

# Winchester Oaks Apartments

Date of Application \_\_\_\_\_

Given by \_\_\_\_\_

**Office Use Only**

Assigned Address \_\_\_\_\_ Move in Date \_\_\_\_\_  
Lease Term: One Year / Other \_\_\_\_\_ Date \_\_\_\_\_ To \_\_\_\_\_  
Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Bedrms \_\_\_\_\_ # of Persons \_\_\_\_\_  
Pet Fee (\$15/month/per pet) (additional pet deposit of \$200) \_\_\_\_\_  
Check One: \_\_\_\_\_ Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_ Spouse \_\_\_\_\_ Lease Guarantor \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_ Driver Lic. # \_\_\_\_\_  
Drivers Lic. Address \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Phone \_\_\_\_\_ Cell/Pager \_\_\_\_\_ Email \_\_\_\_\_

**Present Address**

City, State, Zip \_\_\_\_\_  
Rent  Own  From \_\_\_\_\_ To \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Present Owner \_\_\_\_\_  
Phone \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Marital Status**

\_\_\_\_\_ Married  
\_\_\_\_\_ Single  
\_\_\_\_\_ Widow   
\_\_\_\_\_ Separated

**Previous Address**

City, State, Zip \_\_\_\_\_  
Rent  Own  From \_\_\_\_\_ To \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Previous Owner \_\_\_\_\_  
Phone \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Name/Ages of Children**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**Pets**

\_\_\_\_\_  
\_\_\_\_\_

**Present Employer**

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Full-time  Part-time   
Monthly Income (gross) \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

**Previous Employer**

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Full-time  Part-time   
Monthly Income (gross) \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

**If Current Student:**

College \_\_\_\_\_  
College Funding \$ \_\_\_\_\_

Student Year (Circle One) 1 2 3 4 Graduate School  
Source \_\_\_\_\_

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## Vehicles

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ MO/Pmts \$ \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ MO/Pmts \$ \_\_\_\_\_

## Credit Cards

Name \_\_\_\_\_ Name \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_

## Installment, Credit Card and Revolving Accounts

Current Total Balances Owed \$ \_\_\_\_\_ Current Total Monthly Payments \$ \_\_\_\_\_

## Bank References

Bank \_\_\_\_\_ Bank \_\_\_\_\_

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## If YES, please explain on a separate sheet.

- Y  N Are you presently being evicted from a residential dwelling or have you ever been evicted?  
 Y  N Have you or your co-applicant ever been threatened with an eviction from any leased premises?  
 Y  N Have you ever filed Bankruptcy? When?  
 Y  N Have you ever been convicted of any drug-related or alcohol-related activity?  
 Y  N Have you ever engaged in the sale of illegal drugs?  
 Y  N Do you currently engage in the use or sale of illegal drugs?  
 Y  N Have you ever been convicted of a crime other than a minor traffic offense?  
 Y  N Are there any money judgments against you?  
 Y  N Do you owe anyone money for a residential dwelling for rent or damages either disputed or not disputed?

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How did you find out about us? \_\_\_\_\_

If a resident referral, please give name \_\_\_\_\_

## Emergency

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

# Winchester Oaks Apartments

## Read Carefully Before Signing

I/We do hereby consent to and authorize the Owner and Winchester Oaks to obtain, verify, and exchange information on any reports concerning me as are maintained by, but not limited to: City, County, State, Federal Enforcement Agencies, present and/or past employers including but not limited to present and/or past salary verification, credit reporting companies, present and/or past residences. I understand that information obtained may be considered by the Owner and Winchester Oaks and/or credit reporting companies, in their sole discretion, as a factor in decisions they make, with respect to the property for which I am applying.

Furthermore, I hereby release and hold harmless: Agents, owners, and affiliates of, but not limited to: Their officers, directors, employees, agents, credit reporting agencies, present and/or past employers including but not limited to present and/or salary verification, present and/or past residences, its officers and employees that shall provide information to Winding Creek upon request, from and against any and all claims, demands, suits or expenses arising from or related to the content, validity or handling of said reports.

I hereby deposit with Winchester Oaks the sum of \$ \_\_\_\_\_, as \_\_\_\_\_ partial \_\_\_\_\_ full **security deposit** on the above premises which will be held and applied as follows: (a) The deposit will be refunded to the Applicant(s) if this application is not approved; (b) If this application is approved and the Applicant(s) signs the Rental Agreement, the deposit will be applied as part of the security deposit required by the Rental Agreement; or (c) If this application is approved and the Applicant(s) refuses to sign the Rental Agreement, the agent will retain \$100.00 as a processing fee and will have the right to retain all or part of the balance of the deposit as liquidated damages for the refusal by the Applicant(s) to sign the Rental Agreement.

A non-refundable **application processing fee** of \$ \_\_\_\_\_ has been given to Winchester Oaks Apts.

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

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Lease Guarantor Signature \_\_\_\_\_ Date \_\_\_\_\_

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### *Office Use Only*

Application Received By \_\_\_\_\_ Date \_\_\_\_\_

Breakdown:	\$ _____ Security Deposit	\$ _____ Other Fees	Type _____
	\$ _____ Application Fee	\$ _____ Total Fee Received	

Approved \_\_\_\_\_ Date \_\_\_\_\_ Conditions \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Applicant Notified \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

## Application Criteria

### **Equal Housing**

We operate in accordance with the Federal Fair Housing Act as well as all state and local laws. We do not discriminate on the basis of race, color, religion, national origin, familial status, ancestry, sexual or affectional orientation, lawful sources of income, handicap, disability, or any other basis protected by applicable state or local housing laws.

### **Applications**

Each prospective resident that is 18 years or older must complete an application. Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied. Applications must be returned with a money order for the non-refundable application fee of \$20 per application. The Security Deposit must be a separate money order from the application fee. Applications processed with Homestead America consider rental history, credit history, and income. *Bank account and/or Credit Card numbers need not be specified on the application.*

**NOTE:** The following MUST accompany ALL applications:

1. Verification of applicant's identification by two of the following:
  - a. any state or federally issued photo identification such as military id, driver's license or passport
  - b. birth certificate
  - c. social security card
  - d. certificate of eligibility or entry visa.
2. Verification of applicant's employment by the following:
  - a. Two most recent pay stubs, or
  - b. Signed letter (on company letterhead) from supervisor verifying applicant's employment, pay, position, length of employment, etc.

A security deposit and approved application are required in order to hold a particular apartment for a future resident. No specific apartment will be held longer than thirty (30) days.

### **Lease Guarantor**

If a processed application is approved on a "conditional" basis, a Lease Guarantor will be considered. Applications for Lease Guarantors processed are scored the same as other applications, but are held to a more stringent, pre-established screening standard since Lease Guarantors are technically responsible for the rent on this apartment as well as their own place of residence.

### **Payment Responsibility**

Each Leaseholder or Lease Guarantor is jointly and severally (fully) responsible for the entire rental payment and must sign the Lease Agreement. Management will not refund any part of the security deposit until all occupants vacate the apartment.

### **Felony Convictions and Negative Resident History**

Applicants convicted of a felony offense will not be approved for residency, nor will anyone having negative residence history.

### **Occupancy Guidelines (Including children under the age of 18 years)**

Two (2) occupants per bedroom

### **Lease Signings**

Lease signings are done by appointment and all parties signing the lease must be present. Lease documents not signed at the leasing office must be notarized.