or notarized statement from applicants CPA. Full time students must submit a copy of enrollment verification to accredited school/university. Co-signers are accepted for full time students only.

Background Check and Credit Authorization: It is the Company's policy to perform one or more reference Checks including, but not limited to a Credit report from a consumer credit reporting agency and if warranted a Criminal report and/or Landlord/Employment History report.

\*Criminal History: Have you ever been arrested or convicted of a crime YES [ ] NO [ ]

Any applicant having been charged in the past with a crime may be denied.As part of the application process, applicants will be required to sign this form which authorizes investigation of and releases such information. Refusal to sign this form or to cooperate fully with the Company's investigation will constitute ineligibility for housing. The Company will implement this policy in a non-discriminatory manner. The Company reserves the right to change or modify this policy at any time for any reason.

Your application for rental may be denied based on the following:

- False, misleading or incorrect information on application .Poor Credit .Criminal Record .Poor rental or Mortgage payment history .Lack of sufficient income

\*Cancellation or Denied Applications: Application fees are non-refundable. If applicant(s) are approved and in the event of withdrawal or cancellation any or all monies will be forfeited but can be used up to 1 year for move in purposely only. They cannot be returned only used for rental purposes.

By signing below, I verify that I have read and understand the criteria from which my application will be processed.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Leasing Consultant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION FOR RESIDENCY**

Community: Willow Gardens Apartments  
 Address: 1101A Dorian Drive  
 Chester. Pa 19013  
 Phone: 484-490-2800 Fax: 484-480-8302

Date Application Received: \_\_\_\_\_  
 Apt Type: \_\_\_\_\_  
 Move In Date: \_\_\_\_\_

**Personal Information/History**

Applicant Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Soc Sec: \_\_\_\_\_  
 Present Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Landlord/Mortgage Holder: \_\_\_\_\_  
 Length of occupancy: \_\_\_\_\_ Previous Address if less than 2 years in present address: \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

US Citizen: Yes [ ] No [ ] Federal ID #: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Sex: Female [ ] Male [ ]  
 Have you ever been filed on for eviction: \_\_\_\_\_ if yes when: \_\_\_\_\_ Where: \_\_\_\_\_

**Employment Information**

Present employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone no.: \_\_\_\_\_  
 How long employed: \_\_\_\_\_ Job title: \_\_\_\_\_ Monthly income: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone no.: \_\_\_\_\_  
 Check here if you are a student: [ ] Name of School: \_\_\_\_\_  
 Additional source of income: \_\_\_\_\_ Amount: \_\_\_\_\_  
 How often received: \_\_\_\_\_

**Other Residents**

List below all Person(s) other than you who will be living in the Apartment

Full Name	Social Security	Birthdate	Sex	Relation

**OTHER INFORMATION**

Driver license #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Do you own a Car? Yes [ ] No [ ] If yes how many? \_\_\_\_\_

**Car one:**

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Make: \_\_\_\_\_ Color \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**Car two:**

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Make: \_\_\_\_\_ Color \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**Who do we contact in case of an emergency? (Someone who is not living with you)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Relation: \_\_\_\_\_

Do you have any pets you wish to have in your home? Yes [ ] No [ ]

If yes, what kind of pet? How many? \_\_\_\_\_

(Management reserves the right to disallow ANY pet from the property)

Have you ever filed Bankruptcy?

[ ] Chapter 7- Date Discharged: \_\_\_\_\_

[ ] Chapter 13- Confirmation Hearing date: \_\_\_\_\_

**Applicant Statement**

I the undersigned applicant make the application to rent on the date listed on the first page and declare that the information and representation contained in and with this application to the best of my knowledge and belief true and correct. I also understand that in the event of acceptance of this application if fail to take possession of the apartment after the application is approved all deposits and or monies made in connection with the application will be forfeited to the Owner as compensation for the processing of the application and loss of the rental of the unit. I consent to any and all inquiries made by the Owner or Agent(s) is necessary to obtain references and to verify the information in this Application for Residency and agree upon request to provide documentary evidence of income of all proposed occupants including federal income tax information. I authorize Owner or its Agent(s) to order and review one or more consumer reports relating to me including but not limited to: credit history, rental history (including with other properties owned by property Owners affiliated with landlord) and criminal history. I further authorize Owner or its Agent(s) to order, review or investigate consumer reports relating to me and to continue to obtain, review or investigate consumer reports relating to me both during the duration of any lease or agreement I may enter into a result of this application and anytime thereafter including for the purposes of collection of amounts I may own under any lease or other agreement. I further authorize and direct all employers, financial institutions, banks, creditors, residential managers/landlords to release any and all information relating to me to Owner or its Agent(s). In addition, I understand and authorize Owner or its Agent(s) to obtain and use consumer report information relating to me (including, but not limited to a credit score) for the purpose of conducting research into statistical credits, models and evaluating the performance of various scoring, models and sources of consumer reporting information, including but not limited to criminal conviction and skip tracing/eviction databases. I understand that if this application is approved all information provided herein will become part of the lease.

A Non -refundable Fee of \$35.00 (per applicant) is due at the time of Application

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent(s) Name:** \_\_\_\_\_ **Dates:** \_\_\_\_\_