



Dear Apartment Applicant,

We take pride in our apartment communities and in meeting our management goals. We actively seek quality residents to make their home with us, and we strive to provide the best services we possibly can while they live in our apartment communities.

To that end we want applicants to be aware that all applications undergo a thorough screening process as outlined below. If you meet the application criteria and are accepted, you will have the peace of mind knowing that other residents in your apartment community have been screened with equal care. This screening and verification process is used for every applicant in the same way - fairly, consistently, and uniformly. We also work very diligently to observe both the spirit and the letter of the fair housing laws - not just because they are the laws, but also because we sincerely believe in fair and equal housing opportunities for everyone. An applicant who passes the screening criteria is offered an apartment when a suitable apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

#### **APPLICATION REQUIREMENTS**

We require one application for each adult (18 years of age or older) who wishes to reside in the apartment. A full earned money deposit must accompany your application(s). If application information cannot be verified, this is a basis for rejection. Submission of an incomplete application or false, misleading or inaccurate information is a basis for application denial or termination of a Rental Agreement. It is further required that applicants possess either a verifiable credit or landlord history, which is favorable.

#### **PERSONAL IDENTIFICATION**

We require one form of Federal or State government issued photo identification. This includes, but is not limited to, a Driver's License or Passport. This identification must be presented at the time your application is submitted.

#### **CREDIT HISTORY**

A credit report will be obtained on each applicant from a credit-reporting agency. An application may be denied in those cases where the credit report indicates a poor history of paying debts in a timely manner.

#### **HOUSING HISTORY**

Good rental or ownership references from the last two permanent addresses must be provided at time of application. These references must come from a landlord, management company or lender. It is the responsibility of each applicant to provide the names and phone numbers for these references. Failure to provide this information will result in application denial. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. References from family members, relatives or roommates are not acceptable.

Good references mean a history of prompt payment, proper notice to vacate given, contracts fulfilled, satisfactory housekeeping standards, and whether a previous landlord/lender would rent/lend to you again. We will also verify if there were any other types of problems during your residency. An applicant with an eviction or writ of restitution of premises will not be accepted.

#### **OCCUPANCY LIMITS**

Two occupants per bedroom.

#### **INCOME REQUIREMENTS**

We require a total gross household income of at least three times the monthly rent. We must be able to verify independently the amount and stability of your income; for example, through pay stubs or employer contact. If self-employed, tax or bank records would be acceptable verification.

#### **CRIMINAL BACKGROUND**

A criminal background check and sex offender registry check will be performed for all applicants. The date and nature of any criminal offense will be considered in determining if the applicant is approved or denied.

#### **APPLICATION PROCESS**

In accepting an application and showing you an apartment, we are each contemplating an ongoing business relationship. We are dedicated to treating you with professionalism and respect. In turn, we request a business- like and courteous attitude.

By submitting an application for an apartment in one of our apartment communities, you acknowledge that these checks and verifications will be performed, and give your permission for us to do so. Please completely fill in your application. If you do not provide us with all information requested, we will not be able to process your application and it will be returned to you. We will do our best to process it quickly and give you an answer within three business days. If there is additional information you feel might be of assistance to us in processing your application, please let us know.

***If your application is approved you will be required to provide a certificate of renters insurance at lease signing.***

We are here to be of service to you and to others seeking housing. We welcome your suggestions as to how we might do that task better and more efficiently. Please sign and date this letter where indicated below and return it with your application to the Rental Office. There are additional copies available if you would like to keep a copy for your files.

Thank you for submitting an application to our apartment community.

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APPLICANT

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DATE

Individual applications must be completed for each occupant over 18 years of age. Misleading or falsification of information is grounds for denial or termination of Rental Agreement.

**APPLICANT INFORMATION**

Applicant Full Legal Name (First/MI/Last)	Date of Birth	Social Security Number	Phone Number
Names and ages of others that will be living in the unit with you:		Email Address	
Do any members of your household smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No Do any members of your household own a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No			Work Phone Number

**CURRENT/MOST RECENT PERMANENT ADDRESS**

Address	City	State	Zip	Monthly Rent/Mortgage
Dates of Occupancy	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Landlord Name	Landlord Phone Number
to				

**PREVIOUS PERMANENT ADDRESS**

Address	City	State	Zip	Monthly Rent/Mortgage
Dates of Occupancy	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Landlord Name	Landlord Phone Number
to				

**EMPLOYMENT INCOME**

Applicant's Employer	Position Held	Supervisor	Date of Hire
Employer Address	Employer Phone Number	Gross Monthly or Hourly Income/Hours per Week \$	

**OTHER SOURCES OF INCOME (Include all verifiable sources of income you want considered in this application)**

Source	Gross Monthly Income \$
Source	Gross Monthly Income \$

**EMERGENCY CONTACT**

Name	Email address	Phone Number
Address (include city/state/zip)	Relationship	

**LEGAL PROCEEDINGS**

Do you have any aliases or names by which you've been previously known? If yes, list here: \_\_\_\_\_

Have you ever been evicted or have eviction proceedings ever been instituted against you?  Yes  No

Have you ever been convicted of any felony, misdemeanor, or ordinance violations, other than non-alcohol related traffic violations?  Yes  No

If yes to the above questions, give details and dates: \_\_\_\_\_

**APPLICATION AUTHORIZATION**

I have paid the earnest money deposit which will be utilized as my security deposit if the Landlord enters into a Rental Agreement with me. If this application is approved and I fail to enter into a Rental Agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord's cost and damages, subject to the Landlord's duty to mitigate. If this application is rejected, withdrawn, or if no action is taken by the end of three business days after the date documented by applicant's signature below, the earnest money and any subsequent payments will be refunded by the end of the next business day.

I hereby authorize the Landlord to investigate my credit and financial responsibility, income, rental and eviction history and criminal background, and any of the statements made in this application, through any means available, either public or private. I authorize the Landlord to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis and use any information contained in said report. My performance under any Rental Agreement that I may enter into with the Landlord may be reported to such reporting agency. I further authorize the Landlord to obtain a criminal background report on me through the Wisconsin Circuit Court website (or any other means that should become available to the Landlord) and the sex offender registry.

I warrant and represent that I am at least 18 years of age and that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false or misleading information or statements, exchanged now or later, may be grounds for denial of my application or termination of Rental Agreement. I also understand that such action may result in criminal penalties. I understand that my occupancy is contingent upon meeting management's resident selection criteria and providing a certificate of renters insurance at time of lease signing.

As required by state law, you are hereby notified that you may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www/widocoffenders.org> or by phone at 877-234-0085.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

APARTMENT NO. _____	TYPE _____	MOVE IN DATE _____	LEASE TERM _____
APARTMENT RENT \$ _____	OTHER _____ \$ _____	TOTAL RENT \$ _____	
PROMOTION(S) _____	EARNEST DEPOSIT PAID \$ _____	DATE PAID _____	

**IDENTIFICATION**

IDENTIFICATION TYPE _____	IDENTIFICATION NO. _____
ISSUING AGENCY _____	EXPIRATION DATE _____

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_