

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!



Managing rental property is our ONLY business!

Residential Property Management & Leasing Specialists

APPLICANT/CO-APPLICANT INFORMATION

Applicant Social Security #
Co-Applicant Social Security #
List all other occupants
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\$ _____

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: _____