

Dear Apartment Applicant,

We take pride in our apartment communities and in meeting our management goals. We actively seek good 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 all 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 because we sincerely believe personally and as a company, 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 this 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 earnest 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 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 3.5 times the monthly rent for apartments where heat is not included, and 3 times the monthly rent for apartments where heat is included. 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 taking 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.

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 making application at our apartment community. We sincerely hope that you will make your home with us for many years to come.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

RENTAL APPLICATION FOR \_\_\_\_\_  
(Property Name)

INDIVIDUAL APPLICATIONS MUST BE COMPLETED FOR EACH OCCUPANT OVER THE AGE OF 18.  
MISLEADING OR FALSIFICATION OF INFORMATION IS GROUNDS FOR DENIAL

| OCCUPANT INFORMATION |               |                        |              |                   |
|----------------------|---------------|------------------------|--------------|-------------------|
| Applicant Full Name  | Date of Birth | Social Security Number | Phone Number | Work Phone Number |

|   |               |
|---|---------------|
| List all names and ages of occupants who will be living with you: | Email Address |
|---|---------------|

|   |     |    |   |     |    |
|---|-----|----|---|-----|----|
| Do any members of your household smoke? | Yes | No | Do any members of your household own a pet? | Yes | No |
|---|-----|----|---|-----|----|

| CURRENT / MOST RECENT PERMANENT ADDRESS |      |       |     |                       |
|---|------|-------|-----|-----------------------|
| Address/Apt. #                          | City | State | Zip | Monthly Rent/Mortgage |

|                    |                                 |                                  |               |                |
|--------------------|---------------------------------|----------------------------------|---------------|----------------|
| Dates of Occupancy | Own<br><input type="checkbox"/> | Rent<br><input type="checkbox"/> | Landlord Name | Landlord Phone |
|--------------------|---------------------------------|----------------------------------|---------------|----------------|

| PREVIOUS PERMANENT ADDRESS |      |       |     |                       |
|----------------------------|------|-------|-----|-----------------------|
| Address/Apt. #             | City | State | Zip | Monthly Rent/Mortgage |

|                    |                                 |                                  |               |                |
|--------------------|---------------------------------|----------------------------------|---------------|----------------|
| Dates of Occupancy | Own<br><input type="checkbox"/> | Rent<br><input type="checkbox"/> | Landlord Name | Landlord Phone |
|--------------------|---------------------------------|----------------------------------|---------------|----------------|

| INCOME               |               |            |           |
|----------------------|---------------|------------|-----------|
| Applicant's Employer | Position Held | Supervisor | How Long? |

|                  |                |   |
|------------------|----------------|---|
| Employer Address | Employer Phone | Gross Monthly or Hourly Income/Hours Per Week |
|                  |                | \$  |

| OTHER SOURCES OF INCOME (Include all sources of income you want considered in this application) |                         |
|---|-------------------------|
| Source(s)   | Gross Monthly Income \$ |

| GUARDIANSHIP/ POWER OF ATTORNEY   |  |  |  |
|---|--|--|--|
| Do you have a Guardian, Power of Attorney (POA), or designated agent (Accountant, Bank, or Financial Planner) who will be responsible for providing rent on your behalf?      Yes      No      (Circle One) |  |  |  |

| EMERGENCY CONTACT |               |       |
|-------------------|---------------|-------|
| Name              | Email address | Phone |

|         |              |
|---------|--------------|
| Address | Relationship |
|---------|--------------|

| LEGAL PROCEEDINGS   |     |    |              |
|---|-----|----|--------------|
| Have you ever been evicted or have eviction proceedings ever been instituted against you? | Yes | No | (Circle One) |
| If yes to the above question, 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 understand a Social Security number must be provided by at least one applicant residing in the household. I, therefore, 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 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. 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.

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 _____ |
|--------------------------|------------|