

NOTICE TO APPLICANTS:

To help us expedite the processing of your rental application, please be sure to fill in all of the requested information. Please do not leave any blank spaces. Read over the requirements listed below designed to assist you in completing the application.

When you return your application for processing, the following items needed to be included from both applicants (when applicable):

1. **A valid photo ID.** This may be a driver's license, a state identification card, or an employee ID card (showing a SS#).
2. **Proof of income.** This may be paycheck stubs, SSI statements, tax returns, or anything else that shows where you receive income and the amount received.
3. **Application fee.** A \$25.00 per applicant (\$40.00 for joint applicants) must be paid when presenting the application before it can be processed. The application fee is non-refundable.

REQUIREMENTS:

The following requirements must be met in order to consider your application:

1. Weekly gross pay (before taxes) should be equal to or greater than the monthly rent. If two applicants apply we will combine the income.
2. Each applicant must have a good credit history. At least two credit references must be provided. The following are examples of references: major or department store credit cards, loans (car, student or bank loans), cell phone bills or utility bills. If utility or cell phone bills are used, please provide a recent copy of the bills. **** A credit report will be obtained on all parties applying.****
3. Please be sure to include three (3) personal references including phone numbers and a full address for each.

If you do not meet the above requirements you may be eligible for a guarantor, please contact the office for more information. *A different application is required.*

Any additional information which you think might be helpful may be written under the "Remarks Section" on the back of the application. Should you have any questions, please contact the Rental Office at 302-655-6215.

Thank you for your interest in Woodlawn Trustees, Inc.

WOODLAWN TRUSTEES, INC.
Rental Office
601 N. Bancroft Parkway
Wilmington, DE 19805

302-655-6215

WOODLAWN TRUSTEES, INC.

Rental Office

601 North Bancroft Parkway

Wilmington, Delaware 19805

Office (302) 655-6215

Facsimile (302) 655-6609

APPLICATION FOR RENTAL PROPERTY

INSTRUCTIONS: Please be assured that the information on this application will be held in strict confidence. For an individual applying, a \$25.00 application fee must be submitted. \$40.00 for two applicants. This fee covers the cost of reviewing the application and obtaining a credit report. The application fee is not refundable. Should a credit report provide information which causes rejection of the application, the name of the credit reporting agency will be provided to you upon request. Please fill in this application completely. Should the application be approved and a property is made available to you, you will be asked to pay a security deposit and sign a commitment form within one week. The first month's rent will be due at the signing of the lease.

Applicant's Name (1)

Social Security No.

Applicant's Name (2)

Social Security No.

Your Present Address

Phone Number

City State Zip code

Date

Name of Current Landlord:

Phone no.

Applicant #1

Applicant #2

Employer's Name

Length of Employment

Employer's Name

Length of Employment

Employer's Address

Employer's Phone No.

Employer's Address

Employer's Phone No.

\$ Weekly Income (Applicant #1)

\$ Weekly Income (Applicant #2)

Alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered in connection with this Application.

Any other source of income received on a regular basis (state amount and source)

List name(s), age(s) and relationship of person(s) to be living with you:

Table with 6 columns: Name, Age, Relationship, Name, Age, Relationship. It contains three rows of blank lines for data entry.

Location Desired:

Number of Bedrooms Desired:

Credit References:

Account Number

1. _____

2. _____

3. _____

Personal References:

Address

Phone Number

1. _____

2. _____

3. _____

Note: Information on rental prices may be obtained at our 601 N. Bancroft Parkway Rental Office; rents differ with each location. Please be as specific as possible when INDICATING LOCATION AND TYPE OF UNIT YOU WISH TO RENT. **Please note: The tenant is responsible for payment of all utilities. NO PETS PERMITTED AT ANY TIME!**

Applicant's Signature (1)

Applicant's Signature (2)

_____/_____/_____
Date

Name and phone no. where a message can be left for you:

Applicant (1)_____

Applicant (2)_____

Remarks or additional information that Applicant(s) would like to add:_____
