

Park Wood Apartments

APPLICATION TO RENT OR LEASE

Unit Address/Unit Type _____ Move-in Date _____ Rental Rate _____

APPLICANT INFORMATION (All sections must be completed)

Last Name		First Name		Middle Name	Social Security Number or ITIN	
Other name used in the last 10 years				Work Phone		Home Phone Number ()
Date of Birth		E-mail Address			Mobile/Cell Phone Number ()	
		Email Communication: <input type="checkbox"/> Opt-in <input type="checkbox"/> Opt-out				
Photo ID/Type	Number		Issuing government/Entity			Exp. Date
Will you have pets? (Pets require our consent) YES or NO	How many?	Type(s)		Breed:	Weight:	Age:

OTHER OCCUPANTS (Individual applications required from each occupant 18 years of age or older)

Full Name		Date of Birth		Full Name		Date of Birth	
Full Name		Date of Birth		Full Name		Date of Birth	

RENTAL/MORTGAGE HISTORY (3 years history required)

1.	Current address					City	State	Zip
	Move in Date			Owner/Agent/Mgmt Name		Owner/Agent/Mgmt phone number ()		
	Reason for moving					Current Rent/Mortgage \$ /month		
2.	Previous address					City	State	Zip
	Date in		Date out		Owner/Agent/Mgmt Name		Owner/Agent/Mgmt phone number ()	
	Reason for moving					Rent/Mortgage \$ /month		
3.	Previous address					City	State	Zip
	Date in		Date out		Owner/Agent/Mgmt Name		Owner/Agent/Mgmt phone number ()	
	Reason for moving					Rent/Mortgage \$ /month		

EMPLOYMENT

Status <input type="checkbox"/> Full/Time <input type="checkbox"/> Part/Time <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/>							
A.	Present Occupation / Position					Employer name	
	Date of employment			Employer phone number ()		Employer address	
	Supervisor or HR Contact					City, State, Zip	
Current gross income (monthly) \$			List additional verifiable income/assets you want considered: Source/Bank: _____ Amount per month: _____				



CREDIT REFERENCES

Name of your bank	Branch or address	Saving/Checking Account Number

PERSON TO NOTIFY IN CASE OF EMERGENCY (Cannot be someone who intends to reside in the premises)

Full Name:	Phone ()
Address: Street, City, State, Zip	Relationship

FILED FOR BANKRUPTCY?	[Yes / No]	Date:	If Yes, date of DISCHARGE:
BROKEN A RENTAL AGREEMENT OR LEASE?	[Yes / No]	Date:	If Yes, EXPLAIN:
BEEN EVICTED OR ASKED TO MOVE OUT?	[Yes / No]	Date:	
BEEN SUED FOR NON PAYMENT OF RENT?	[Yes / No]	Date:	
FORECLOSURE OR SHORT SALE?	[Yes / No]	Date:	
BEEN SUED FOR DAMAGE OF A RENTAL?	[Yes / No]	Date:	

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit and eviction report and agrees to furnish additional credit references upon request. The undersigned warrants that the above stated information is true and correct and any information contained in the Application which is false, misleading, or inaccurate shall be cause for rejection of the Application. Applicant consents to allow Management to disclose tenancy information to previous or subsequent Owners/Agents. The undersigned hereby offers to rent premises on terms and conditions described herein. THE UNDERSIGNED APPLICANT REPRESENTS THAT HE/SHE AND THE OTHER LISTED OCCUPANTS ARE THE ONLY INTENDED OCCUPANTS OF SUBJECT PREMISES. IF THIS APPLICATION IS NOT APPROVED AND ACCEPTED BY MANAGEMENT, THE DEPOSIT WILL BE REFUNDED; HOWEVER, THE APPLICATION FEE IS NON REFUNDABLE. THE APPLICANT HEREBY WAIVES ANY CLAIM FOR DAMAGES BY REASON OF NON-ACCEPTANCE WHICH MANAGEMENT MAY REJECT WITHOUT STATING A REASON. Upon acceptance and before taking occupancy, Applicant agrees to pay balance due (listed on the Holding Agreement) and to execute the Rental Agreement.

Applicant (signature required)

Date

Received

Date

Authorization to Release Information

Park Wood Apartments
7300 Park Wood Circle
Dublin, CA 94568

I, _____, represent that I am applying to rent a residential premises from Park Wood Apartments.

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlord or property managers, credit history, employment history, and any criminal records.

I, the above named, give Park Wood Apartments permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed on my application. There are no limitations or restrictions regarding what may be discussed or revealed. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed on my application. I am aware that a credit history, eviction search and/or criminal background check will be done in conjunction with my application.

I hereby hold Park Wood Dublin Associates, LP, DBA Park Wood Apartments free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors, or employers. Permission and consent is hereby granted to provide copies of my entire tenancy file, credit history and/or criminal record history.

I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I understand that if my application is denied or is accepted with conditions, the community will provide the name, address, and telephone number of the consumer reporting agencies which provided my consumer information.

Applicant Signature

Date

Applicant Name (Print)

Date

PARK WOOD

Upon leasing your new apartment home there are a few things you will need to bring with you to expedite the leasing process:

- Payment:** For Deposit and Application Fee we will require 2 separate money orders, cashier's checks, personal check or credit card. CASH IS NOT ACCEPTED.
(If moving in within 14 days please submit money orders or cashier's checks only)
- Deposit:** \$500 One Bedroom
\$600 Two Bedroom
- Application Fee:** \$40 Personal
\$50 Canadian
\$60 Business

REQUIRED DOCUMENTATION TO RENT

- Application:** each person eighteen years or older is required to complete an application. Residential history dated three years from the date of application will be verified. Please be prepared to provide all residential addresses, contact names and phone numbers for this time frame.
- Release Form:** signed and dated release form to allow a credit/background check
- Qualification Requirements:** each applicant must read thoroughly, then sign and date.
- Copy of state or government issued photo ID (ie. drivers license or passport)** We make a copy for our records.
- Pay Stubs:** 1 full month of the most recent, consecutive pay stubs per applicant. If it is a new position, an offer letter on company letterhead is acceptable. For self employment or other sources of income, please refer to the Qualification Requirements

Generally, files may take 3 business days to approve. However, the processing time may be delayed if information does not concur or incorrect information is submitted during that process. In some cases, supplemental documentation date within the last three years may be needed to further verify residential history.

Thank you for your interest in Park Wood Apartments!

WWW.PARKWOODLUXURY.COM

PARK WOOD APARTMENTS | 7300 PARKWOOD CIRCLE | DUBLIN, CA 94568 | (888)698-6256