

# WILLOW POND

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## **To Apply for Residency:**

### **Complete Fillable Form on Website**

EMAIL TO: [willowpond@flynnmanagement.com](mailto:willowpond@flynnmanagement.com)

FAX TO: **386-676-0752**

MAIL OR HAND DELIVER TO:

**Willow Pond Apartments  
Leasing Office  
875 Wilmette Ave.  
Ormond Beach, FL 32174**

**If you cannot sign your name electronically on the application, please PRINT application, SIGN it, and then Fax, or scan and email application.**



**APPLICATION FOR RESIDENCY**

APPLICANTS	First Name	MI	Last Name	Social Security No.
Name of Applicant/ Head of Household				
___ Spouse or ___ Other Applicant				

Please list all others who will occupy the apartment. Persons 18 years old and older must complete a separate application.

#	First Name	MI	Last name	Date of Birth	Social Security No.	Relationship
1						
2						
3						

Identification	Applicant	Spouse or Other Applicant
Date of Birth		
Driver's License (State & No.)		
Other Identification (Photocopy)		

Please list all vehicles you plan to park on the property.

Vehicles	Applicant	Spouse or Other Applicant
Vehicle Year, Make & Model		
Vehicle License (State & No.)		
Vehicle Body Type, Color		
Registered in name of		

**Willow Pond is a Deed Restricted Community. Motorcycles, trucks, trailers, Recreational Vehicles, Commercial Vehicles, Vans, etc. are not permitted.** Acknowledged: \_\_\_\_\_ (initial)

Pets	Applicant	Spouse or Other Applicant
Pet's Name		
Pet Kind, Breed		
Pet Weight (Pounds)		

<b>Current Residency</b>	<b>Applicant</b>	<b>Spouse or Other Applicant</b>
Daytime Telephone Number (Area Code and No.)		
Mobile Telephone Number (Area Code and No.)		
Street Address and Apt. No.		
City, State, Zip		
Name of Apt. Complex/Mort. Co.		
Name of Manager		
Telephone No. Landlord/Mort. Co.		
Date Moved In		
Monthly Payment		
Why do you wish to move?		

<b>Prior Residency</b>	<b>Applicant</b>	<b>Spouse or Other Applicant</b>
Street Address and Apt. No.		
City, State, Zip		
Name of Apt. Complex/Mort. Co.		
Name of Manager		
Telephone No. Landlord/Mort. Co.		
Date Moved In		
Date Moved Out		
Monthly Payment		
Why did you move?		

<b>Current Employment</b>	<b>Applicant</b>	<b>Spouse or Other Applicant</b>
Name of Employer		
Address of Employer		
City, State, Zip		
Name of Supervisor or Manager		
Telephone Number of Employer		
Date Started Employment		
Position		
Monthly Income		
Other Income Source		
Monthly Amount		
Total Annual Income		

Contact in Emergency	Applicant	Spouse or Other Applicant
Name		
Relationship		
Telephone (Area Code & No.)		
Street Address		
City, State, Zip		

Additional Contact	Applicant	Spouse or Other Applicant
Nearest Relative (Blood)		
Relationship		
Telephone (Area Code & No.)		
Street Address		
City, State, Zip		

Do you have other income, or are there other circumstances of which we should be aware in processing your application?

### Unit Desired

Size Apt. Desired ( List order of preference)	<input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedroom <input type="checkbox"/> Town House
Type Apt. Desired(List order of preference)	<input type="checkbox"/> Townhouse <input type="checkbox"/> Garden Down <input type="checkbox"/> Garden Up <input type="checkbox"/> No Preference
Date you would like move into the Apt.	<input type="text"/> / <input type="text"/> /20 <input type="text"/> <input type="checkbox"/> As soon as possible

### Fair Housing

In accordance with Federal fair housing laws it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin in connection with the rental of most housing. The federal agency which administers compliance with this law is the U. S. Department of Housing and Urban Development.

### Equal Credit Opportunity Act

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The federal agency which administers compliance with this law is the U. S. Equal Credit Opportunity, Federal Trade Commission.

## Application Fee

Applicant has submitted the sum of \$\_\_\_\_\_ which is a non-refundable payment for the processing of this application. The application fee is not a rental payment or security deposit.

## Security Deposit

Applicant has submitted the sum of \$\_\_\_\_\_ which is payment of the security deposit for an apartment. If for any reason the application is declined by management, the security deposit will be refunded in full. If the application is approved and applicant fails to occupy the premises on the agreed upon date, except due to delay caused by construction or the holding over of a prior resident, applicant will forfeit the security deposit. Applicant understands and agrees that if applicant cancels more than 72 hours after the submission of the application to management, the security deposit will be forfeited.

## Permission to Release Information

I warrant and represent that the information submitted on this application is true and correct. I understand that any false information will constitute grounds for rejection of the application. I hereby authorize the release of all credit, income and rental/mortgage information to the agents and/or employees of Flynn Management Corporation. I understand that the lease agreement will not become effective until this application is approved by management.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Spouse/Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Email

\_\_\_\_\_  
Spouse/Co-Applicant Email

Submit completed application form, authorization form, application fee and deposit by mail or in person to:

Willow Pond Apartments  
875 Wilmette Ave.  
Ormond Beach, FL 32174  
OR  
Fax to: 386-676-0752  
OR  
Email: [willowpond@flynnmanagement.com](mailto:willowpond@flynnmanagement.com)

Questions? Call 386-676-7727

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## **Application Fees:**

**\$75 per Individual**  
**\$100 per Married Couple**  
**\$50 for Individuals or Couples over 55**

**(Pet Fees – Contact Leasing Office)**

## **Security Deposits:**

<b>One Bedroom</b>	<b>\$300</b>
<b>Two Bedroom</b>	<b>\$400</b>
<b>Townhome</b>	<b>\$600</b>

**Premium Townhome \$750**

**Additional Deposits May Be Required**  
**Fees and Deposits may be paid with Money Order or**  
**Personal Check**

**Willow Pond is a Deed Restricted Community**  
**Please contact our Leasing Office with Questions**



**WILLOW POND APARTMENTS**

**RESIDENT SELECTION POLICY**

**ADOPTED SEPTEMBER 15, 2014**

**WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW**

We do not discriminate against any person because of RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS or NATIONAL ORIGIN

1. Two years or more good rental history and tenant history (or home ownership) will be verified.
2. Continuously employed six months or more at the same local job. The income must be wage or salary. Tips or commissions should not be included unless the employer can verify the income.
3. Income from sources other than employment (i.e. interest income, financial assets, social security, pension, or self-employment income) shall be verified. Sufficient documentation is required.
4. Net income should be three times the market rent.
5. Good credit must be established including acceptable Beacon Score of 660 or higher or other credit rating. Any history of failure to pay legal obligations such as child support, alimony, obligations owed to governmental entities, rent payments, mortgage payments, car loans, and similar obligations may be considered by us when screening your application.
6. If employment or income is not sufficient, or good credit cannot be verified, or housing history is insufficient, applicants may be qualified by paying one or more extra months rent in advance.
7. Student households are not permitted. A student household is one in which any permanent resident or occupant over 18 years old is enrolled full or part-time in a university, college, community college, or other institution of higher education. Part-time shall mean 10 or more credit hours a semester or enrolled five months a year.
8. All applicants must comply with rules of Willow Pond including pets, vehicles, etc.
9.

Size Apartment	Maximum Number of Occupants	Maximum Number of Adults*
One Bedroom	2	2
Two Bedroom	4	3

\*Maximum number of unrelated adults in any unit is 2.

10. If we obtain a criminal history report on you as part of the process of screening your application, please be advised that we consider information contained in such reports on a case-by-case basis as part of our effort to provide a safe environment not only for our residents and their family members, guests and items of property but also for the members of our management staff who work in the apartment community. Specifically, we consider the nature and severity of any criminal conviction identified in the report and the amount of time that has passed since the criminal conduct occurred. By way of illustration only, convictions for crimes involving injury to person or property; bodily harm to or molestation of a minor; any act which places the offender on a sex offender registry; manufacture, distribution or sale of illegal controlled substances; or any act which constitutes a threat to the health or safety of other individuals, results in substantial physical damage to the property of others, or interferes with the peaceful and quiet enjoyment of residential premises likely will constitute grounds for rejection of an application for housing, depending upon when the conviction occurred. We also operate this apartment community in compliance with City of Ormond Beach Ordinance No, 2005-36.

Upon **written** request, reasonable accommodations and modifications will be provided to applicants and residents with disabilities if the accommodation/modification does not create an undue financial and administrative burden or a fundamental alteration of the program.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize Flynn Management Corporation, as agent for Willow Pond Apartments, to verify my past and present employment, including earnings records, income records, bank accounts, stock holdings, criminal history and any other items needed to process my apartment application and during my residency.

I further authorize Flynn Management Corporation to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references and payment history.

It is understood a photocopy or fax copy of this form will also serve as authorization.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



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