

RENTAL APPLICATION REQUIREMENTS

In order to facilitate the processing of your application, please provide the following:

1. Your last two (2) pay stubs or your Leave & Earnings Statement (LES)
2. Your most recent IRS Schedule "C" if you are self-employed.
3. A copy of the signed lease if you have rental property and you need that income in order to qualify.
4. Documentation of any additional income stated on your application.
5. A copy of your driver's license.

Please Note: Before your application can be processed you must have paid both the required processing fee and the security deposit. These payments must be made electronically from our website; we do not accept checks, money orders or cash. Just go to the Quick Links at the bottom of our home page and select [Make an Online Payment](#).

RENTAL APPLICATION SUBMISSION INSTRUCTIONS

For Microsoft Users:

If you have a copy of Adobe Reader (7.0 or higher) installed on your computer, you may use this form's tab fields to type in your answers. When completed, save the form to your local drive. **Please make sure that the form's fields are filled in and that the form prints out correctly;** then email it to information@wjdpm.com.

For Macintosh Users:

All Mac users who view PDFs using Acrobat **Preview** MUST quit that application and download Adobe Acrobat **Reader** in order to fill out this form. Use this link <http://get.adobe.com/reader> to get the current version of **Reader** and follow the instructions provided by Adobe for installing the application on your Macintosh. After you have done this, you may use the form's tab fields to type in your answers. When completed, save the form to your local drive. **Please make sure that the form's fields are filled in and that the form prints out correctly;** then email it to information@wjdpm.com.

Thank you!

APPLICANT/CO-APPLICANT INFORMATION

Applicant _____ Social Security # _____
Co-Applicant _____ Social Security # _____
 List all other occupants _____
 Name _____ Date of Birth _____
 Name _____ Date of Birth _____
 Name _____ Date of Birth _____
 List all pets _____
 Applicant E-mail _____ Co-Applicant E-mail _____
 Applicant Phone (mobile) _____ (home) _____ (work) _____
 Co-Applicant Phone (mobile) _____ (home) _____ (work) _____

RESIDENCE

Applicant
 Present Address _____ How Long? _____
 Landlord/Mortgage Company _____ Monthly Payment \$ _____
 Reason for Moving _____ Landlord Phone # _____
 Previous Address _____ How Long? _____
Co-Applicant
 Present Address _____ How Long? _____
 Landlord/Mortgage Company _____ Monthly Payment \$ _____
 Reason for Moving _____ Landlord Phone # _____
 Previous Address _____ How Long? _____

EMPLOYMENT

Applicant
 Current Employer _____ Position/Rank _____
 Address _____ Phone # _____
 From _____ to _____ Income \$ _____ Supervisor's Name _____
 Former Employer _____ Position/Rank _____
 Address _____ Phone # _____
 From _____ to _____ Income \$ _____ Supervisor's Name _____
 Other Income \$ _____ Source _____
Co-Applicant
 Current Employer _____ Position/Rank _____
 Address _____ Phone # _____
 From _____ to _____ Income \$ _____ Supervisor's Name _____
 Former Employer _____ Position/Rank _____
 Address _____ Phone # _____
 From _____ to _____ Income \$ _____ Supervisor's Name _____
 Other Income \$ _____ Source _____

FINANCIAL OBLIGATIONS

Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____
Payment to _____	Monthly Amount\$ _____	Current Balance\$ _____

BANK ACCOUNTS

Bank/Location _____	Account Type _____	Current Balance\$ _____
Bank/Location _____	Account Type _____	Current Balance\$ _____
Bank/Location _____	Account Type _____	Current Balance\$ _____
Bank/Location _____	Account Type _____	Current Balance\$ _____

AUTOMOBILES

Make _____	Model _____	State Registered _____	License # _____
Make _____	Model _____	State Registered _____	License # _____
Make _____	Model _____	State Registered _____	License # _____

OTHER

Have you ever filed bankruptcy?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Have you ever been evicted?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are there any outstanding judgments against you?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Have you ever had a foreclosure?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are you named as a defendant in any lawsuits?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are you required to pay alimony or child support?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Are you a co-signer for a loan or another lease?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, attach explanation)
Will you have a waterbed on the premises?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name/Relationship _____	Phone # _____
Name/Relationship _____	Phone # _____

OFFICE USE ONLY

Application was received on: _____ and processed by: _____

Application was Accepted Declined Withdrawn on: _____

Applicant OR Agent was notified of declined Application on: _____