

# RENTAL APPLICATION

## The Woodner Company

**Applicant Name** \_\_\_\_\_ **Date of Birth** \_\_\_ / \_\_\_ / \_\_\_ **Soc Sec.#** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_  
**Co-Applicant Name** \_\_\_\_\_ **Date of Birth** \_\_\_ / \_\_\_ / \_\_\_ **Soc Sec.#** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

### RESIDENTIAL INFORMATION (APPLICANT)

Present Address: \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupancy from \_\_\_\_\_ to \_\_\_\_\_  
Present Landlord's Name \_\_\_\_\_  
Landlord's Phone \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Landlord's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### THIS SIDE FOR OFFICE USE ONLY

**Landlord References** Initials \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_ On time? Y N  
Length of Tenancy \_\_\_\_\_ Good tenant? Y N  
Notice to vacate? Y N Sued? Y N  
Comments: \_\_\_\_\_

### EMPLOYMENT INFORMATION (APPLICANT)

Present Employer \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Supervisor Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Annual Gross Income\$ \_\_\_\_\_ Fax: \_\_\_\_\_  
Employment dates from \_\_\_\_\_ to \_\_\_\_\_  
If student, School \_\_\_\_\_ ID \_\_\_\_\_  
Other Income \$ \_\_\_\_\_ Source \_\_\_\_\_

### THIS SIDE FOR OFFICE USE ONLY

**Employer References** Initials \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Salary \$ \_\_\_\_\_ (Yr, Mo, Wk)  
Performance \_\_\_\_\_  
Length \_\_\_\_\_ Position \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RESIDENTIAL INFORMATION (CO-APPLICANT)

Present Address: \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupancy from \_\_\_\_\_ to \_\_\_\_\_  
Present Landlord's Name \_\_\_\_\_  
Landlord's Phone \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Landlord's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### THIS SIDE FOR OFFICE USE ONLY

**Landlord References** Initials \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_ On time? Y N  
Length of Tenancy \_\_\_\_\_ Good tenant Y N  
Notice to vacate? Y N Sued? Y N  
Comments: \_\_\_\_\_

### EMPLOYMENT INFORMATION (CO-APPLICANT)

Present Employer \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Supervisor Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Annual Gross Income\$ \_\_\_\_\_ Fax: \_\_\_\_\_  
Employment dates from \_\_\_\_\_ to \_\_\_\_\_  
If student, School \_\_\_\_\_ ID \_\_\_\_\_  
Other Income \$ \_\_\_\_\_ Source \_\_\_\_\_

### THIS SIDE FOR OFFICE USE ONLY

**Employer References** Initials \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Salary \$ \_\_\_\_\_ (Yr, Mo, Wk)  
Performance \_\_\_\_\_  
Length \_\_\_\_\_ Position \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ State \_\_\_\_\_ Tag \_\_\_\_\_

### ADDITIONAL FINANCIAL INFORMATION MAYBE BE REQUIRED

DEPENDENT OCCUPANTS (Only those listed on application are permitted to occupy apartment):

Name	Date of Birth	Relationship to Applicant	Income (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Nearest Relative \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**A \$100.00 rental deposit is required with each application along with a \$75.00 (\$75 room mate/cosigner) application NON-REFUNDABLE FEE. If the application is withdrawn by the applicant, the \$100 rental deposit is forfeited. If the applicant is rejected, the \$100 rental deposit fee will be refunded. A \$150.00 non-refundable move-in fee due at time of move-in.**

This application is made subject to approval of The Woodner Company and may, without designating cause, be disapproved by it. It is agreed that any such disapproval shall not be considered a reflection upon the applicant. I/We hereby authorize The Woodner Company to obtain personal reports on myself/ourselves including, but not limited to: Credit Reports, Housing Court Records,

Criminal Background Checks, and whatever other reports and records The Woodner Company deems necessary in order to process my/our application, as well as in the future, to verify compliance and/or in the event that I/We should default under my/our lease. I/We hereby agree to hold The Woodner Company, its employees and its affiliates harmless from and against any claims that may arise as a result of these investigations. If this application is accepted, it will be made part of the lease entered into by the applicant and the landlord. I have been advised that I have the right under the Fair Credit Reporting Act to make a written request, within 30 days, for a complete and accurate disclosure of the nature and scope of any investigation.

**PLEASE NOTE: NO PETS ALLOWED WITHOUT EXPRESS WRITTEN PERMISSION OF THE LANDLORD**  
I hereby warrant that all representations set forth above are true and if the aforementioned landlord deems any answer or statement herein to be false or misleading, it shall be considered that the lease granted by virtue of this application may be cancelled at landlord's option. I further represent that I am not now renting and never have rented an apartment or other property under any other name, nor have I ever been dispossessed from any apartment or other property, nor am I now being dispossessed.

SIGNED (Applicant) \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNED (Co-Applicant) \_\_\_\_\_ DATE \_\_\_\_\_

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For Internal Use Only

Apt# \_\_\_\_\_ Rent: \_\_\_\_\_ Apt. Type \_\_\_\_\_  
Security Deposit \_\_\_\_\_ MI Date \_\_\_\_\_ Length of Lease \_\_\_\_\_  
Parking \_\_\_\_\_ Source \_\_\_\_\_



EQUAL HOUSING  
OPPORTUNITY

When you submit an application, a non-refundable fee of \$ 75.00 will be charged for each applicant. By signing the application, you are authorizing Landlord to perform an inquiry as to eligibility criteria used in deciding whether to rent or lease a unit to you.

In determining your eligibility to rent, Landlord considers:

(1) consumer credit history, including but not limited to non-payments, high account balances, collection activity and defaults, with the exception of medical expense and student loan balances;

(2) housing debt information, including rental verification, late payment of rent, tenancy issues with prior landlords;

(3) evictions/judgments in the last 24 months,

(4) income: Monthly rent amount must not exceed 40% of total monthly gross income whether individual or combined.

(5) pending criminal accusations or criminal convictions of felonies or misdemeanors within the last seven years, of crimes set forth in the "Fair Criminal Record Screening for Housing Act of 2016". Consideration will be given to the nature and severity of the criminal offense, your age at the time of the criminal offense, time since the offense occurred, any information you provide regarding your rehabilitation and good conduct since the offense occurred, the degree that the offense, if it recurred, would negatively impact the safety of the housing provider's other tenants or property, and whether the criminal offense occurred on or was connected to property that was rented or leased by the applicant.

You may provide evidence to Landlord demonstrating inaccuracies within your criminal record or evidence of rehabilitation or other mitigating factors you would like Landlord to consider in evaluating your application.

If your application is denied, you will receive a written notification that includes, with specificity, the reason(s) for the denial and a statement of your right to file an administrative complaint with the Office of Human Rights.

Within 20 days of the denial, you may request a copy of all information that Landlord relied on in considering your application, including criminal records. Landlord will respond within 10 days of a timely request for this information.

Applicant Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_