



Thank you for your interest in Woodland Apartments!

In order to continue holding apartment _____ for you, we will need the following documentation **within 48 hours** of receiving the \$100 holding deposit:

- Completed application (one per applicant)
- Signed and **notarized** BCI authorization form (one per applicant)
- Copy of your driver's license (all applicants)
- Income verification (last 4 pay stubs or last 4 bank statements if you have direct deposit)
- \$5 check or money order made out to BCI (\$5 per applicant)
- Notarized character references (if requested)

We understand that when you are looking for a new home, there is a lot of financial information you need to keep clear in your mind in order to make that all important decision. Following is what Woodland Apartments will need from a financial standpoint:

- **\$100.00 Holding Deposit** - Holds your apartment for 48 hours. This will be applied to your security deposit.
- **Security Deposit** – Your security deposit will equal one full-month's rent and is due on or before your move-in date.
- **First Month's Rent** – Due on or before your move-in date.

These payments must be made independently of each other. We accept money orders, bank and certified checks. Once you move in, we will happily accept your personal check.

If you have any questions, please do not hesitate to contact our office at **401-821-8612**. We look forward to having you as part of our community!



Managed By:

HallKeen Management

20 Woodland Drive ~ Coventry, RI 02816

RESIDENT SELECTION POLICY

HallKeen Management reviews all applicants for housing by processing applications in the following manner:

1. **Income Verification:** Income verification in the form of last years w-9, 1099 or one's **four most recent pay stubs** are required for all potential household members 18 years of age and older. Verbal clarification may also be utilized to explain discrepancies or as otherwise deemed appropriate by Management. Inaccurate or misrepresented information is grounds for rejecting an application and/or termination of any ensuing tenancy.
2. **References:** References will be obtained from all Landlords in the **last five years** or from the last two successive tenancies, whichever is more inclusive. If applicant is living with family or friends, a landlord reference will be sought from that household's landlord if applicable. Negative information from former landlord is grounds for rejecting an application. In the instance where landlord references cannot be obtained, at least 2 character references from non-related persons known to you for at least 3 years. Please see your Leasing Agent for further details.
3. **Credit Checks:** Credit checks of all household members 18 years of age and older, will be obtained from a credit bureau. Credit agency provides eviction information, credit history, and criminal record. Credit history which is in the discretion of Management, poor or negative, is grounds for rejecting an application. However, additional consideration may be given if negative information can be acceptably explained, including supporting information and documentation. Foreclosure is, by itself, grounds for rejection, but may be subject to reconsideration if reasonable explanation, including supporting information and documentation acceptable to Management, is provided. If any evictions or convictions appear on the credit report, application will automatically be rejected.
4. **Guarantors:** Guarantors may be accepted for those applicants with no rental history, no credit history, marginal credit (only with positive rental history) and full-time students. Guarantors will NOT be accepted for unsatisfactory rental history, unacceptable criminal backgrounds or for those who cannot provide proof of sufficient income. Guarantors will be required to complete an application. The guarantor's application will be checked for credit, rental history, and employment under the same guidelines as the applicant. The guarantor must meet the same rent to income ratio as an applicant. A guarantor addendum to the lease must be signed which makes the guarantor financially responsible for the rent, any late/legal fees that may be assessed due to late or nonpayment of rent, and damages if applicable. Guarantors have no legal access to the apartment, nor are they permitted use of the community facilities.
5. Personal interviews of all prospective household members ages 18 and older will be conducted.
6. **Criminal Background Checks:** HallKeen will conduct a criminal background check on all potential household members who are 18 years old or older. Unacceptable criminal background is grounds for denial at management discretion.

HallKeen may also review additional applicant history and/or references in its sole discretion.

HallKeen will require that a release be signed to allow third party verifications of the above Information.

It is HallKeen Management's policy for Woodland Apartments to lease to applicants with acceptable applications where the household would be paying no more than 30% of their gross income for rental costs. Utility responsibilities are taken into consideration when reviewing this percentage and assessing ability to pay. Factoring in the utility responsibility, a household could be approved for rental where they would be paying up to a 35% of their gross income for rental costs. At management's discretion, a household/family may be approved at a slightly higher ratio if there is minimal or no other debt. In such a case, rental history, including timely payment of rents and other amounts due to former landlords, is taken into consideration when a household/family has shown a consistent pattern of paying a higher percentage of their income for total housing costs.

There shall be no more than two (2) persons per bedroom per apartment.

HallKeen does not discriminate on the basis of race, creed, ethnic or national origin, religion, color, sex, age, source of income, familial status, physical or mental handicap, or sexual orientation or preference.

Woodland Apartments

Managed by:

HK|HallKeen
Real Estate Management and Investment

Rental Application

(Each co-resident over the age of 18 years of age must submit a separate application)

APPLICANT

Full Name: _____ Phone #: _____

Social Security #: _____ Initial if over 18 yrs old: _____ Email: _____

Date of Birth: _____ # of occupants: _____

Driver's License Number: _____ State of Issue: _____

Occupation: _____ Gross Household Annual Income: _____

APPLICANT INFORMATION

Please list your living history for the last 5 years

Present address:

Street: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Rent or Own?: _____ Dates: _____ Monthly payment: _____

Name of landlord: _____ Phone #: _____

Previous address:

Street: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Rent or Own?: _____ Dates: _____ Monthly payment: _____

Name of landlord: _____ Phone #: _____

Previous address:

Street: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Rent or Own?: _____ Dates: _____ Monthly payment: _____

Name of landlord: _____ Phone #: _____

Current employer or source of income:

Name of Employer or Income Source: _____

Address: _____

Phone #: _____ Employment Dates: _____

Position/Title: _____ Weekly Gross: _____

Previous employer or source of income:

Name of Employer or Income Source: _____

Address: _____

Phone #: _____ Employment Dates: _____

Position/Title: _____ Weekly Gross: _____

Other source of income:

	Type of income	Source/Bank	Weekly Gross
1.	_____	_____	_____
2.	_____	_____	_____

Bank references:

Name and address of bank: _____

Account # and type of account: _____

Balance: _____

Name and address of bank: _____

Account # and type of account: _____

Balance: _____

Credit card references:

<u>Account type</u>	<u>Acct. #</u>	<u>Bank name</u>	<u>Balance owed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List others that will be residing in the apartment:

	Name:	Date of Birth:	Social Security #:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Pets:

Yes or no: _____ type: _____ Breed: _____ Weight: _____

Last vaccination: _____ Vets Name: _____

How did you hear about us?

- _____ Advertisement: _____ Apartments.com _____ Craigslist _____ The Reminder _____ Flyer and/or Brochure
- _____ Resident Referral - Name of the person who referred you: _____
- _____ Drive-by
- _____ Other - Please explain: _____

Base rent and other monthly charges are due and payable on the first day of each month in advance. Management shall not make any inquiries concerning race, religious creed, color, national origin, sex, sexual orientation, age (except if a minor), ancestry, or marital status of the applicant or concerning the fact that the applicant is a veteran or a member of the armed forces or is handicapped or disabled.

The applicant authorizes the management to obtain or cause to be prepared a consumer credit report and criminal background report relating to the applicant. The applicant also authorizes the management to obtain rental history and employment information for the purpose of determining whether to lease an apartment to the applicant.

Neither the owner nor the management is responsible for the loss of personal belongings caused by fire, theft, smoke, water or otherwise, unless caused by their negligence.

The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a lease agreement in the usual form, a copy of which the applicant has received or has had occasion to examine, which lease or agreement may be terminated by the lessor if any statement herein made is not true. Deposit is to be applied to actual damages sustained by the owner, except it is to be refunded if said applicant is not accepted by the owner. This application and deposit are taken subject to previous applications.

Signature of applicant

Date

Monthly Rent _____
Deposit to hold _____
Security deposit _____
Balance due to acceptance _____

Woodland Apartments
20 Woodland Drive
Coventry, RI 02816
Phone: (401)821-8612
Fax: (401)821-2166

HK|HallKeen
Real Estate Management and Investment





AUTHORIZATION

As part of my application to rent an apartment at [Woodland Apartments](#) and HallKeen Management, I hereby give permission that the management company and/or its attorney may obtain my BCI report and any other criminal reports, which may exist.

THIS FORM MUST BE NOTARIZED

Please report:

Name _____
(Last) (First) (Initial)

Current Address _____
(Street Address) (Apt. #)

_____ (City) (State) (Zip)

Birth Date: _____ / _____ / _____

Social Security Number: _____ - _____ - _____

Signature X _____

Before me, notary public personally appeared the above person who signed in my presence and indicated the above information is true and correct.

Notary Public

Dated: _____ / _____ / _____

Commission Expires: _____ / _____ / _____



GENERAL AUTHORIZATION FORM

To: HallKeen Management

Re: Release to Obtain Information

In consideration for being permitted to apply for this apartment at Woodland Apartments, I, Applicant, do represent all information in this application to be true and accurate and that owner/manager/employee/agent may rely on this information when investigating and accepting this application. I, Applicant, hereby authorize the owner/manager/agent to make independent investigations to determine my credit, financial and character standing, including, but not limited to, credit, and criminal background reports.

I, Applicant authorize any person or credit/criminal background checking agency having any information on me, to release any and all such information to the owner/manager/employee/agent or credit checking agencies. Applicant hereby releases, remises, and forever discharges, from any action whatsoever, in law and equity, all owners, managers, and employees, or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold them harmless from any suit or reprisal whatsoever.

All applicants over 18 must sign

Applicant _____
Signature Date

Print Name



20 Woodland Drive
Coventry, RI 02816
(401) 821-8612

Managed by: HallKeen Management

Pet Policy Rules and Regulations

Revised: May 14, 2010

The following are Rules and Regulations exercised at Woodland Apartments:

- A non refundable pet fee is required at move in -
\$300 per cat
\$300 per dog under 20 pounds
\$600 per dog over 20 pounds
- No more than 2 pets per home
- Both cats and dogs under 20 pounds are welcome here at Woodland Apartments
- Larger dogs may be accepted upon management's approval in our townhouses only - certain breed restrictions apply
- No dogs with prior bite history, aggressive or overly protective nature
- Pets must be registered at the Management Office
- Owner must supply management with all vaccination records and city license
- Pet must be spayed/neutered
- Management has authority to remove any pet that is deemed vicious or dangerous
- Dogs must be on a leash at all times in common areas
- Pet owners will be responsible for any and all pet waste
- Pet owners will be charged for any damages incurred by pet. *The non-refundable pet fee will not be applied to any pet damages.
- Violations will be served to pet owners in writing and must be rectified within 1- 2 days of issuance or the pet will be removed (which includes noise from barking, etc.)
- Management reserves the right to inspect homes for violations at our discretion

Resident Signature: _____ Date: _____

Leasing Agent: _____ Date: _____



Managed by: HallKeen Management

PET APPLICATION

This is an application for acceptance by Management of a Pet in you household. This form must be completed prior to the arrival of the Pet in the community. Acceptance of the Pet is in accordance with the Pet Rules. **A non-refundable pet fee is required prior to the arrival of the Pet.** *The non-refundable pet fee will not be applied to any pet damages.

Please fill in the following information:

Type of pet: _____

Breed of pet: _____

Weight of pet at full growth: _____

Pet to reside with: _____

Address: _____

Anticipated date of pet arrival: _____

Is pet spayed / neutered: _____

Is pet licensed: _____

Has pet had its rabies vaccine: _____

Prior to approval a pet interview will be scheduled. You will be required to provide the following:

1. A picture of your pet
2. Vet's statement certifying pet's health, record of shots including rabies, and proof that the pet is free of fleas.
3. City and Rabies License
4. Proof of spayed / neutering or date when animal will be spayed / neutered.
5. Emergency pet caretaker form (attached)
6. A \$300.00 non-refundable deposit for cats
A \$300.00 non-refundable deposit for dogs under 20 pounds
A \$600.00 non-refundable deposit for dogs over 20 pounds

Completion of this application is not permission to house a Pet. Upon approval, a Pet Agreement will be signed. Management reserves the right to refuse Pets in accordance with Pet Rules.