



WILLOW TREE

APARTMENTS

Please print clearly and complete ALL requested information on BOTH sides of this form.

Everyone over the age of 18 years old needs to fill out their own application.

Thank you for your interest in our apartments.

WILLOW TREE APARTMENT TENANT APPLICATION GUIDELINES

We will only accept applications from individuals who satisfy the following guidelines:

Held steady employment for a **minimum of two (2) years** prior to the application date

Earn a monthly income that exceeds rental rates

Be able to provide current/previous rental references

Background and credit checks will be run for all applicants 18+

Pets are NOT allowed at Willow Tree Apartments

Occupancy limits apply to ALL units:

Studio/1 Bedroom Apartments: 2 people 2 Bedroom Apartments/Townhouses: 4 people 3 Bedrooms Apartments: 6 People

Application Date: _____ Desired Date of Occupancy: _____ Desired Apartment Size _____

How Did You Hear About Us? Website Facebook Word of Mouth Other _____

PERSONAL INFORMATION

APPLICANT: **(EVERY APPLICANT 18+ MUST FILL OUT THEIR OWN APPLICATION)**

Name: _____

Contact #: _____

Email: _____

Mailing Address: _____

D.O.B: _____

Driver's License or ID #/State: _____

PLEASE PROVIDE COPY OF LICENSE OR ID

INFORMATION ON ALL MINOR TENANTS:

Name: _____ D.O.B: _____

Relationship: _____

Name: _____ D.O.B: _____

Relationship: _____

Name: _____ D.O.B: _____

Relationship: _____

PERSONAL BACKGROUND INFORMATION

In the past 7 years, have you been convicted of, or do you have any changes pending for criminal offense? Yes No

If yes, explain: _____

Are you required to register as a sex offender? Yes No

EMPLOYMENT HISTORY

CURRENT EMPLOYER:

Employer: _____ From: _____ To: _____

Supervisor: _____ Telephone #: _____ Email: _____

Position: _____ Gross Monthly Salary: _____

PREVIOUS EMPLOYER: (IF CURRENT EMPLOYER HAS BEEN LESS THAN 2 YEARS)

Employer: _____ From: _____ To: _____

Supervisor: _____ Telephone #: _____ Email: _____

Position: _____ Gross Monthly Salary: _____

RESIDENCE HISTORY

CURRENT ADDRESS:

Physical Address: _____

Landlord Name _____ Telephone #: _____ Email: _____

Dates Occupied: From: _____ To: _____ Monthly Payment: _____

Reason for Moving: _____

PREVIOUS ADDRESS:

Physical Address: _____

Landlord Name _____ Telephone #: _____ Email: _____

Dates Occupied: From: _____ To: _____ Monthly Payment: _____

Reason for Moving: _____

Have you given notice of termination to your current landlord? Yes No

Have you ever been served an unlawful detainer or been evicted? Yes No

If yes, include month/year, address and reason: _____

Have you ever received a notice to pay rent or vacate and/or another unlawful detainer notice from a landlord? Yes No

If yes, please describe circumstances: _____

Have you previously lived in the BNC Complex/Willow Tree Apartments? Yes No

If yes, include the month(s)/years(s) of tenancy and reason for leaving: _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles): _____

TOTAL GROSS MONTHLY HOUSEHOLD INCOME (COMBINED IF APPLICABLE) \$ _____

If there are other sources of income you would like us to consider, please list income, source/person who we could contact for confirmation. You do NOT have to reveal alimony, child support income unless you want us to consider it in this application.

Amount \$ _____ per _____ Source: _____ Telephone #: _____

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PERSONAL REFERENCES

Name: _____ Relationship: _____ Telephone #: _____

Name: _____ Relationship: _____ Telephone #: _____

EMERGENCY/PERSONAL CONTACTS:

Name: _____ Relationship: _____ Telephone #: _____

Name: _____ Relationship: _____ Telephone #: _____

ACKNOWLEDGMENT

I certify to the best of my knowledge that all statements are true. I authorize Willow Tree Apartments for initial tenancy and again upon any future rent modifications or renewals to verify the information provided on this application including, but not limited to, obtaining credit reports, character reports, civil and/or criminal records, verifying source of income and rental history. I understand that false, fraudulent or misleading information may be grounds for denial of tenancy and/or forfeiture of my rental agreement.

APPLICANT SIGNATURE: _____ DATE: _____

PLEASE RETURN COMPLETED FORM WITH ID COPIES VIA EMAIL OR IN-PERSON AS SOON AS POSSIBLE.

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