

# Woodland Apartments Management 802-578-4779

## APPLICANT CHECK LIST

- Is your application completed fully?  Neat and readable? Applications that are not filled out fully will not be processed.
- Include copies of your last two pay stubs or other income verification.
- Include CLEAR copies of back & front of license or state identification.
- Include CLEAR copies of valid car insurance card and car registration.
- Contact your references** such as your employer and past landlords: You must ask them if they can be contacted by TSDLLC regarding your apartment application. Make sure you have the correct contact person and phone number so that your potential landlord can easily obtain the information needed to quickly process your application. If this information is incorrect, we will not process your application.
- Double check all names, addresses, and phone numbers are correct.
- Each tenant who is 18 and older must fill out an application.
- Call/text us with any questions: Jamie 802-578-4779 woodlandvt@gmail.com
- Send completed Applications to:
  - Via Mail: Woodland Management
  - Attn: Jamie Clark, Property Manager
  - 51 Woodland Drive Suite 0
  - Bristol Vermont 05443

**Do not send applications via email. There options to drop off your application, please ask.**

- Look to the future: as a good tenant of TSDLLC by paying your rent on time, communicating repair needs, being a good neighbor, and being neat and tidy; you will have us to use as a solid reference for employers and landlords where ever you go!

# APPLICATION TO RENT

\* Each adult (18 and older) must fill out a separate application.

Mail completed application to: Woodland Apartment Management 51 Woodland Dr., Suite 0 Bristol Vermont 05482	If you'd like to drop off the application, contact us by phone or email for instructions: woodlandvt@gmail.com	Website & Phone: www.woodlandapartmentsvt.com 802-578-4779 802-999-7757
Applying for Apartment: Woodland Drive, Apt # _____, Bristol Vermont 05482 Monthly rent: \$ _____ Security Deposit \$ _____ Date Available _____		

**\*\*\*\* Please print clearly – Only complete & clearly printed applications will be processed. \*\*\*\***

First	Middle	Last	Birth Date	Social Security #	Driver License # & State
Any Other Names You've Used in the Past			Home Phone	Cell Phone	
All Other Proposed Occupants			Birth Date	Relationship to Applicant	SMOKER?
					Yes / No
					Yes / No
					Yes / No
					Yes / No
Do you have pets?	Breed	Age	Weight in pounds when full grown (lbs)	Do you smoke?	Yes / No
			lbs		
			lbs		
How often do you wash your dog(s)?			Only certain dog breeds allowed by insurance.		

Your Email address: \_\_\_\_\_

**RENTAL/RESIDENCE HISTORY – incorrect information will void your application & it will not be processed. Verify all phone #s**

	Current Residence	Previous Residence	Prior Residence
Street Address & Apt#			
City			
State & Zip			
Owner/Manager			
Phone #			
Reason for Leaving			
Is/Was rent paid in full?			
Amount of Rent?	\$ _____ per month	\$ _____ per month	\$ _____ per month
Did you give notice	YES / NO	YES / NO	YES / NO
Were you asked to move?			
Dates of Residency	From/To	From/To	From/To

**EMPLOYMENT HISTORY – incorrect information will void your application and it will not be processed – Verify all phone #s**

	Current Employment	Previous Employment	Prior Employment
Employed by:			
Address			
City, State & Zip			
Occupation			
Name of Supervisor			
Employer's Phone			
Monthly Gross Pay			
Did you give notice			
Dates of Employment	From/To	From/To	From/To

CREDIT HISTORY. If left blank your application will not be processed. Include copies of last 3 months of your bank statements & auto loan

	Bank/Institution Name	Balance Saved	Balance Owed
Savings Account			
Checking Account			
Credit Card			
Auto Loan			

REFERENCES & EMERGENCY CONTACTS

	Reference 1	Reference 2	Nearest Relative Living Elsewhere
Name			
Street Address			
City, State, Zip			
Relationship to applicant			
Phone number			

VEHICLES: Include vehicle belonging to other proposed occupants.

Make	Model	Color	Year	License Plate

Only Vehicles with current and valid registration allowed on property.  
 Vehicles with expired plates and registration will be towed at owners expense.  
 Motorcycles are allowed under certain conditions - please inquire.

By signing this application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. If you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling upon your disappearance.

Have you ever been served an eviction notice? If so, when?

By signing this application you grant us permission to communicate with all the contacts listed in this section in the event we cannot locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling upon your disappearance or death.

Have you had any reoccurring problems with your current apartment, neighbors, or landlord? If yes, please explain.:

List any verifiable sources and amount of income you wish to have considered (optional):

Why are you moving from your current address?

If you were to run into financial difficulty in the future and could not come up with the money to pay the rent, do you know someone that would loan you money? If so, provide the person's name, address, & phone # so that we can use them as a reference for you

Have you been party to a lawsuit in the past? If yes, please explain why:

We will run a credit and criminal background check. Is there anything negative we will find that you want to comment on?

How did you hear about this apartment?

**Agreement & Authorization Signature:** I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURES AND RELEASE INFORMATION

Please read the following prior to signing this Rental Application.

I warrant that the information supplied is true and correct, and that I am at least 18 years of age.

I hereby authorize Tom Sawyer Development LLC ("Lessor") and its designee, Mr. Landlord.com, Box 6442, Virginia Beach, VA 23467 – (888) 274-4640, and its designated agents and representatives (individually and together ("Mr. Landlord.com")), to conduct a comprehensive background check that includes any one or all of the following: Consumer and/or business credit report, past employment and tenancy, criminal, drug, and driving records. I understand that one or more of the above-referenced checks may require additional written authorizations and consents, and I hereby agree to provide all such further authorizations and consents.

I am aware that the background reports I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, national credit report agencies, and other sources. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to Mr. Landlord.com, within a reasonable time after I execute this authorization.

I also authorize and request every person, firm, company, corporation, governmental agency, court, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background to furnish same to Mr. Landlor.com.

By this authorization, I hereby forever release, discharge, exonerate, hold harmless and indemnity Lessor, Mr. Landlord.com, and their affiliates, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them, from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander, invasion or privacy, related tort claims, misuse of the information obtained, and any other claim or cause of action arising out of the furnishing, inspection or copying of any documents, files, records, and other information, or the investigation made by or on behalf of Lessor or Mr. Landlord.com, unless such release if determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law. I understand that a photocopy, facsimile or scanned copy of this signed document shall be considered as valid as an original.

I have been informed that my credit will be used to evaluate my qualifications as a potential tenant. Any information derived from credit reports or other sources will be kept confidential and not revealed by any outside party.

I hereby acknowledge that false information given in this Rental Application may constitute grounds for rejection of this application and termination of your lease.

I hereby acknowledge that incomplete Rental Applications will be rejected.

I authorize listed references, including employers and financial institutions, release information to Lessor (Landlord).

I, the undersigned Applicant's, have read and agree to all provisions of this Rental Application.

Signature: \_\_\_\_\_

CLEARLY Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_