

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease with Lloyd Management. While some of the information may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. **In order to continue with this application and before you make any payments, you will need to review the Application Agreement carefully and acknowledge you accept its terms.**

1. **Lease Information.** The Lease terms contemplated by the parties during the application process are not final. Terms, conditions, and any special information must be explicitly noted in the Lease to be valid.
2. **Application Approval.** Our representative will notify you (or one of you, if there are co-applicants) of the Application approval, execute the Lease agreements for signature prior to occupancy, and, once complete, credit the application deposit of all applicants toward the required security deposit.
3. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must execute the Lease for the agreed upon move-in date after your Application is approved. If you or any co-applicant fails to sign as required, we will keep all application deposits as liquidated damages and terminate all further obligation to each other.
4. **If You Withdraw Before Approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about the unit, we'll be entitled to retain all application deposits as liquidated damage, and the parties then have no further obligation to each other.
5. **Approval/Non-Approval.** We will notify you whether your Application screening report has been approved or denied within 14 days after the date we receive a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 14-day time period may be changed only by separate written agreement.
6. **Affordable Housing Programs.** Certain affordable housing programs may require extended processing time to ensure your Application meets the program criteria. While we strive to expedite this process, delays due to third-party verification or the collection of required documentation may occur and are beyond our control. We appreciate your patience and understanding.
7. **Refund After Non-Approval or Rejection.** If you or any co-applicant is disapproved or denied under Paragraph 5, we'll refund all application deposits within 7 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant. If the application deposit was paid via check and has not yet been deposited, you may request your check be destroyed instead of a refund check being issued.
8. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
9. **Keys or Access Devices.** We'll furnish keys and/or access devices on the Lease start date and only after: (1) all parties have signed the Lease and all other rental documents and (2) all applicable rents and security deposits have been paid in full.
10. **Application Submission.** Submissions of a rental application does not guarantee approval or acceptance. It does not bind us to accept the application or to sign a Lease contact.

APPLICANT SCREENING CRITERIA

Fair Housing Statement. Lloyd Management is an equal housing opportunity & fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

Identification and Application Process. Every person over 18 must give consent to be screened and provide a government issued photo identification. Acceptable forms of identification are State driver's license, State issued ID, Permanent Resident Card, Individual Taxpayer Identification Number (ITIN), or a U.S. Visa. ***Social Security Number verification may be required for specific housing programs. ***

Application Requirements. Applications must be filled out completely and accurately. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, 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 reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

Occupancy. The initial maximum number of residents in a unit is equal to two (2) persons per bedroom unless otherwise stated in the property's Resident Selection Plan, where applicable. Each unit is limited to no more than two (2) unrelated or four (4) related adult persons per unit. Lloyd Management defines a related adult person as either a child, dependent, or parent of the head of household. General occupancy standards and any federal, state, or local housing ordinances will supersede this policy.

Housing History. We require the name and last known telephone number of each landlord/property manager for each address you have had for the last two (2) years. Roommate references are not acceptable. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for rejection. In the case of first-time renters, or applicants without prior rental history, this requirement may be varied subject to additional requirements of management.

Eviction Filings. Unlawful detainers or evictions within the past three (3) years is a basis for denial of an application. Expunged or pending eviction actions, or eviction actions without a writ of recovery issued will not be considered.

Criminal History. Applicants who have criminal convictions may be denied. Any single felony with the past five (5) years and/or multiple misdemeanor crimes within the past five (5) years that are associated with drugs, violence, sex, property damage, and/or weapons may be grounds for automatic disqualification. Eligibility is dependent upon the level, disposition, and time since the crime occurred. Open cases for similar crimes may be grounds for denial. Any applicant subject to a State Sex Offender lifetime registration requirement will be denied.

Credit. A credit check will be performed, and the following may be grounds for denial: past due or dishonored debt, the absence of a credit history, unpaid housing accounts, unpaid utility accounts.

Income. Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable. Minimum monthly income should be at least two times the applicant's rent.

Business Relationship. The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is under the influence, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.

DISCLOSURES

1. **Application Fee (May or May Not Be Refundable).** You agree to pay an application fee in the amount indicated in paragraph 3. Application fees are non-refundable except in rare instances when an application is submitted but a unit is unavailable and/or we do not run a professional screening report. Payment of the application fee does not guarantee that your application will be accepted. The application fee partially defrays the cost of screening services and administrative paperwork.
2. **Application Deposit (May or May Not Be Refundable).** In addition to any application fee(s), you also agree to pay an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be refunded under paragraph 6 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 3 or 4 of the Application Agreement.
3. **Fees Due.** Your rental application will not be processed until we receive your completed rental application (and the completed rental application of all co-applicants, if applicable) and the following fees:
 - a. Application fee (may or may not be refundable): \$_____ (per adult)
 - b. Application deposit (may or may not be refundable): \$_____
4. **Completed Application.** Your rental application for Residents and Occupants will not be considered “complete” and will not be processed until we receive the following documentation and fees:
 - a. Completed rental application for each applicant and co-applicant (if applicable)
 - b. Valid government-issued photo identification
 - c. Application fees for all applicants
 - d. Application deposit for the unit
5. **Notice To or From Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
6. **Screening Services Disclosure to Applicant.** Pursuant to MN Statute 504B.173, Lloyd Management uses the following tenant screening services:

Rental History Reports
7900 W. 78th Street, #400
Edina, MN 55439
(888) 389-4023
www.rentalhistoryreports.com

Rent Grow
400 5th Avenue, Suite 120
Waltham, MA 02451-8706
(800) 898-1351
www.rentgrow.com

Applicant Screening Criteria, upon which the decision to rent to the Applicant is based, will be applied to the information provided in this application and the information gathered from the screening report and/or background check we obtain. If we reject your rental application pursuant to Minnesota Statutes and local laws, we will notify you within 14 days of such rejection, identifying the criteria you failed to meet. We are not obligated to return your application fee or deposit except as provided in MN Statute 504B.173 and local laws.

7. **Notice Regarding Predatory Offender Information.** Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the property is located, or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections Web site at www.corr.state.mn.us.



AUTHORIZATION AND ACKNOWLEDGEMENT

AUTHORIZATION

I authorize Lloyd Management to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to my Application and Lease with Lloyd Management and to verify, by all available means, the information in this Application, including criminal background information, income and housing history, and other information reported by any state or federal agency (ex: Social Security Administration). I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility and continued participation as a qualified applicant or resident.

Payment Authorization. I authorize Lloyd Management to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments. If my check is returned by a bank or other entity for any reason, if any of my credit card or debit card payments are rejected, or if Lloyd Management is unable, through no fault of its own or their bank, to successfully process any of my ACH debit, credit card, or debit card transaction, then:

1. I (Applicant) shall pay to Lloyd Management the NSF Charge; and
2. Lloyd Management reserves the right to refer the matter for criminal prosecution.

ACKNOWLEDGEMENT

I certify that all the statements in this Application are true and complete. I authorize Lloyd Management to verify the same through any means. If I fail to answer any question(s) or give false information, Lloyd Management may reject the application, retain all application fees and deposits as liquidated damages for their time and expense, and terminate my right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover all attorney's fees and litigation costs from the losing party. Lloyd Management may at any time furnish information to consumer reporting agencies and other rental housing owners regarding my performance of my legal obligations, including both favorable and unfavorable information about my compliance with the Lease, occupancy rules, and financial obligations.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Guarantor Signature

Date





LLOYD
MANAGEMENT

135 West Lind Street
Mankato, MN 56001
P: (888) 625-5573
E: info@lloydmanagement.com

Property: _____

FOR OFFICE USE ONLY	
Bldg #/Apt #:	_____
Rent Amt. _____	Dep. Amt. _____
Move-in Date:	_____
Other:	_____

RENTAL APPLICATION

Today's Date: _____ When do you wish to move in? _____ How many bedrooms do you need? _____

Applicant #1: Name (first, middle, last): _____ Date of Birth: _____
(mm/dd/yy)

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Social Security or Individual Taxpayer ID #: _____ Email Address: _____
(SSN) (ITIN)

Applicant #2: Name (first, middle, last): _____ Date of Birth: _____
(mm/dd/yy)

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

SSN/ITIN: _____ Email Address: _____ Relationship to Applicant 1: _____

OTHER OCCUPANTS RESIDING WITH YOU:

Name	Relationship to Applicant #1	SSN/ITIN	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANDLORD REFERENCES/CRIMINAL BACKGROUND:

Provide two years of housing history. If additional space is needed, use a separate piece of paper.

Applicant #1: Company/Name of Present Landlord/Manager: _____ Rental Period: _____ to: _____

Landlord's Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Rent Amount: _____

Have you been evicted in the past three years? _____ If yes, explain, _____

Have you been convicted of a felony in the past five years? _____ If yes, explain, _____

Applicant #2: Company/Name of Present Landlord/Manager: _____ Rental Period: _____ to: _____

Landlord's Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Rent Amount: _____

Have you been evicted in the past three years? _____ If yes, explain: _____

Have you been convicted of a felony in the past five years? _____ If yes, explain: _____

AUTOMOBILES:

#1 Make: _____ Model: _____ Year: _____ Lic. No.: _____ /St: _____ Color: _____

#2 Make: _____ Model: _____ Year: _____ Lic. No.: _____ /St: _____ Color: _____



EMPLOYMENT & OTHER INCOME:

Applicant #1: Company Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Approximate Annual Income: _____ Length of Employment: _____

Other Income Source: _____ Approximate Annual Income: _____

(Social Security, Child Support, Alimony, Etc.)

Applicant #2: Company Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Approximate Annual Income: _____ Length of Employment: _____

Other Income Source: _____ Approximate Annual Income: _____

(Social Security, Child Support, Alimony, Etc.)

IN CASE OF EMERGENCY:

Applicant #1: Contact: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant #2: Contact: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Do you own an animal? Yes No If yes: Pet Service/Assistive Animal type: _____

Before we can process your rental application, it is necessary that you provide accurate and complete information.

Resident selection standards: All applications are screened by a member of Lloyd Management staff before acceptance. The following screening criteria will be applied uniformly to all applicants and will form the basis of final acceptance of this application:

1. Criminal background check and credit report
2. Comments from prior landlords
3. Comments from present landlords
4. Comments from other references

Lloyd Management will not discriminate against any person because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, sexual orientation, familial status, or disability.

Applicant hereby understands and represents:

1. That this application is complete and contains all material facts.
2. Applicant hereby gives full authority and permission to verify the information herein with the business and personal references stated.
3. Application represents the statements and information set forth herein are true, correct and complete and understands that Lloyd Management will rely on said information in order to make a decision of whether or not to rent to the applicant.
4. Lloyd Management, at its option, may investigate and verify such information before and after renting to the applicant.
5. Applicant agrees that if he/she rents, such rental may be cancelled by Lloyd Management in the event that any statement or information furnished by the applicant in this application is false.

Applicant #1: _____ Date: _____

Applicant #2: _____ Date: _____

