

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: _____



Property Name: _____

Minnesota Housing D#: _____

Part I – Applicant/Tenant Income Certification (to be completed, signed, and dated by Head of Household)

You have applied for or currently reside in a rental housing unit located in a property that received or will receive financing from Minnesota Housing. This financing requires us (owner/property manager) to rent units to households with annual incomes that do not exceed certain limits at initial occupancy. If you receive state or federal rental assistance, your income may not be required to fall within these limits. The following information is necessary to determine eligibility. Note that future increases to your income will not affect your occupancy; income eligibility needs to be met only once.

Head of Household: First Name: _____ Last Name: _____

Number of persons who will live in the unit: _____

Total gross annual household income of all household members: \$ _____

I certify to the best of my knowledge that the above information is true and correct.

Signature of Head of Household

Printed Name of Head of Household

Date

Part II – Unit and Rent Information (to be completed by owner/property representative)

Unit #: _____ Number of bedrooms: _____ Move-in date: _____

 Household does not/will not receive project-based or tenant-based federal or state rental assistance or Housing Support (formerly Group Residential Housing): **OR**
 Household receives/will receive project-based or tenant-based federal or state rental assistance or Housing Support. Enter the name of the rental assistance program: _____

Date rental assistance begins/began: _____

1. Amount of monthly rent tenant is responsible to pay: \$ _____

2. Amount of monthly utility allowance for tenant-paid utilities: \$ _____

3. Amount of monthly charges (in addition to rent) that are not optional: \$ _____

4. Amount of monthly rental assistance: \$ _____

Total Rent (add lines 1 through 4 above and enter total): \$ _____

Part III – Owner/Property Representative Certification

I certify that this household is eligible to occupy a _____ program-assisted unit in accordance with the Minnesota Housing loan documents that financed this property.

Signature of Owner/Property Representative

Printed Name

Date

Completed forms must be made available to Minnesota Housing upon request. Retain completed forms in tenant file.

Instructions: Print the names of each household member signing this form.	

Minnesota Housing Finance Agency (“Minnesota Housing”) is asking you to supply information that relates to your application to occupy, or continue to occupy, a unit in the following property (“Property”):

Some of the information you are being asked to provide to Minnesota Housing may be considered private or confidential under the Federal Privacy Act of 1974 and the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13. Section 13.04(2) of that law requires that you be notified of the matters included in this Disclosure Statement before you are asked to provide that information to Minnesota Housing. The owner of the Property (“Owner”) may also ask you to supply information that relates to your application. The Owner’s request for information is not governed by the Minnesota Government Data Practices Act.

- Minnesota Housing is asking for information that is necessary for the administration and management of a State or Federal program to provide housing for low- and moderate-income families. Some information may be used to establish your eligibility to initially occupy, or continue to occupy, a unit in the Property and/or to receive either State or Federal rental assistance. Some information may be used to assist Minnesota Housing and its contractors for research purposes and the evaluation and management of some of the programs it operates.
- As part of your application, you are asked to supply the information contained in each of the following attachments that are checked with an “X” (all checked boxes apply):
 - Attachment 1: For Units Assisted with Section 8, Section 236, Section 202, or Section 811
 - Attachment 2: For Units Assisted with Housing Tax Credits, Section 1602, Bond Funded NCTC or Bond Funded LMIR First Mortgages, MARIF, HOWPA, HOME, or NHTF.
 - Attachment 3: For Units Assisted with Deferred Loan Programs (other than MARIF, HOPWA, HOME, or NHTF), Non-bond Funded NCTC or LMIR First Mortgages, or Apartment Renovation Mortgages

NOTE: Each attachment has two parts: Part A and Part B.

- The information asked for under Part A of the checked Attachment(s) may be used by Minnesota Housing to establish your eligibility to occupy a unit in the Property or to receive State or Federal

rental assistance. If you refuse to supply any portion of the information asked for under Part A of the checked Attachment(s), you may not qualify for initial or continued occupancy of a unit in the Property or for receipt of State or Federal rental assistance.

4. The information asked for under Part B of the checked Attachment(s) will help Minnesota Housing evaluate and manage some of the programs it operates and supplying this information will be very helpful to Minnesota Housing. Your failure to provide any of the information asked for under Part B of the checked Attachment(s) will not affect whether or not you qualify for initial or continued occupancy of a unit in the Property or for State or Federal rental assistance.
5. The Owner may also ask for information to determine whether or not it will rent a unit in the Property to you. Supplying or refusing to supply any information requested by the Owner will not affect a decision by Minnesota Housing, but could affect the Owner's decision of whether it will rent a unit to you. The determination by the Owner is separate from Minnesota Housing's determination and Minnesota Housing does not participate, in any way, in the Owner's decision.
6. All of the information that you supply to Minnesota Housing will be accessible to staff of Minnesota Housing and its contractors and may be made available to staff of the Office of the Minnesota Attorney General, the United States Department of Housing and Urban Development, the United States Internal Revenue Service, and other persons and/or governmental entities who have statutory authority to review the information, investigate specific conduct, and/or take appropriate legal action, including but not limited to, law enforcement agencies, courts, and other regulatory agencies. The information may also be provided by Minnesota Housing to the Owner's management agents of the Property.
7. This Disclosure Statement remains in effect for as long as you occupy a unit in the Property and are a participant in the program(s) identified in #2, above.

I was (We were) supplied with a copy of and have read this Minnesota Housing Finance Agency Government Data Practices Act Disclosure Statement and the Attachment(s) identified in #2, above.

Head of household, spouse, co-head, and all household members age 18 or older must sign below:

Applicant/Tenant Signature	_____	Date	_____
Applicant/Tenant Signature	_____	Date	_____
Applicant/Tenant Signature	_____	Date	_____
Applicant/Tenant Signature	_____	Date	_____

Attachment 1

For Units Assisted with Section 8, Section 236 Section 202, or Section 811

Part A

1. Household composition, legal name(s), age(s), and relationship to the head of household of all household members.
2. Applies to Section 8, Section 236, and Section 202 only: Declaration of citizenship or legal non-citizenship of all household members (does not apply to Section 811)
3. Social Security Number disclosure of all household members
4. Date of birth of all household members
5. Elderly, disabled, or handicapped status of affected members of your household (for program eligibility and/or program allowances)
6. Custody of minor children
7. Student status
8. Housing preferences by program or statute
9. Employment or unemployment status
10. Amount and source of all earned and unearned income of all household members
11. Type, value, and income derived from all household assets
12. Type, value, and income derived from all household assets disposed of for less than fair market value within the past 2 years
13. Participation in self-sufficiency programs
14. Medical expenses (for program allowances)
15. Handicap assistance expenses (for program allowances)
16. Childcare expenses (for program allowances)
17. Need for reasonable accommodation for any member of the household
18. Need for assistive animal and/or devices
19. Credit and criminal history background data of all adult household members
20. Disclosure of the use, sale, distribution, or manufacture of illegal drugs of any adult household members
21. Disclosure of convictions of the use or illegal distribution or manufacture of illegal drugs or controlled substances
22. Disclosure of convictions of a felony or misdemeanor (other than a traffic violation)
23. Disclosure of lifetime registration as a predatory sex offender of any adult household member
24. Disclosure of a pattern of alcohol abuse of any adult household member that would interfere with other tenants' rights
25. Disclosure of receipt of previously received government housing subsidy
26. Disclosure of termination of housing assistance for fraud, non-payment of rent or utilities, or failure to cooperate with recertification procedures
27. Current and previous residency

Part B

1. Race
2. Ethnicity
3. Gender

Attachment 2

For Units Assisted with Housing Tax Credits, Section 1602, Bond Funded NCTC or LMIR First Mortgages, MARIF, HOPWA, HOME (HOME Rental Rehabilitation, HOME Targeted, and HOME Affordable Rental Preservation) or NHTF

Part A

1. Household composition, *legal name(s), date(s) of birth, and relationship to the head of household of all household members
2. Amount and source of all earned and unearned income of all household members
3. Source, type, value, and income derived from all household assets
4. Type, value, and income derived from all household assets disposed of for less than fair market value within the past 2 years
5. Disabled or handicapped status of members of your household (for program eligibility, if applicable)
6. Current and/or previous housing history (for program eligibility, if applicable)

**For purposes of reporting to Minnesota Housing under HOPWA, participant names may be coded for confidentiality.*

Housing Tax Credits, Section 1602, or bond funded NCTC or LMIR also require:

- Student status of household members and, where applicable, evidence that student household meets Internal Revenue Code Section 42 or Section 142 (bond) eligibility

HOME also requires (where applicable):

- Student status of household members and evidence of HOME student eligibility

MARIF also requires:

- Receipt of public assistance and/or rental assistance
- Social Security Number or Alien Registration of MARIF-eligible household member
- Evidence of current or recent Minnesota Families Investment Program (MFIP) participant. "Recent MFIP participant" means a family who left MFIP for reasons other than disqualification from MFIP due to fraud no more than twenty-four (24) months prior to the family's application for tenancy in a MARIF unit, and whose income at the time of application is equal to or less than 160% of the federal poverty level for the family's size

Part B

1. Race
2. Ethnicity
3. Gender
4. Social Security Number or Alien Registration
5. Disability or mobility impaired status

Attachment 3

For Units Assisted with Deferred Loan Programs (other than MARIF, HOPWA, HOME and NHTF), Non-bond Funded NCTC or LMIR First Mortgages, or Apartment Renovation Mortgages

Part A

1. Household composition including number of adults, number of children, and legal name of the head of household
2. Gross annual household income
3. Current and/or previous housing history (for program eligibility, if applicable)
4. Dates of birth of all household members (for program eligibility, if applicable)

Part B

1. Date of birth of the head of household
2. Race of the head of household
3. Ethnicity of the head of household
4. Gender of the head of household
5. Disability or mobility impaired status of household members
6. Main source of income of the head of household