

# WELCOME HOME TO 6015 WOODMAN

## Application Requirements:

Thank you for your interest in applying for our beautiful community. In order to provide you with our best service and expedite the process of your application, the following documentation must be submitted along with your application:

- Valid Driver's License or Photo ID
- Three (3) months of recent paycheck stubs

In the event you do not have paycheck stubs, we will accept your tax returns from last year.

Income must be at least 2.5 times the amount of rent.

- Most recent bank statement
- Every person 18 years or older must fill out an application. A personal check, cashier's check or money order of \$30.00 (non-refundable) for each application must be submitted for processing. Please make checks payable to **6015 WOODMAN**. If submitting payment through credit card via Appfolio, the application fee per applicant shall be \$32.00 (non-refundable).
- A separate cashier's check or money order in the amount of \$1,000.00 is required in order to hold the apartment. A holding fee will be required after approval of application.

Please make sure that your application is filled out completely and signed. Incomplete applications will not be processed. Please email all completed applications via Appfolio, or email them along with your attachment(s) to [6015woodman@gmail.com](mailto:6015woodman@gmail.com). The manager can be reached at (818)523-7347. Feel free to visit our website at [6015woodman.com](http://6015woodman.com).

Thank you,

Management



# APPLICATION TO RENT

Complete separate application for each adult tenant.



**1** Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
LAST FIRST MIDDLE

**2** Driver's Lic./ID #: \_\_\_\_\_ State \_\_\_\_\_ Birthdate \_\_\_\_\_  
MONTH — DAY — YEAR

**3** Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**CURRENT**

Address: \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Last Rent Paid: Month \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**4 PREVIOUS**

Address: \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Last Rent Paid: Month \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**5 SECOND PREVIOUS**

Address: \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Last Rent Paid: Month \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**CURRENT EMPLOYMENT**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Company Phone \_\_\_\_\_ Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary \_\_\_\_\_

WHEN DO YOU PLAN TO MOVE IN? Date: \_\_\_\_\_

Applicant represents that the statements made are true and correct and authorizes Owner's verification of credit, income and references; and APPLICANT UNDERSTANDS AND AGREES THAT ANY MISREPRESENTATION AND/OR OMISSION IS GROUNDS FOR EVICTION. Applicant agrees to pay for said credit verification. Such payment is a part of the application process and is a charge for the administrative costs of application consideration. If Applicant pays by a personal check which is returned "NSF", applicant shall be liable for the charge on demand. The undersigned makes application to rent housing accommodations designated as:

I hereby apply to rent/lease Apartment No. \_\_\_\_\_ at \_\_\_\_\_

for \$ \_\_\_\_\_ per month and upon approval of my Application and signed Rental Agreement, I agree to pay the first month's rent of \$ \_\_\_\_\_ and a security deposit in the amount of \$ \_\_\_\_\_.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**For purposes of credit & rent liability only: LIST ALL ADDITIONAL ADULTS AND CHILDREN WHO WILL OCCUPY UNIT. Please put "F" for full time or "P" for part time after each name.**

**If this box is checked there shall be no additional occupant(s).**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

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**ADDITIONAL INFORMATION**

1. Have you ever had any credit problems?  Yes  No
2. Have you ever had an unlawful detainer filed against you?  Yes  No
3. Have you ever been evicted for non-payment of rent or for any other reason?  Yes  No
4. Have you ever filed bankruptcy?  Yes  No
5. Have you ever been convicted of a felony.  Yes  No
6. Do you have any animals?  Yes  No If Yes, How many? \_\_\_\_\_ Describe: \_\_\_\_\_
7. Will you be using any water-filled furniture in your residence?  Yes  No  
If Yes, do you have insurance coverage?  Yes  No
8. Do you have any musical instruments?  Yes  No If yes, what kind \_\_\_\_\_
9. Do you smoke?  Yes  No Does any other proposed occupant smoke?  Yes  No
10. Please explain any "YES" answers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**BANKING INFORMATION**

Name of Bank/S&L/Credit Union \_\_\_\_\_ Branch or Address \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Name of Bank/S&L/Credit Union \_\_\_\_\_ Branch or Address \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Other sources of income \_\_\_\_\_

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**CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)**

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

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**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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**VEHICLES (Operable Automobiles including Trucks, Vans, Motorcycles)**

Are you the registered owner?  Yes  No If not who? \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

## Rental Application Guidelines

Rental applications must be processed simultaneously on all prospective leaseholders 18 years of age and older. A Non-Refundable application fee must be paid for each applicant 18 years of age and older. All applications for residency will be evaluated using the following criteria:

**a) VALID IDENTIFICATION**

A valid Government Issue photo ID is required for all applicants and occupants 18 years of age and older. The final approval of applications require all applicants to provide a valid, government-issued photo identification prior to move-in. Identification scanning technology may be used to validate all forms of identification presented to any associate.

**b) OCCUPANCY**

Maximum number of persons per apartment: 2 persons per bedroom plus 1. This may vary based on the size and configuration of your rental unit. In the event of a change in household/family status impacting the number of occupants, residents will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.

**c) CREDIT SCORE CRITERIA OF TENANT(S)**

This community uses an independent credit reporting agency, to obtain and evaluate your consumer credit report. Your consumer credit report contains information about you and your credit experiences, including but not limited to such items as your bill-payment history, the number and type of accounts that you have had late payments, collection actions, outstanding debt, and the age of your accounts. A professional screening company, may also obtain, review and evaluate other relevant criteria about you, including but not limited to information regarding any judgment in an unlawful detainer action that was previously entered against you. Based on its evaluation of your consumer credit report and any other relevant criteria, the professional screening company, may send a recommendation regarding your application. Based upon the professional screening company recommendation, your application will either "pass", "pass with conditions" which may require that an additional security deposit be paid; or "fail". If the professional screening company makes a recommendation of "fail" or "pass with conditions", and if requested by you, you will be given the name, address and telephone number of the professional screening company and of the consumer reporting agencies that provided your consumer information to the professional screening company, as well as other information required by law.

**d) HOLDING DEPOSIT**

Holding Deposit of \$500 may be required to be paid at the time the offer to lease is made. The Holding Deposit of \$500 will be refunded if the result of the application is "Pass with Conditions" or "Fail", or if the applicant cancels or withdraws within three calendar days of notification of accepted application results. **IF THE APPLICATION IS NOT CANCELLED OR WITHDRAWN WITHIN THREE CALENDAR DAYS THE HOLDING DEPOSIT WILL BE CONSIDERED NON-REFUNDABLE TO THE APPLICANT AND THE APARTMENT MAY BE OFFERED TO ANY INTERESTED PARTY.** Refunds shall be made in accordance with the requirements of the law. Said Holding Deposit, will be applied towards the Security Deposit.

**e) CONDITIONAL APPLICATIONS**

If the company's application recommendation is returned as "Pass with Conditions", the prospective party may be required to pay an additional security deposit to the current standard deposit, or may provide a co-signer. Applicants with an outstanding NSF check will result in the professional screening company recommendation of "Pass with Conditions" and such applicants will be required to make all current and future payments by cashier's check or money order for the term of the lease.

**f) DENIED APPLICATIONS**

- Unable to provide a valid government issued photo ID
- Falsification of the Application

- Anyone with an outstanding unpaid rental and/or utility collection debt
- If the bank returns the application fee or holding deposit check
- Anyone having an unsatisfied monetary judgement currently pending against them
- Bankruptcy filing that has not been dismissed or discharged
- Criminal Record – Criminal convictions, depending upon the nature and severity of the offense and the time that has passed since the conviction occurred. Such offenses may include, for example: sexual assault; domestic violence; discharging a firearm; gang participation; drug manufacturing; animal abuse; burglary; vandalism; assault; disorderly conduct; stalking; etc. An application also may be denied if the information available regarding a conviction is insufficient to allow proper classification.

**g) CO-SIGNER**

- Co-signer must show verification to substantiate income equal to or greater than three (3) times the effective rent using the type of documentation listed in Section J below.
- Co-signer must complete an application and be processed through the professional screening company as a co-signer.
- Co-signer must sign the Guarantor portion of the LEASE AGREEMENT using a valid government issued photo ID or furnish a notarized Guarantor Agreement prior to move-in.
- Co-signer may be accepted for applicants with a recommendation of “Pass with conditions.”

**h) APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER**

- Must show verification to substantiate income equal to or greater than 2.5 times the effective rent using the type of documentation listed in Section J below.
- Applications will be processed using all information available through credit reporting agencies if such information can be obtained.

**i) RESIDENT TRANSFER ON-SITE**

All current residents transferring on-site must complete a new rental application and show verification to substantiate income equal to or greater than 2.5 times the effective rent using the type of documentation listed in section J below.

**j) INCOME (ALL APPLICANTS)**

Must substantiate income information provided on the application and must be equal to or greater than 2.5 times the effective rent. Income verification must be provided within 72 hours from submitting a rental application. Verifications may include, but no limited to the following:

- Two recent pay stubs from current employer
- Offer letters from employers with prior year w2 and most recent pay stub
- Two recent bank statements
- Pension fund payments/401K/investment fund accounts
- Court ordered alimony or child support payments
- Proof of government payments (e.g. welfare, disability, social security, etc.)
- Proof of retirement income
- Proof of self employment income (e.g. prior year’s tax return, financial statements, bank statements, etc.)
- Proof of student loan income

**k) INSURANCE REQUIREMENTS**

Renter’s insurance is required as a condition of residency with a minimum liability coverage of \$100,000. Personal property coverage is not required, but recommended.

**l) NON-SMOKING COMMUNITY**

The property you are applying for is a non-smoking community. There is a no smoking policy in all of the apartments. There is no smoking permitted within the buildings, premises, garages, balconies, or common areas at any time. Any smoking must be off the property and premises.