

Property Name: Wakefield Manor Apartments  
 Address: 10710 Nickleby way Raleigh NC 27614  
 Phone Number: (919) 5543299 TDD Phone Number: 800 835 8962



**EQUAL HOUSING OPPORTUNITY**



For Office Use Only

Date and Time Application Received: \_\_\_\_\_ a.m./p.m. Last Name: \_\_\_\_\_ Apt. # Assigned: \_\_\_\_\_  
 Apt. Size Needed: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

**Application for Lease of Apartment**

THIS APPLICATION CANNOT BE PROCESSED UNLESS 1) ALL INFORMATION IS COMPLETED IN FULL - QUESTIONS THAT DO NOT APPLY MUST BE NOTED "NONE"; 2) COPIES OF DOCUMENTS LISTED ON PAGE 4 MUST BE ATTACHED; 3) PAYMENT OF APPLICATION PROCESSING FEE.

Applicant's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Previous or Maiden Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
 Full-time Student: Yes \_\_\_ No \_\_\_ Driver's License #/State: \_\_\_\_\_  
 Co-Applicant's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Previous or Maiden Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
 Full-time Student: Yes \_\_\_ No \_\_\_ Driver's License #/State: \_\_\_\_\_

Do you anticipate any additional persons residing in the unit during the next twelve (12) months? \_\_\_ Yes \_\_\_ No  
 Do you anticipate any household member becoming a full-time student in the next twelve (12) months? \_\_\_ Yes \_\_\_ No

**OTHER OCCUPANTS:** List all other persons who will be living in the apartment; including unborn children. No person is to live with you who is not listed. (A student is any individual who currently is or will be a full-time student at an educational institution with regular facilities during five (5) months of the next 12-month period.)

	Name	Age	Full-time Student		D.O.B	SS#	Relationship
			Yes	No			
1.							
2.							
3.							
4.							
5.							

1. **Present Address:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 How Long at Present Address? \_\_\_\_\_ Own or Rent? \_\_\_\_\_  
 Amount of Monthly Rent/Mortgage: \$ \_\_\_\_\_ Utilities: \$ \_\_\_\_\_  
 Reason for Moving: \_\_\_\_\_  
 How did you hear about this apartment community? \_\_\_\_\_

2. **Previous Address:** \_\_\_\_\_ How Long: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**CREDIT REFERENCES:**

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSONAL REFERENCES:** (Do not include family members or relatives.)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you or any member of your household ever had your lease terminated or ever been evicted? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

Using the numbers below, please indicate whether any members of your household have been arrested for or convicted of any crimes relating to the following:

- |                                 |                                       |                        |
|---------------------------------|---------------------------------------|------------------------|
| 1. Homicide/Murder              | 6. Assault or Fighting                | 11. Fraud              |
| 2. Rape or Child Molesting      | 7. Drug Trafficking/Use/Possession    | 12. Prostitution       |
| 3. Burglary/Robbery/Larceny     | 8. Child Abuse/Domestic Violence      | 13. Disorderly Conduct |
| 4. Threats or Harassment        | 9. Public Intox./Drunk and Disorderly |                        |
| 5. Destruct. of Prop./Vandalism | 10. Receiving Stolen Goods            |                        |

Member's Name	Social Security #	Crime(s) #	Status/Disposition

**SPECIAL UNIT REQUIREMENT(S) QUESTIONNAIRE:** Do you, or does any member of your household have a condition that requires:

- |  |  |
|--|--|
| <input type="checkbox"/> A Separate Bedroom                            | <input type="checkbox"/> Unit for Vision-Impaired  |
| <input type="checkbox"/> A Barrier-Free Apartment                      | <input type="checkbox"/> Unit for Hearing-Impaired |
| <input type="checkbox"/> Physical Modifications to a Typical Apartment | <input type="checkbox"/> Any Other Accommodation   |

If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation:

\_\_\_\_\_

Who should be contacted to verify your need for the features you have identified above?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**AUTOMOBILE:** In order to keep a record of vehicles allowed on the premises and to control adequate parking, please provide the following:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

FOR OFFICE USE: CMC Parking Sticker Assigned #: \_\_\_\_\_ #: \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE NOTIFY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Work)

**ASSET CHECKLIST**

**DO NOT INCLUDE AMOUNTS RECEIVED FROM THE FOLLOWING SOURCES:**

casual, sporadic or irregular gifts; amounts which are specifically for reimbursement of medical expenses; lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers' compensation), capital gains and settlement for person or property losses; amounts of educational scholarships paid directly to the student or the educational institution, and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books and equipment, but in either case only to the extent used for such purposes; special pay to a serviceman head of a family who is away from home and exposed to hostile fire; relocation payments under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; foster child care payments; the value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged for the allotments; payments received pursuant to participation in ACTION volunteer programs; and income from the employment of children (including foster children) under the age of 18 years. Assets do not include personal property such as furniture, automobiles and clothing.

**ALL sources of assets and income that your household currently has or expects to establish in the next twelve (12) months must be reported. Please answer yes or no for each member of your household.**

Assets:	Applicant		Co-Applicant		Other Occupants	
	Yes	No	Yes	No	Yes	No
Savings Accounts						
Checking Accounts						
Trust Funds						
Real Estate (Land, Homes, Property)						
Capital Investments						
Stocks						
Bonds						
Treasury Bills						
Certificates of Deposit						
Money Market Funds						
IRA Accounts						
Retirement/Pension Funds						
Lump Sum Receipts						
Personal Property Held As Investment						
Other Assets:						

**ASSET DETAILS**

**ASSET INFORMATION.** List all asset information in each section below for each occupant.

Bank Accounts:			
Family Member Name	Name of Bank	Account #	Current Balance

  

Real Estate:		
Family Member Name	Source/Type	Value

Current Mortgage Balance: \$ \_\_\_\_\_ Who holds the mortgage? \_\_\_\_\_  
 Monthly Mortgage Payment: \$ \_\_\_\_\_ Who pays the mortgage? \_\_\_\_\_  
 Monthly Rental Income: \$ \_\_\_\_\_

Other Assets:		
Family Member Name	Source/Type	Value

Disposed Assets: Has any member of your household disposed of any asset for less than fair market value within the last two years?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list:

Type of Asset	Date of Disposition	Amount Received	Market Value

**INCOME CHECKLIST**

<b>Income:</b>	Applicant Yes / No	Co-Applicant Yes / No	Other Occupants Yes / No
Gross Wages/Salaries (Before Deductions)			
Overtime			
Commissions			
Fees			
Tips/Bonuses			
Business/Self Employment			
Social Security			
Annuities			
Whole Life Insurance Policies/Annuities			
Retirement Funds			
Pensions			
Disability/Death Benefits			
Unemployment			
Disability Compensation			
Worker's Compensation			
Severance Pay			
Public Assistance			
Alimony			
Child Support			
Recurring Monetary Gifts			
Armed Forces Special Pay/Allowances			
Rental Income			
Educational Grants, Scholarships, etc.			
Other Income:			

**INCOME DETAILS**

**INCOME INFORMATION.** We are required to verify the amount of your income from all sources. Please furnish **complete** information for each source of income for **each occupant**.

Family Member Name	Employer/Source/Type/ Address/Telephone Number	Annual Amount

THE APPLICATION MUST BE SIGNED BY ALL ADULT MEMBERS OF THE HOUSEHOLD.

BY SIGNING BELOW, APPLICANT(S) AUTHORIZE MANAGEMENT TO VERIFY THE REPUTATION AND CHARACTER OF ALL HOUSEHOLD MEMBERS VIA REFERENCES, LAW ENFORCEMENT AGENCIES, CREDIT BUREAUS, AND CURRENT/PREVIOUS LANDLORDS. (SEE ATTACHED FEDERAL FAIR CREDIT REPORTING ACT DISCLOSURE.)

APPLICANT(S) HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT ALL INCOME AND ASSETS OF THE HOUSEHOLD ARE LISTED. APPLICANT(S) UNDERSTAND AND AGREE THAT THE OWNER IS REQUIRED TO VERIFY THIS INFORMATION AND AGREES TO SIGN ALL AUTHORIZATIONS FOR RELEASE OF INFORMATION NEEDED TO VERIFY THE INFORMATION PROVIDED.

SIGNATURE: \_\_\_\_\_ (APPLICANT)      DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (CO-APPLICANT)      DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (CO-APPLICANT)      DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (CO-APPLICANT)      DATE: \_\_\_\_\_

PENALTIES FOR FALSE OR WILLFULLY OMITTED INFORMATION INCLUDE REJECTION OF APPLICATION AND/OR EVICTION.

THIS APPLICATION CANNOT BE ACCEPTED WITHOUT PROOF OF AGE AND CANNOT BE PROCESSED UNLESS ALL INFORMATION IS COMPLETE. QUESTIONS THAT DO NOT APPLY MUST BE NOTED "N/A". PLEASE BRING WITH YOU OR ATTACH COPIES OF THE FOLLOWING TO THIS APPLICATION:

1. BIRTH CERTIFICATE(S) OR DRIVER'S LICENSE(S) FOR ALL ADULTS IN HOUSEHOLD.
2. BIRTH CERTIFICATE(S) FOR ALL MINORS IN HOUSEHOLD.
3. SOCIAL SECURITY CARD(S) FOR ALL HOUSEHOLD MEMBERS.
4. INS LETTER(S) FOR PERSONS APPLYING FOR TEMPORARY RESIDENT STATUS.

CHECK OR MONEY ORDER FOR APPLICATION PROCESSING FEE OF \$25.00 MADE PAYABLE TO Waverly Manor Apartments MUST BE RETURNED WITH THE COMPLETED APPLICATION.

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