

WOODBURY COMMUNITIES
AUTHORIZATION FOR CREDIT CARD TRANSACTION

INSTRUCTIONS: This form must accompany your rental application if you desire to pay by credit card and are submitting your application by mail or fax. Landlord is unable to process forms with missing or incomplete data.

- Complete Sections No. 1 & 3 if you are using this form to **pay your application fee only**. Write N/A in the space provided for the charge amount in Section #2.
- Complete Sections No. 1, 2 & 3 if you are using this form to **pay both your application & administration fees**.
- **Woodbury Gardens Applicants** – Complete Sections No. 2 & 3 only.

1 APPLICATION FEE

My signature below authorizes the Landlord, or agent for the Landlord, to **CHARGE** to my credit card listed below: I agree to pay a **nonrefundable application fee** of \$_____ (*application fee = \$100 per unit applied for*).

2 ADMINISTRATION FEE

My signature below authorizes the Landlord, or agent for the Landlord, to **CHARGE** to my credit card listed below: I agree to pay a nonrefundable administration fee of \$_____ (*Administration fees vary according to community and unit type; please confirm the amount by contacting the community by phone or email before filling this amount in*).

Note: The administration fee will only be charged to your account after your application for residency has been approved. In the event you cancel your application after being approved, you forfeit this amount.

3 RESERVATION FEE

Credit Card Number: _____

Expiration Date (mm/yy): _____

Type of Credit Card (*These types accepted only.*) Mastercard ___ Visa ___ Discover ___

Last 3 digits of code printed on signature panel on back of card: _____

Please Print Name: _____

Cardholder's Billing Address: _____

Email Address: _____

Cardholder's Telephone #: _____

Cardholder's Signature: _____

IF FOR ANY REASON THIS TRANSACTION IS DECLINED OR INVALID, LANDLORD WILL BE UNABLE TO COMPLETE THE APPLICATION FOR, OR RESERVATION OF, ANY APARTMENT/TOWNHOME UNTIL PAYMENT OF THE ABOVE FEES HAVE BEEN MADE IN THE FORM OF CERTIFIED FUNDS.