

*Woodland Creek Townhomes and Apartments
5216 Penrith Drive
Durham NC 27713
Phone-919-544-3755 Fax-919-544-4845
Email-woodlandcreek@nc.rr.com*



Residential Rental Application



FOR OFFICE USE ONLY: Date: _____ Agent: _____
Street Address: (Odyssey Dr. / Penrith Dr.) Unit No.: _____ Rent \$: _____

To the applicant: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.

Date of Application: _____ Desired Move-in Date: _____
Style of Unit Wanted (**Circle**): (Apartment / Town home) No. of Bedrooms Wanted (**Circle**): (1 2 or 3)
How Did You Hear About Our Property?: _____
If Referred, What is Their Name?: _____

Personal Information

Applicant's Full Name: _____ Date of Birth: _____
E-mail: _____ Social Security/ITIN #: _____
Driver's License No. & State: _____ Phone #: _____

<u>Full Name of All other Residents:</u>	<u>Relationship to You:</u>	<u>Date of Birth:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Resident History

Present Address: _____
At Present Address/Date From: _____ To: _____ Monthly Payment: \$ _____
Present Landlord / Mortgage Co.: _____ Telephone: _____
Reason for Moving: _____

Previous Address (if applicable): _____
At Previous Address / Date From: _____ To: _____ Telephone: _____
Previous Landlord / Mortgage Co.: _____ Monthly Payment: \$ _____
Reason for Moving: _____

Employment Information

Present Status (Circle): Full-Time Part-Time Not Employed Retired Student
Present Employer (Or Most Recent): _____
Employers Address: _____
Telephone: _____ Dates Employed/From: _____ To: _____
Position Held: _____ Department: _____
Supervisor: _____ Gross Monthly Income: \$ _____

If Student:
Attending Which School?: _____ School's Phone Number: _____
Present Grade Level: _____ Expected Graduation Date: _____
Refund/Award Money Income: \$ _____ per semester / year

Spouse Information

Full Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Driver's License No. & State: _____

Present Employment Status (Circle): Full-Time Part-Time Not Employed Retired Student
Present Employer (Or Most Recent): _____
Employer's Address: _____
Telephone: _____ Dates Employed/From: _____ To: _____
Position Held: _____ Supervisor: _____ Gross Monthly Income: \$ _____

Authorization

PLEASE READ CAREFULLY BEFORE SIGNING

Authorization

In considering this application from you, management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

Signed _____ Date _____
Signed _____ Date _____

Other Information

Total Number of Vehicles (Including Company Vehicles): _____

Make / Model: _____	Year: _____	Color: _____	Tag No. / State: _____
Make / Model: _____	Year: _____	Color: _____	Tag No. / State: _____
Make / Model: _____	Year: _____	Color: _____	Tag No. / State: _____

Bringing Pets? How Many: _____ (2 max.)

Kind of Pet: _____	Breed: _____	Weight: _____	Age: _____
Kind of Pet: _____	Breed: _____	Weight: _____	Age: _____

Have you or Co-Applicant Ever (**Circle**):

Been sued for non-payment of rent?	YES	NO
Been evicted or asked to move out?	YES	NO
Been sued for damage to rental property?	YES	NO
Broken a Rental Agreement or Lease?	YES	NO
Declared Bankruptcy?	YES	NO

Comments/Explanations: _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount: _____ per _____	Source: _____	Telephone: _____
Amount: _____ per _____	Source: _____	Telephone: _____

Emergency Contact Individual

Name: _____ Relationship: _____ Telephone: _____
Address: _____

Notes:



**Woodland
Creek**
Townhomes & Apartments

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Phone: 919.544.3755 Fax: 919.544.4845

HOUSING UNIT RESERVATION AND APPLICATION DEPOSIT

A reservation and deposit in the amount of \$ _____ are hereby made for a _____ townhouse/apartment at Woodland Creek Townhomes, in Durham, NC, unit number _____ for occupancy on _____. The deposit will be held as a Security Deposit to cover the cost of damages and cleaning of the unit and appliances as well as any rent and/or other charges that might be due when the unit is vacated. Thereafter, any unused balance will be refunded. If the unit is not available, then this deposit shall be refunded.

If the unit is available for occupancy on the above date, the initial rent must be paid on or before that day.

If you fail to lease the unit as promised, the Application Deposit will be applied to pay the unit rent until it can be leased to a third party ("off market rent"). You agree that because of the expense and risk inherent in maintaining unoccupied units, the per diem "off market rent" is agreed to be 2.0 times the per diem actual rent for the unit reserved. Upon the unit being re-let you will be refunded the Application Deposit less the "off market rent" accumulated up to 15 days and also less any damages occasioned by your failure to rent the unit. Any refund due will be provided within 20 days of your failure to rent the unit along with an itemization of the damages.

I understand that in order to cancel this application and receive a full refund of the reservation fee, written notice of cancellation must be received in the Woodland Creek office by 3 days after acceptance. If the written notice is not received within the time limit and I fail to take occupancy of said apartment on the above-mentioned date, I understand that rent will be deducted from the reservation fee on a day-to-day basis until new Residents take occupancy. Charges shall not exceed the amount of the reservation fee.

**ON DAY OF MOVE-IN ALL PARTIES MUST BE PRESENT IN ORDER TO SIGN THE LEASE.
THERE WILL BE NO EXCEPTIONS.**

Signature of Proposed Resident

Date

Deposit to be refunded to: _____
Print Name

Address

Agent for Woodland Creek Townhomes: _____

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REQUEST FOR EMPLOYMENT VERIFICATION

Date: _____ *Company:* _____

Attn: _____ *Applicant:* _____

Phone: _____ *Fax:* _____

Sender: Tammy Anitra Omar Leigh

I have applied for a new home at Woodland Creek Townhomes & Apartments. As of their application process, it is necessary for them to obtain verification of my history with you. Please release any information they may need as part of their approval process.

Applicant Signature: _____

Applicant: DO NOT WRITE BELOW

To Be Filled Out By Employer – Where Applicable

Position: _____ *Dates of Employment:* _____

Hourly Amount: _____ *Salary Amount:* _____

Average Hours per Week: _____ *Weekly Average (incl. bonuses, O/T, etc.):* _____ *(before taxes)*

Notes: _____

Signature: _____ *Title:* _____

Your assistance is appreciated. Thank you for your time!

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REQUEST FOR VERIFICATION OF RENTAL HISTORY

Date: _____ *Property:* _____

Attn: _____ *Applicant:* _____

Phone: _____ *Fax:* _____ *Address:* _____

Sender: Tammy Anitra Omar Leigh

I have applied for a new home at Woodland Creek Townhomes & Apartments. As of their application process, it is necessary for them to obtain verification of my history with you. Please release any information they may need as part of their approval process.

Applicant Signature: _____ *Applicant Signature:* _____

Applicant(s): DO NOT WRITE BELOW

To Be Filled Out By Property Management – Where Applicable

Move in Date: _____ *Move out Date:* _____ *Lease Exp. Date:* _____

Was proper notice given?: _____ *Balanced Owed:* _____ *Is/Was Rent per month: \$* _____

No. of Late Payments: _____ *No. of NSF's:* _____ *Any Pets, if yes what type:* _____

Have court papers ever been filed on the resident? _____

Did this resident or anyone under his/her control, interfere with the safety and right to a peaceful enjoyment of their neighbors? Comment: _____

Any complaints; to what nature?: _____

Signature: _____ *Title:* _____

Your assistance is appreciated. Thank you for your time!

Applicant(s): DO NOT WRITE BELOW THIS PAGE FOR MANAGEMENT ONLY

Date application received: _____ Received By: _____

Record of Fees, Deposits & Advanced Payments

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reference Verification

<u>Reference</u>	<u>Remarks</u>	<u>Spoke With</u>	<u>By</u>
Present Landlord:	_____	_____	_____
Previous Landlord:	_____	_____	_____
Employer:	_____	_____	_____
Scorex:	_____	_____	_____
Other:	_____	_____	_____

Disposition of Application

Approved Not Approved (Circle) By: _____ Date: _____

IF NOT APPROVED, INDICATE REASON(S):

_____ Unfavorable Scorex Tally

_____ Unfavorable Employment Reference

_____ Unfavorable Report From Landlord

_____ Size/Number of Pets

Other (Specify): _____

Applicant Notified Via (Circle): Letter/Form Telephone In-Person Fax

Name of Applicant Notified: _____ Date: _____

Notes: _____