

## PROCEDURE FOR THE WAITING LIST

1. The daytime phone number that you put on the waiting list form is the number that we call when an apartment is coming available, only one-(1) number will be called. When called, if no one answers or you don't return the call in the time specified in the message left for you, at that time your waiting list form will be voided and a new form must be filled out. If no apartment comes available by your date needed, your form will be removed from the list.
  2. All adult applicants (18 years and older) must have proper ID and social security card, pay a \$50.00 per person non-refundable APPLICATION FEE.
  3. If called about an upcoming availability of an apartment an APARTMENT DEPOSIT, which is the same amount as the rent, is required immediately with the completed application form. After being notified of an upcoming apartment, paying the application fee and an apartment deposit you then change your mind, this deposit is forfeited. If approved, the Lease must be signed on or before the date the apartment is ready for occupancy or apartment will be given to the next name on the waiting list.
  4. Woodhaven Villas will do a credit; court record and rental history check on each adult applicant.
  5. The "CREDIT CHECK" must not show a history of "slow pay", judgments, eviction filings, collections, liens, bankruptcy or excessive debt.
  6. The "COURT RECORD" check must not include felony/misdemeanor convictions within the last seven (7) years or any sexual offense convictions whatsoever. In the event that a record includes the statement that "adjudication has been or was withheld", further information acceptable to Woodhaven Villas may be required in order to qualify.
  7. The "RENTAL HISTORY" check must show timely rent payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage and leave the apartment clean upon vacating.
  8. A pet, 25 lbs. or less at full weight is allowed with specific written authorization and proof of up to date shots for all pets. If approved, a deposit of \$500.00 is required with \$350.00 of this amount being non-refundable. Pit Bulls, Rottweilers, Doberman Pinschers, German Shepherds and Chow Chows are not permitted on the premises at any time and will not be approved as pets.
  9. The number of occupants allowed in each apartment is in direct compliance with HUD standards and guidelines which is two-(2) people per bedroom. Two-(2) vehicles and two-(2) allotted parking spaces allowed per unit only.
  10. We "try" to update our list periodically. If you find another place to live while your name is on the waiting list, we ask that you take the time to let us know to remove your name, you may call 561-965-4444
- THANK YOU FOR YOUR INTEREST IN WOODHAVEN VILLAS.

## *WELCOME TO WOODHAVEN VILLAS*

**EVERY LINE MUST BE FILLED OUT TO BE ACCEPTED.**

Today's Date: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

If referred by someone, who? \_\_\_\_\_

Have you lived here before? \_\_\_\_\_ Where? \_\_\_\_\_

When? \_\_\_\_\_ Under what name(s)? \_\_\_\_\_

1st Person's Name: \_\_\_\_\_ 2<sup>nd</sup> Person's Name: \_\_\_\_\_

Current address: \_\_\_\_\_ City/State: \_\_\_\_\_

Daytime phone number where we can contact you, only 1 number: \_\_\_\_\_

Size of apartment desired: \_\_\_\_\_ Date apartment is needed: \_\_\_\_\_

Total number of people to occupy the apartment: \_\_\_\_\_

Amt. of Adults: \_\_\_\_\_ Amt. of Children: \_\_\_\_\_ Ages of children \_\_\_\_\_

Pet(s)/Animals? What kind(s): \_\_\_\_\_ Number of pet(s)/Animals? \_\_\_\_\_

Weight. of pet(s)/Animals: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Makes/Models: \_\_\_\_\_

1<sup>st</sup> Applicants Employer (1): \_\_\_\_\_

Occupation (1): \_\_\_\_\_

2<sup>nd</sup> Applicants Employer (2): \_\_\_\_\_

Occupation (2): \_\_\_\_\_

Why are you moving? \_\_\_\_\_

When does your Lease expire? \_\_\_\_\_

I acknowledge that I have received a copy of the "Procedure for the Waiting List": \_\_\_\_\_