

FOR OFFICE USE ONLY	
APT.# _____	
TYPE: _____	
AGENT: _____	

**WOODMAN PLACE
APPLICATION FOR RESIDENCE**

Proof of Renter's Insurance Required

(Co-applicant must complete separate application)

NAME OF APPLICANT _____

E-Mail Address: _____ **DATE OF BIRTH** _____

Any other names used _____ **SOCIAL SECURITY #** _____

PHONE #: _____ CELL PHONE #: _____

ALL OTHERS TO BE LIVING IN THE APARTMENT

Name _____ Date of Birth _____ Social Security # _____

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PRESENT ADDRESS

_____ Street _____ City _____ State _____ Zip _____
 How long _____ If owner, Lender's name _____ If renter, Manager's phone # _____

If Apartment Community, Name of Property _____ Reason for leaving _____

PREVIOUS ADDRESS

_____ Street _____ City _____ State _____ Zip _____
 How long _____ If owner, Lender's name _____ If renter, Manager's phone # _____

If Apartment Community, Name of Property _____ Reason for leaving _____

PRESENT EMPLOYER

_____ How Long _____
 Address _____ Telephone # _____

Position _____ Supervisor _____ Salary per month _____

PREVIOUS EMPLOYER

_____ How Long _____
 Address _____ Telephone # _____

Position _____ Supervisor _____ Salary per month _____

OTHER INCOME Source(s) _____ Total per month _____

CREDIT INFORMATION:

Bank (Checking) _____ Branch _____ Account # _____

Bank (Savings) _____ Branch _____ Account # _____

Bank (Loan) _____ Branch _____ Account # _____

CREDIT CARDS:

Card _____ Card Number _____ Credit Line _____ Exp. Date _____

Card _____ Card Number _____ Credit Line _____ Exp. Date _____

AUTOMOBILE INFORMATION:

Make _____ Model _____ Year _____ Color _____ License Plate# _____

Make _____ Model _____ Year _____ Color _____ License Plate# _____

Driver's License Number _____ State _____ Expiration Date _____

Address as shown on Driver's License _____

NOTIFY IN CASE OF EMERGENCY:

Name _____ Relation _____ Telephone # _____

Address _____ Business phone # _____

Are you being or have you ever been evicted? _____ Details _____

Applicant states the above information is true and correct and authorizes investigation and verification of any information contained herein.

DATE _____ **APPLICANT'S SIGNATURE** _____

MUST BE WITNESSED BY AGENT



3 EASY STEPS...
TO MAKE WOODMAN PLACE APARTMENTS YOUR NEW HOME

STEP #1:

To hold one of our apartment homes, you will need the following:

- A non-refundable application fee of \$40.00 (\$120.00 max for 3 applicants or more) in a personal check, money order, or credit card payable to Woodman Place Apartments.
- A personal check, money order, or credit card payment for \$350.00 payable to "Woodman Place Apartments" we will hold your new home for 3 days (72 hours).
- Completed application(s).
- Driver's license/government issued I.D. card with photo.
- I.D. showing Social Security number.
- Two most recent pay stubs w/year to date, or last year's tax return.
- If self-employed, copies of last year tax returns.
- Income Requirement - Gross Income is a minimum of 3 times the Rent.

STEP #2:

After 72 hours, and/or when your application approval has been given, we will deposit your personal check, and/or money order for the \$350.00.

The \$350.00 will be credited to your security deposit account and will now reserve your new home for an additional 5 days.

STEP #3:

Upon your move-in date (and in order to obtain the keys to your new home) the following will be required:

- Your signed lease agreement
- The balance of your security deposit *
- The first month's rent *
- Registered on the Pay Lease System
- Electricity account number provided by the Department of Water and Power
1-800-342-5397
- Gas account number provided by Southern California Gas Company 1-877-238-0092
- Proof of Renter's Insurance for your new home showing the required amounts of \$20,000 personal property and \$100,000

**Security deposit balance and first month rent must be in the form of a certified cashier's check or money order only.*

WOODMAN PLACE APARTMENTS

6210 Woodman Ave. Van Nuys, CA 91401 • (818) 782-3478 • Fax (818) 342-8867 • www.woodmanplaceapartments.com