



Application Instructions

William Penn Apartments welcomes you to your new home. Please submit the following information along with your completed application:

1. Driver's license or photo I.D. for each applicant
2. Social Security card
3. Two recent paycheck stubs
4. A holding deposit of \$100 (in the form of personal check or money order; refundable if within 72 hours)
5. Application fee of \$30 per person (non-refundable; money order only)
6. Bring two separate MONEY ORDERS for the application fee and deposit
7. Verifiable employment and employment history, verifiable references (credit and professional) and any pertinent verifiable information (*please provide all names and phone numbers*)
8. If you own your own home, we need a copy of payments on the mortgage or a title release

This same information is required with a Co-signer's application.

Military Member Information

Name: _____

Rank: _____

Branch of Service: _____

Social Security Number: _____

End of Active Service: _____

Duty Phone: _____

Name of 1st Sgt/Sgt Maj/Officer: _____

1st Sgt/Sgt Maj/Officer Duty Phone: _____