



**Clayton Court**  
**5 Robin Hood Lane Hartly, DE 19953**  
**Property Manager: Jeanne Zadorzany**  
**302-736-0270 x 404**

## **Welcome to Clayton Court:**

In order to process your application for a rental home in our community, please follow these easy instructions:

- 1) Complete the front and back of this application, being sure to list all verifiable income, including disability, social security, pension, etc. Provide copies of the last two most recent statements of income.
- 2) Return with a \$50.00 non-refundable application fee which must be in the form of a money order payable to Clayton Court. No personal checks will be accepted.
- 3) Provide a copy of your driver's license for each adult who will be residing in the home.
- 4) All applicants who will be on the lease and financially responsible for the rent must sign the application as an authorization to have their credit reports and background checks ordered.
- 5) Make sure to include a contact phone number so that we may call you if there are any questions or to discuss the information on your application.

If you were referred to us by a current resident, please be sure to include their name and address on the front of the application form where indicated.

*Thank you for thinking of Clayton Court when looking for your new home!*

# CLAYTON COURT RESIDENCY APPLICATION FORM

OFFICE USE ONLY	Driver's License: _____ Application Fee Date Paid: _____ Address: _____
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Referred By: _____
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<b><u>APPLICANT #1</u></b> First Name: _____ Middle Name: _____ Last Name: _____ DOB: _____ SSN: _____ <b><u>Current Address</u></b> Street: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ E-mail: _____ Current landlord: _____ Landlord Phone Number: _____ How long: _____ Monthly Payment: \$ _____ Reason for moving: _____ <b><u>Current Employer</u></b> Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Monthly bring home: \$ _____ Job Description: _____ Supervisor's Name: _____ Phone Number: _____ How long on the job: _____ <b><u>Other Income</u></b> Amount per month: \$ _____ From what source: _____
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**APPLICANT #2**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

**Current Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Current landlord: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_ How long: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

**Current Employer**

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

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Monthly bring home: \$ \_\_\_\_\_

Job Description: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How long on the job: \_\_\_\_\_

**Other Income**

Amount per month: \$ \_\_\_\_\_ From what source: \_\_\_\_\_

**TOTAL NUMBER OF OCCUPANTS WHO WILL LIVE HERE**

How many in addition to lease holders: \_\_\_\_\_

**If accepted, the following person(s) and no other, will be living with me: (LIST ALL)**

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

SSN: \_\_\_\_\_ Signature if over 18: \_\_\_\_\_

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

SSN: \_\_\_\_\_ Signature if over 18: \_\_\_\_\_

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

SSN: \_\_\_\_\_ Signature if over 18: \_\_\_\_\_

**Background Information**

1. Have you ever been evicted from any tenancy? \_\_\_\_\_
2. How many times in the last 12 months have you paid late? \_\_\_\_\_
3. Have you ever been taken to J.P. Court for non-payment of rent or any other bills? \_\_\_\_\_
4. Are you aware of any circumstances which could affect your employment or income in the foreseeable future? \_\_\_\_\_
5. Have you ever declared bankruptcy? \_\_\_\_\_
6. Have you ever initiated a lawsuit against any person or company? \_\_\_\_\_
7. Have you or any person who will now or in the future reside in your home ever been convicted of a felony? \_\_\_\_\_

**Motor Vehicle Information**

Vehicle #1 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Plate #: \_\_\_\_\_  
Vehicle #2 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Plate #: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_

**Pet Information**

Do you currently have a pet(s)? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Type & breed of pet(s): \_\_\_\_\_

\_\_\_\_\_

**\*\* If approved, applicant(s) will have to provide documentation of up to date shot records\*\***

I hereby certify that the answer(s) I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient grounds for lease termination and loss of any security deposit.

\_\_\_\_\_  
Applicant #1

\_\_\_\_\_  
Applicant #2

APPLICANT(S) STATEMENT: For the purpose of procuring rental and/or lease renewal of the referenced premises and to determine credit worthiness as a tenant of the premises to be rented, I the undersigned furnished the above as a true, full, and correct statement as of the date given, and hereby authorizes the Owner, or its Agent, now and at any time in the future, so long as there is any rental loan, debt, or business relationship between parties hereto (1) to verify any statements made herein and to obtain a credit report from any credit source, and (2) to interview third parties such as employers, business associates, financial sources, current and former landlords, neighbors, and (3) to contact any police department or governmental agency, requesting information as to any criminal charge or convictions against applicants, and (4) to report to any credit reporting agency applicant's failure to pay as agreed within the lease agreement entered in between applicant and owner in reliance of this application. Applicant further agree to inform owner, via its agent, of ANY changes in their status as shown on this application.

\_\_\_\_\_  
Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #2

\_\_\_\_\_  
Date