



www.woodlawntrustees.com

Woodlawn Trustees, Inc.

Rental Office
601 N. Bancroft Parkway
Wilmington, DE 19805
302-655-6215



Application for Rental Property

Number of Bedrooms:		Location Desired:		Expected Move-In Date:	
Applicant Information					
Name:					
Phone Number:		Cell Number:		E-Mail:	
Date of Birth:		SSN:		Drivers Lic. #/State ID #:	
Current Address:					
City:			State:		Zip Code:
Own		Rent	(please check)	Monthly Payment or rent:	
			How Long?		
Previous Address:					
City:			State:		Zip Code:
Employment Information					
Current Employer:				Phone Number:	
Current Address:				How Long:	
City:			State:		Zip Code:
Position:		Hourly	Salary	(please check)	Monthly Income:
Emergency Contact Information					
Emergency Contact Name:			Relation:		Phone Number:
Current Address:					
City:			State:		Zip Code:
Co-applicant Information					
Name:					
Phone Number:		Cell Number:		E-Mail:	
Date of Birth:		SSN:		Drivers Lic. #/State ID #:	
Current Address:					
City:			State:		Zip Code:
Own		Rent	(please check)	Monthly Payment or rent:	
			How Long?		
Previous Address:					
City:			State:		Zip Code:
Co-applicant Employment Information					
Current Employer:				Phone Number:	
Employer Address:				How Long:	
City:			State:		Zip Code:
Position:		Hourly	Salary	(please check)	Monthly Income:
Other Sources of Income Received on a regular basis					
Please list: <small>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.</small>					
Credit References					
1.				Account Number:	
2.				Account Number:	
3.				Account Number:	
References					
Name:		Address:		Phone Number:	

Occupants			
Name:	DOB:	Relationship:	
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Name:	DOB:	Relationship:	
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Name:	DOB:	Relationship:	
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		
Name:	DOB:	Relationship:	
Phone Number:	SSN:	Drivers Lic. #/State ID #:	
Cell Number:	E-Mail Address:		

Guarantor Information (if applicable)			
Name:			
Phone Number:	Cell Number:	E-Mail:	
Date of Birth:	SSN:	Drivers Lic. #/State ID #:	
Current Address:			
City:	State:	Zip Code:	
Own	Rent (please check)	Monthly Payment or rent:	How Long?
Previous Address:			
City:	State:	Zip Code:	

Guarantor Employment Information (if applicable)			
Current Employer:	Phone Number:		
Employer Address:	How Long:		
City:	State:	Zip Code:	
Position:	Hourly	Salary (please check)	Monthly Income:

Remarks			

Applicant Signatures	
<p>Please be assured that the information on this application will be held in strict confidence. Please fill out this application completely. By signing this application, I authorize the verification of the information provided on this form as to my credit and employment history. Should a credit report provide information which causes the rejection of the application, the name of the credit reporting agency will be available to you upon request. Should the application be approved and a property made available to you, you will be asked to pay a security deposit and make a commitment within one week. The first month's rent will be due at the signing of the lease.</p>	
Signature of applicant:	Date:
Signature of co-applicant:	Date:
Signature of guarantor (if applicable):	Date:

How did you learn about Woodlawn?

Referred by: _____ Sign: _____
Newspaper ad: _____ Walk-In: _____
Internet/Website: _____ Word-of-Mouth: _____
Other: _____

Income and Credit Requirements

The following requirements must be met in order for an application to be considered:

- 1) Weekly gross pay (before taxes) should be equal to or greater than the month's rent. If two applicants apply we will combine the income. (Please call 302-655-6215 for rental prices.)
- 2) Each applicant must have a good credit history. At least two credit references must be provided. The following are examples of references: major credit cards or department store 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) Applicants must have 3 personal references including phone number and a complete address for each.

If you do not meet the above requirements, you may still be eligible if you provide a financial guarantor. Please contact our rental office for more information.

Rental Application Checklist (You must provide the following with your application)

Proof of Income (household income for last 30 days)

For each applicant:

- Pay stubs, W-2 forms, tips, commissions
- Dates of employment, hours worked, & payday
- Military pay and allotments
- Self-employment records and tax forms (Schedule C or F)
- Social Security and Retirement benefits, 1099 forms
- Child support and alimony/spousal support benefits

Valid Driver's License or and ID with name and/or picture and signature

Such as:

- Government issued identification card OR
- Employee identification card (showing Social Security #) OR
- Official military identification card