

Rental Application Criteria

Woodward Properties is excited to welcome you as an important new addition to our Community! As active members of the Local and National Apartment Associations, we understand that it is residents such as yourself that truly make an apartment community a place to call home. Decisions regarding your home and family are important, and we are proud and happy you have chosen Woodward Properties as your new home, and we hope you find it a happy one!

Please be prepared for each applicant and cosigner (if applicable) to fill out their own application, as outlined by your leasing agent, and pay the application fee by debit or credit transaction at the end of each form. Each application has a \$35.00 nonrefundable fee to process. Paper application submissions require a \$100.00 Good Faith Deposit; which will be applied to the Security Deposit upon approval, or refunded back to you given that the information provided is true and accurate. If moving in within 5 business days of applying, the full security deposit is due with the application, in the form of a money order or certified bank check only.

Each resident and cosigner (if applicable) over the age of 18 years old must submit a separate rental application and fee. Each cosigner (if applicable) must own property or a mortgage on a property. All applications will be expected to be complete, truthful, and accurate.

Each application will be accompanied by the additional documents listed below and may be subject to additional inquiries. Please attach a copy of these documents to this application (preferred), fax them to (215) 473-8468 or email them directly to your leasing agent.

- 1) Valid Government Issued Photo ID; such as a License or Passport.
- 2) Proof of Income; such as your last two most recent Paystubs and any additional proof of income.
- 3) Current Bank Statement, and Void Check.

To complete this rental application, you must be prepared to provide up to 3 years of residential history as well as contact information for your rental and employment references. You will also be expected to provide information on your monthly income; and please note that most properties require that applicant combined gross income is at least three (3) times the monthly rent amount. All information collected is kept confidential. Incomplete applications will not be approved. The first qualified applicant will be accepted. The balance of the Security Deposit is due within 3 business days of approval. When applying within 5 business days of moving, the Full Security Deposit is due with the application. The full move in cost and renter's insurance is due prior to move in, in the form of a money order or certified bank check only.

After you have moved in, we will set you up with our Online Tenant Portal, where you can Make Online Payments and Check Maintenance throughout your stay with us at no additional fee!

Thank you for Choosing Woodward Properties! We look forward to your long and happy stay with us!