

## Willomac Apartments Rental Qualifications

- **Criminal Background Check:** Background checks should not reveal any convictions or adjudication withheld at any time for the following: felonies, sexual crimes, crimes against children or larceny/robbery. Background checks should also not reveal any drug related crimes within the past 10 years.
  
- **Credit Report**
  - Score only the previous 2 years of credit problems (collections, charge-offs, judgments, open bankruptcies)
  - Score only the previous 1 years of late payments
  - Do not score Foreclosures filed within the last 36 months, so long as the approved Mortgage payment is not less than or equal to the rental rate of apartment being applied for.
  - Do not score any closed (discharged) bankruptcies.
  - Do not score any credit problems with a balance under \$100. (Recently paid accounts require documentation sent to RentGrow for the Re-Evaluation process)
  - Do not score Medical Debts or Student Loans against an applicant
  - Credit Reports that score with a High Credit Risk will be required to obtain a Co-Signer or pay a Security Deposit equal to ½ of one Month's Rent.
  - Credit Reports that score with a Severe Credit Risk will be required to obtain a Co-Signer.
  
- **Total monthly income (Gross) must meet and/or exceed three (3) times the total rental rate for the apartment being applied for. Total monthly income (Gross) for all Co-Signer's must meet and/or exceed five (5) times the total rental rate for the apartment being applied for. Employment Verification:** Examples of acceptable proof of income include your most recent payroll check stub, copy of your most recent W-2, 1099, Schedule C or F or bank statements for the preceding six months.
  
- **Rental Verification:** Verification of satisfactory rental history will be obtained from previous Landlords or Management Companies. Applicants that have an unsatisfied account balance with a previous Landlord or Management Company will be declined, unless proof of payment is supplied by the Landlord or Management Company.

A final decision will be based on all of the collected information. Any deposit/administrative fee/application fee made to Pickering & Company by personal check, which is returned from the bank, will cause the lease to state that all payments must be made in the form of certified funds, i.e.: cashiers check, money order or credit card.

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Resident Signature/Date

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Spouse/Co-Signer Signature/Date

**RENTAL APPLICATION**  
*PLEASE ANSWER ALL QUESTIONS*

**Date of Application** \_\_\_\_\_ Lease term desired \_\_\_\_\_ Unit # assigned \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #/State: \_\_\_\_\_

Telephone #: (home/mobile) \_\_\_\_\_ (work) \_\_\_\_\_

Check one:  Married  Divorced  Separated  Single

Present Address \_\_\_\_\_

Check one:  Own home  Rent  Other Monthly Rent/Mortgage Amount \$ \_\_\_\_\_

Name of Apartment Community or Mortgage Company: \_\_\_\_\_

Telephone # of Apartment Community: \_\_\_\_\_ Fax #: \_\_\_\_\_

Employed by: \_\_\_\_\_ Position/Title: \_\_\_\_\_

How long on job: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Hourly/ Monthly/ Yearly

Supervisors Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Spouse's Name** \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Employed by: \_\_\_\_\_ Position/Title: \_\_\_\_\_

How long on job: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Hourly/ Monthly/ Yearly

Supervisors Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Others who will occupy apartment:**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**Description of any pets to occupy apartment (must have written consent from owner/agent):**

Pet type \_\_\_\_\_ Full grown weight \_\_\_\_\_ Answers to " \_\_\_\_\_ "

Pet type \_\_\_\_\_ Full grown weight \_\_\_\_\_ Answers to " \_\_\_\_\_ "

*Security Deposit/Administration Fee in the sum of \$100.00 each is made with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance. The applicant(s) agree to execute a lease and pay the prorated and/or first month's rent before possession is given. The applicant(s) has a maximum of three days within which to cancel this application in writing and have his/her security deposit returned to him/her. If this application is canceled after 3 days, or should the applicant not execute a lease or occupy premises, the security deposit/administration fee will be forfeited. If application is not approved by the owner or agent, the security deposit/ administration fee will be returned. Application fee of 40.00 is non-refundable.*

*By signing, the applicant(s) gives permission for the Landlord or agent to investigate the information supplied on this application and a full disclosure of pertinent facts may be made to the Landlord. Applicant understands that approval process will include a review of credit history and possible criminal background check. Furthermore, the undersigned declares that the information provided on this application is true and correct and false statements or information may result in the rejection of this and future applications for housing managed by Pickering and Company.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

# EMPLOYMENT/INCOME VERIFICATION

*This request for verification of employment or income information on the below referenced individual is part of the application approval process for residency in an apartment community managed by Pickering and Company.*

I, \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature of Applicant Printed Name of Applicant

give permission for the information requested below to be released to Morris Manor/Willomac for the purpose of application approval.

Company Name: \_\_\_\_\_

Applicant's position with company: \_\_\_\_\_

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of pay: \$ \_\_\_\_\_ Yearly, monthly, weekly, hourly  
(Circle one)

Average number of hours in work week: \_\_\_\_\_

Probability of continued employment: \_\_\_\_\_

Name and title of person verifying information: \_\_\_\_\_  
(Please print title)

\_\_\_\_\_  
(Signature of person verifying information)

\_\_\_\_\_  
(Printed name of person verifying information)

Please fax back to (336) 854-4417.  
Thank you!

# RENTAL VERIFICATION

*This request for verification of rental history on the below referenced individual is part of the application approval process for residency in an apartment community managed by Pickering and Company.*

I, \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature of Applicant Printed Name of Applicant

give permission for the information requested below to be released to Morris Manor/Willomac for the purpose of application approval.

Community or Landlord Name: \_\_\_\_\_

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

Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

Lease fulfilled? Yes \_\_\_\_\_ No \_\_\_\_\_

Monthly rental amount: \$ \_\_\_\_\_ Number of times late \_\_\_\_\_

Number of NSF's: \_\_\_\_\_ Number of Court filings: \_\_\_\_\_ Evicted? Yes No

Do they currently have a pet? Yes No Complaints: \_\_\_\_\_

Would you re-rent to this person? Yes No

Name and title of person verifying information: \_\_\_\_\_  
(Please print title)

\_\_\_\_\_  
(Signature of person verifying information)

\_\_\_\_\_  
(Printed name of person verifying information)

Please fax back to (336) 854-4417. Thank you!

# CO-SIGNER ADDENDUM TO LEASE

*Pickering & Company*

This portion of the application is the actual co-signer agreement for said lease at Morris Manor/Willomac/FisherEast. This co-signer agreement is an addendum to the lease between Pickering & Company and the resident(s) and will obligate you for any and all rents and damages incurred by the resident(s) that may become due to Pickering & Company over the term of the lease. The resident(s) name, the rent, and lease term need to be filled in by you below in the appropriate spaces and then please ***sign at the bottom in the presence of a public notary.*** Then simply return the form to the property Leasing Office. If you have any questions, please call (336) 854-4422.

PLEASE  
INITIAL  
BELOW

## CO-SIGNER AGREEMENT TERMS:

1. Apartment Complex: \_\_\_\_\_
2. Full name of Resident to be guaranteed by this Contract: \_\_\_\_\_
3. Relation of Resident to Co-Signer: \_\_\_\_\_
4. Monthly amount to be guaranteed for the Term of the Lease (RENT) \$ \_\_\_\_\_
5. Lease Start Date: \_\_\_\_\_
6. Lease End Date: \_\_\_\_\_

I (We), the person (People) named at the top of this application, do hereby guarantee full performance the lease between TENANT stated above residing in the above named apartment complex and Pickering & Company, LANDLORD, for the duration of the lease.

\_\_\_\_\_  
Co-Signer's Signature Date (SEAL)

\_\_\_\_\_  
Spouse's Signature Date (SEAL)

I, \_\_\_\_\_, a notary public for \_\_\_\_\_  
Notary Public's Name Country State

Do hereby certify that \_\_\_\_\_ personally appeared before me on this day  
Co-Signer (and Spouse) Name(s)

and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal this, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires: \_\_\_\_\_ (Notary's Seal)