

Application Packet

UNIT INFORMATION		
Community Name E Street Flats	Unit Number Applying for	Desired Move In date

APPLICANT INFORMATION (Complete Legal Name)		
First Name	Middle Name	Last Name
Name of College/University enrolled at	Current class year	Expected Graduation date

GUARANTOR INFORMATION (Complete Legal Name)		
First Name	Middle Name	Last Name

ROOMMATE NAMES (Applying for same apartment)	

The Application Packet must be completed in its entirety by applicant/student and guarantor.

1. Applicant and Guarantor must sign the Screening Criteria
2. Each Applicant/student must complete and sign the Application for Occupancy Agreement.
3. A Guarantor is required for each applicant/student. Guarantor must complete and sign the Guarantor Application.
4. Applicant and Guarantor must complete and sign the Guarantor Agreement.
5. A \$55.00 application fee and \$200.00 administration/move-in fee is required per applicant/student at the time of application.
6. A fully completed application for every applicant/student and corresponding guarantor must be submitted, along with the \$55.00 application fee and \$200.00 administration/move-in fee per applicant, in order to reserve and hold your requested home.

Screening Criteria

StuartCo is an Equal Opportunity Housing Provider. We fully comply with all federal, state, and local fair housing, civil rights, and equal opportunity laws. Applicants must be a college student with verifiable documents of enrollment. All applicants and guarantors must be 18 years of age or older. All applicants must meet the following criteria.

Application

Your application must be filled out completely and accurately. If submitted by hard copy, use black or blue ink, and write legibly. An incomplete application may be rejected or not processed. Any misstatement, misrepresentation, or omission made on your application, whether discovered before or after you move into the property, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be verified, this is a basis to reject an application. Each applicant/student must complete an application. Each applicant/student must also provide a completed guarantor application and guarantor agreement.

Business Relationship

The relationship between StuartCo and our residents is a business one. A courteous and businesslike attitude is required from all parties. We reserve the right to reject an application if, at any time during the application and lease-up process, an applicant is verbally or physically threatening or abusive, uses profanity, is disrespectful, is hostile or argumentative, or generally displays an attitude or conduct that causes management to believe that we would not have a positive business relationship.

Occupancy Limits

The maximum number of residents per unit is equal to two people per bedroom. Any person proposed to be added to a unit must be approved by management before moving into the unit.

Credit

Your application may be denied if your credit report contains negative information that is directly relevant to your fitness as a resident (examples include owing amounts to prior landlords, owing amounts to utility companies, a heavy debt burden with high collections activity, a bankruptcy or foreclosure within the past 3 years, or repeated late payments toward credit obligations). A negative credit history may be grounds for denial.

Criminal History

A criminal history may be grounds for denial of application. We reject applicants who are currently subject to any sex-offender registration requirement under any jurisdiction.

Housing History and Eviction Actions

We will reject your application if a previous landlord/mortgage or contract-for-deed holder provides negative information about your former housing. Negative references include items such as lease non-renewals, household safety / health / housekeeping violations, lease violations, pest-control issues, unpaid rent, repeated late rent payments, willingness not to re-rent to applicant, etc. We require the name and last known telephone number of applicant's current landlord/mortgage or contract-for-deed holder and the two previous landlords mortgage or contract-for-deed holders. Roommate and family-member references are not accepted.

We will reject your application if you have an eviction action judgment or settlement on your record, where the judgment or settlement was entered less than 3 years ago. We will not reject your application if you have an eviction action on your record that was dismissed because you won the case.

Income Requirements

Applicants must have monthly income or benefits that are 2.5 times the amount of the monthly rent. To be counted as household income or benefits, amounts must be verifiable, reliable, and predictable. Examples of income or benefits include wages, spousal maintenance, child support, investment returns, social security disability or retirement, other retirement funds, public assistance, and draws from savings accounts.

Photo Identification and Application Process

Prior to viewing a unit and/or applying for a lease, all adults will be required to show valid government-issued photo identification. A \$55.00 application fee and \$200 administration/move-in fee is required per applicant/student at the time of application. Each applicant/student must have a guarantor. THE APPLICATION FEE FEE IS NON-REFUNDABLE.

All applications are processed by Rental History Reports, located at 7900 W. 78th St., Suite 400, Edina, MN 55439; (888) 389-4023. We run tenant screening reports on all applicants and guarantors.

SIGNATURE		
By signing below, I/we acknowledge receipt and agree to the provisions as stated in the Screening Criteria.		
_____ Applicant Name	_____ Applicant Signature	_____ Date
_____ Guarantor Name	_____ Guarantor Signature	_____ Date

UNIT INFORMATION		
Community Name E Street Flats		
Unit Address		
Expected Move in Date	Lease Term	Leasing Consultant

APPLICANT INFORMATION (Complete Legal Name)			
First Name	Middle Name	Last Name	
Date of Birth	Social Security Number	Driver's License #	Issuing State
Phone Number	Email Address	Preferred Method of Contact ☐ Phone ☐ Email	

CURRENT ADDRESS			
Address			Apt #
City	State	Zip	Move In Date
Present Management or Mortgage Co	Phone	☐ Own ☐ Rent	Monthly Rent

PREVIOUS ADDRESS			
Address			Apt #
City	State	Zip	Move In Date
Previous Management or Mortgage Co	Phone	☐ Own ☐ Rent	Monthly Rent

PREVIOUS ADDRESS			
Address			Apt #
City	State	Zip	Move In Date
Previous Management or Mortgage Co	Phone	☐ Own ☐ Rent	Monthly Rent

GUARANTOR NAME	Guarantor Email Address

ADDITIONAL ROOMMATES	

EMPLOYMENT STATUS			
☐ Employed	☐ Not Employed	☐ Retired	☐ Student

EMPLOYMENT INFORMATION		
Current Employer's Name	Monthly Salary	Position
Address	Supervisor's Name	Phone
Start Date		

Previous Employer's Name	Monthly Salary	Position
Address	Supervisor's Name	Phone
Start Date	End Date	Reason for Leaving

ADDITIONAL SOURCES OF INCOME	
Additional Source of Income	Monthly Amount
Additional Source of Income	Monthly Amount

REFERENCES			
Name			Relationship
Address			Phone
City	State	Zip	Email

EMERGENCY CONTACT INFORMATION			
Name			Relationship
Address			Phone
City	State	Zip	Email

VEHICLE INFORMATION					
Make	Model	Color	Year	License Plate #	State

BACKGROUND INFORMATION

- | | | |
|---|------------------------------|-----------------------------|
| Do you owe money to any past or present landlords? | ☐ Yes | ☐ No |
| Have you ever been sued for damages? | ☐ Yes | ☐ No |
| Have you ever been evicted? | ☐ Yes | ☐ No |
| If yes please explain _____ | | |
| Have you ever defaulted on a lease? | ☐ Yes | ☐ No |
| Have you ever filed for bankruptcy protection? | ☐ Yes | ☐ No |
| Have you ever been convicted of a felony that involved an offense against property, persons, government officials, or that involved firearms, illegal drugs, or sex crimes? | ☐ Yes | ☐ No |
| Have you ever had any public record suits, liens, judgements or repossessions? | ☐ Yes | ☐ No |

OTHER INFORMATION

How did you hear about this property? _____

APPLICANT ACKNOWLEDGES AND AGREES THAT:

- A non-refundable Application Fee will be paid per applicant.
- A Move In Fee is due at the time of application submission to hold your requested home.
- This application, and application of each prospective occupant, are subject to approval and acceptance by Management.
- If this application is not approved and accepted by Management, the Pre-lease Deposit shall be refunded.
- It is understood that the premises are to be used as a residential dwelling to be occupied by not more than the persons listed on this application, and the occupancy is subject to possession being delivered by the present occupant. Any and all property placed in the Premises shall be at the Applicant's risk and the Applicant shall insure the same. Applicant is being made for the premises in its present condition, unless otherwise indicated.

THE FOLLOWING WILL BE REQUIRED AT MOVE IN:

- Pay prorated amount of the first month's rent and any other fees required per lease (i.e. utility fees, internet fees, parking, etc.)
- Provide Proof of Current Renter's Insurance

TENANT SCREENING SERVICE

Rental History Reports

7900 West 78th Street, Suite 400

Edina, MN 55439

Phone: (888) 389-4023 (952) 545-3953

Fax: (888) 389-4024 (952) 545-3973

www.RentalHistoryReports.com

RELEASE

I authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided in my application for residency. I have personally filled in and/or reviewed all information contained within the application. I understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all the following: credit report, verification of employment and income, criminal record search, rental history references (including MPHA), unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history, and personal interviews with all provided references. The source of the information may from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I understand that I have a right to make a written request within 30 days to receive information pertaining to this report if I am not accepted based upon information contained in the report. I authorize RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization continues in effect for one (1) year unless limited by law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year. Notice to applications applying for a community in Minnesota: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee.

APPLICATION FOR OCCUPANCY AGREEMENT TERMS AND CONDITIONS

Should applicant(s) desire to cancel this application, the administration/move in fee will be retained as partial payment of the first month's rent unless the application is ultimately denied by StuartCo/E-Street Flats.

If management does not notify the applicant(s) to the contrary within five working days, this application will be considered accepted, in which case it is understood that said unit is being held for applicant(s) and made ready for occupancy.

If applicant(s) do not take possession of said unit on date specified, the first month's rent is due and payable.

The payment of an Administration/Move In Fee Deposit holds the unit for the Applicant subject only to the Applicant successfully being screened and accepted for occupancy. By paying the Administration/Move In Fee, Applicant is asking the Owner to take the unit off the market and to lose the opportunity to market and/or rent the unit to others.

If the Applicant changes their mind about the unit, the Administration/Move In Fee will be applied as Liquidated Damages to Owner's loss of marketing time and will not be refunded to the Applicant.

Administration/Move In Fee will also be retained by Owner, and not refunded, if (1) the Rental Application is not accepted because it contains false or misleading information or (2) you sign the lease, but fail to fulfill the terms of the Lease.

The Administration/Move In Fee will be returned to the Applicant within seven (7) days of Owner rejecting the Rental Application for reasons other than Applicant supplying false or misleading information. Payments made with a Credit/Debit Card, will be returned to the card they were issued from. All others refunds will be returned by mail.

A landlord must return the applicant screening fee if:

1. The Applicant is rejected for any reason not listed in the required disclosed criteria; or
2. A prior Applicant is offered the unit and agrees to enter into a rental agreement.

If the landlord does not perform a personal reference check or does not obtain a consumer credit report or tenant screening report, the landlord must return any amount of the applicant screening fee that is not for these purposes.

If a landlord accepts an applicant screening fee from a prospective tenant, the landlord must:

1. Disclose in writing prior to accepting the applicant screen fee:
 - a. The name, address, and telephone number of the tenant screening service the landlord will use, unless the landlord does not use a tenant screening service; and
 - b. The criteria on which the decision to rent to the prospective tenant will be based; and
2. Notify the applicant within 14 days of rejecting a rental application, identifying the criteria the applicant failed to meet.

APPLICANT SIGNATURE

By submitting this application, I verify that the statements provided in this application are true and correct and I agree to be screened after payment of application and administration/move in fees.

Print Name

Signature

Date

UNIT INFORMATION		
Community Name E-Street Flats		
Unit Address		
Expected Move in Date	Lease Term	Leasing Consultant

APPLICATION INFORMATION for GUARANTOR (Complete Legal Name)					
First Name		Middle Name		Last Name	
Date of Birth	Social Security Number		Driver's License #		Issuing State
Phone Number		Email Address			Preferred Method of Contact ☐ Phone ☐ Email

CURRENT ADDRESS				
Address				Apt #
City	State	Zip	Move In Date	
Present Management or Mortgage Co	Phone		☐ Own ☐ Rent	Monthly Rent

PREVIOUS ADDRESS				
Address				Apt #
City	State	Zip	Move In Date	Move Out Date
Previous Management or Mortgage Co	Phone		☐ Own ☐ Rent	Monthly Rent

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EMPLOYMENT STATUS			
☐ Employed	☐ Not Employed	☐ Retired	☐ Student

EMPLOYMENT INFORMATION		
Current Employer's Name	Monthly Salary	Position
Address	Supervisor's Name	Phone
Start Date		

Previous Employer's Name	Monthly Salary	Position
Address	Supervisor's Name	Phone
Start Date	End Date	Reason for Leaving

ADDITIONAL SOURCES OF INCOME	
Additional Source of Income	Monthly Amount
Additional Source of Income	Monthly Amount

BACKGROUND INFORMATION		
Do you owe money to any past or present landlords?	☐ Yes	☐ No
Have you ever been sued for damages?	☐ Yes	☐ No
Have you ever been evicted?	☐ Yes	☐ No
If yes please explain _____		
Have you ever defaulted on a lease?	☐ Yes	☐ No
Have you ever filed for bankruptcy protection?	☐ Yes	☐ No
Have you ever been convicted of a felony that involved an offense against property, persons, government officials, or that involved firearms, illegal drugs, or sex crimes?	☐ Yes	☐ No
Have you ever had any public record suits, liens, judgements or repossessions?	☐ Yes	☐ No

APPLICANT ACKNOWLEDGES AND AGREES THAT:
- This application, and application of each prospective occupant, are subject to approval and acceptance by Management. - It is understood that the premises are to be used as a residential dwelling to be occupied by not more than the persons listed on this application, and the occupancy is subject to possession being delivered by the present occupant. Any and all property placed in the Premises shall be at the Applicant's risk and the Applicant shall insure the same. Applicant is being made for the premises in its present condition, unless otherwise indicated.

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 - b. The criteria on which the decision to rent to the prospective tenant will be based; and
2. Notify the applicant within 14 days of rejecting a rental application, identifying the criteria the applicant failed to meet.

GUARANTOR SIGNATURE

By submitting this application, I verify that the statements provided in this application are true and correct and I agree to be screened.

Print Name

Signature

Date

Community Name: **E Street Flats** Unit Address: 1195 West County Road E,

Legal Name of Applicant: _____

Legal Name of Guarantor: _____

Lease Begins: _____ Lease Expires: _____ (at noon)

The Applicant named above desires to enter into a Lease Agreement with the Community named above.

The Community, acting as agent for management and all Owners, requires security in exchange for entering into a Lease Agreement.

The Guarantor named above is willing to give such security.

Guarantor and Resident will be jointly and severally be responsible for full performance of all the Resident's obligations under the Lease Agreement and its attachments.

The Guarantor and the Resident will be obligated to:

- ☐ Complete a rental application and qualify according to the Community's selection criteria.
- ☐ Ensure prompt payment of rent and other charges associated with the Lease Agreement.
- ☐ Guarantor understands that rent is payable in total for the lease term.
- ☐ Adhere to all conditions of the Lease Agreement, Addendums, and the Community Rules.
- ☐ Pay for any and all damages to the apartment while the Resident is in possession of apartment and/or obligated to the Lease Agreement.

If the Resident or the Guarantor are in violation of the Lease Agreement or if the Lease Agreement is not fulfilled in its entirety,

- ☐ Both Guarantor and Resident may be named in any and all court proceedings, and both shall be subject to any judgements resulting from court proceedings.
- ☐ Both Guarantor and Resident shall be named on any accounts turned over to collection agencies.
- ☐ Guarantor will agree to pay reasonable attorney fees associated with the enforcement of the Lease or Guarantor Agreement and/or the collection of any and all monies due to the Community.
- ☐ All remedies against the resident shall apply to the Guarantor as well.

This guaranty applies to the Lease Agreement with the above Lease Date and shall be valid and continuous through the Lease Term and any renewals of the Lease Agreement and any transfers to other apartments within the same Community. The Lease Agreement may be extended or renewed and shall be subject to and covered by this guaranty without further notice, authorization, or signature of the Guarantor. This Guarantor agreement will not be affected by amendments, changes, sublets, or relets of the Lease Agreement.

Management (acting as agent for owner of the premises), Resident and Guarantor agree to the terms of this Guarantor Agreement as written both above and below these signatures and on the Lease and any attachments that may be part of the Lease. All Residents and Guarantors are jointly and severally liable for all terms of this Guarantor Agreement which is part of the Lease Agreement.

MANAGEMENT:
StuartCo
(Agent for Owners)_____
*Management Signature*_____
*Date***APPLICANT:**_____
*Applicant Signature*_____
*Date***GUARANTOR:**_____
*Guarantor Signature*_____
Date