

Please remember to include a copy of your ID as well as the application processing fee.  
 If you'd like to place a holding deposit on the unit, please contact our office.

Building / Unit Applying For: \_\_\_\_\_ Move in date: \_\_\_\_\_ Rent \$ \_\_\_\_\_

<b>PHONE#</b>		<b>EMAIL:</b>	
Applicant's Last Name (Please Print) First Middle Name		Birth date	Drivers License No. & State
Spouse's Last Name First Middle Name		Birth date	Driver's License No. & State
Total Number of Occupants?		Relationship	
Do you have pets? Yes No	How many? Type & Size (Keeping of pets requires a pet deposit and Owner's Consent)	Do you have a waterbed? Yes No	Do you have waterbed insurance? Yes No
<b>RESIDENCE HISTORY</b>			
Present Address City State Zip		From ____ To	Own / Rent Monthly \$ _____
____ Name of Present Landlord ____ Apartment Community ____ Mortgage Co. ____ Other (Please Check One)			Landlord Phone Number:
Previous Residence Address City State Zip		From ____ To	Own / Rent Monthly \$ _____
____ Name of Previous Landlord ____ Apartment Community ____ Mortgage Co. ____ Other (Please Check One)			Landlord Phone Number:
<b>EMPLOYMENT / INCOME DATA</b>			
Applicant Employed By		Supervisor's Name	How Long? ____ Yrs ____ Mnth
Address City State Zip		Main Company Number	Position /Occupation Salary \$ ____ Per ____
Previous or 2 <sup>nd</sup> Employment (Please Circle one)		Supervisor's Name	How Long? ____ Yrs ____ Mnth
Address City State Zip		Main Company Number	Position /Occupation Salary \$ ____ Per ____
Spouse Employed By		Supervisor's Name	How Long? ____ Yrs ____ Mnth
Address City State Zip		Main Company Number	Position /Occupation Salary \$ ____ Per ____
Spouse Previous or 2 <sup>nd</sup> Employment (Please Circle One)		Supervisor's Name	How Long? ____ Yrs ____ Mnth
Address City State Zip		Main Company Number	Position /Occupation Salary \$ ____ Per ____
ADDITIONAL INCOME: Additional income such as child support, alimony or separate maintenance need not be described unless such additional income is to be included for qualification hereunder. Amount of \$		No. of Vehicles on Property	Do you have any recreational vehicles, vans, boats, or motorcycles? If so specify.
<b>REFERENCES AND PERSONAL</b>			
Name of Bank or Savings & Loan Account No.		Address City	State Zip
Auto No. 1-Type		License No.	State Monthly Pmt.
Auto No. 2-Type		License No.	State Monthly Pmt.
Applicant's Nearest Relative	Relationship	Address City State Zip	Area Code Phone
Ever been found guilty of a crime? ____ Yes ____ No		Ever filed bankruptcy? ____ Yes ____ No	
Ever been evicted? ____ Yes ____ No		Are you a smoker? ____ Yes ____ No	

In compliance with the Fair Credit reporting act, we are informing you that information as to your character, general reputation and mode of living will be verified. I, as the prospective tenant agree that the facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. I authorize WS Property Management and ACRAnet to obtain credit reports, bank information, employment information, and/or character reports as necessary. I authorize my employers and references to release such information as necessary. WS Property Management and ACRAnet have my permission to release information found in screening. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction. You have the right to dispute the accuracy of the information reported, and upon written request, the right to obtain a copy of any and all reports. **Non-Refundable Process Fee \$40.00 (individual) \$50.00 (married couples) (Cosigner fee \$15.00)**

Applicant Signature \_\_\_\_\_ Spouse Signature \_\_\_\_\_ Dated \_\_\_\_\_

WS Property Management Representative \_\_\_\_\_ Position \_\_\_\_\_ Dated \_\_\_\_\_

# RENTAL CRITERIA

## GENERAL REQUIREMENTS

1. Applicant(s) must be a minimum of 18 years of age.
2. Positive identification with a picture will be required at the time application is submitted.
3. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required.
4. Each applicant will be required to qualify individually unless applicants are married for at least one year.
5. Members of households that are 18 years of age or older and will be living with applicant(s) must also submit an application.

## INCOME/EMPLOYMENT REQUIREMENTS

1. Gross monthly verifiable household income must equal or exceed three (3) times the stated monthly rent.
2. A current paycheck stub may be required.
3. Some form of verifiable income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: Bank accounts. Alimony/child support, trust accounts, social security, unemployment benefits, welfare, grants/loans.)
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
5. Students with no verifiable means of income may be accepted with a qualified co-signor.

## RENTAL REQUIREMENTS

1. One year of positive verifiable housing history from a third party landlord is required. In the event applicant does not have 12 months of verifiable housing history, a qualified co-signor may be required.
2. Home ownership will be verified. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years.
3. Eviction-free rental history is required.
4. The application will be denied if rental history demonstrates noise or other complaints, or when the previous manager will not re-rent due to rental problems.
5. The application will be denied if rental history demonstrates three or more three-day day notices, two or more NSF checks within a period of one year, or a pattern of late payments.

## PUBLIC RECORDS

1. Upon receipt of the rental application deposit and screening fee, landlord shall conduct a search of public records to determine whether the applicant has a criminal record.
2. Criminal history will be considered on a case by case basis, taking in to consideration the type of infraction, how long ago the infraction occurred, the total number of infractions, and what applicant has done since the infraction was committed.

## CREDIT REQUIREMENTS

1. Outstanding collections or delinquencies in the past two years being reported on the credit report (exclusive of medical collections) will be considered on a case by case basis.
2. Identifiable outstanding landlord debt will result in the denial of the application. Reconsideration may be made upon proof of payment of outstanding landlord debt.
3. Credit reports reflecting slow pay on accounts may require an additional deposit amount equal to one month's rent.
4. Applicant must have at least (4) established credit sources, i.e., credit card, loan, installment payments, etc.

## CO-SIGNER QUALIFICATIONS

1. Verifiable monthly income must equal a minimum of four (4) times the applicant's rent. (Verifiable income may mean Bank Accounts and Trust Accounts.)
2. Outstanding bad debt, i.e., slow pay, collections, repossessions, liens, judgments, and wage garnishment programs, will result in denial of a co-signor.

## DENIAL PROCESS

If your application has been denied and you feel that you qualify as a resident under the criteria described above, you may choose to do the following:

1. Contact the company that supplied the information to discuss your application.
2. Correct any incorrect information through the credit-reporting agency as per their policy.
3. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company.
4. Upon receipt of the corrected and satisfactory information, your application will be re-evaluated for the next available apartment home.

**WS Property Management does not accept the comprehensive reusable tenant screening report.**