

# Bethel Steensland House

15 W. Gorham Street

Madison, WI 53703

[SteenslandHouse@Bethel-madison.org](mailto:SteenslandHouse@Bethel-madison.org)

## Application Processing Criteria

### Income Criteria

- Applicant(s) must gross from all income sources 2.5 times the amount of rent. Co-signer's income must be 3.5 times the rent amount.
- Applicant must have enough income to support outstanding debts, in addition to the rent and regular expenses.
- Emergency savings to cover two to three months expenses is preferred.
- Proof that for the previous two years applicant has paid equal or more than the same rent, under the same set of circumstances, and that it was the same or lower ratio to your legal verifiable income.
- Self-employed applicant must include a copy of their 1040 tax form.

### Credit Criteria

- Excessive late payments and excessive outstanding collections are not acceptable.
- All collections must be paid or show proof that payments are being made.
- Minimum credit score of 570.
- No bankruptcy in the last year.
- If total personal obligations exceed 50% of income, the application will be denied.

### Housing Criteria

- No evictions in the last two years.
- Limit of two 5-Day Notices in the last two years.
- Repeated disturbance of the neighbors peaceful enjoyment of the area is unacceptable.
- Damage to the previous property beyond normal wear and tear is unacceptable.
- All previous housing providers must be paid in full, no payment plans.
- Two years satisfactory housing required, not including student housing or residing with relatives.

Applicant understands housing, employment, references and credit may be checked. If an applicant receives an income subsidy, the applicant must provide verification when turning in the application. Applicants with lack of income, credit or housing experience shall provide a co-signer to guarantee the financial obligations of the lease.

I, \_\_\_\_\_ have read and understand the criteria above.

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## Resident Qualifying Policies & Criteria

Dear Applicant,

The historic Steensland House apartments, operated by the Bethel Steensland Housing Board, believe in providing quality service and a safe, clean environment for our residents. Therefore, we have established consistent procedures for review of rental applications. We ask that each prospective tenant fill out a complete application for tenancy. Each application is thoroughly reviewed, and accepted or rejected based on the criteria listed below and detailed on the reverse side. Please read this information and application carefully.

### Application policies and criteria

All prospective tenants will be informed of the availability of apartments, tenant selection criteria and rental policies. Each prospective tenant will be provided an application for tenancy. Please read all the information carefully. If you have questions, feel free to ask. We are an equal opportunity housing provider and we will accept the first qualified applicant to meet the following criteria.

1. Each applicant to reside in the apartment must fill out an application completely.
2. A complete application: If a line is not filled out (or the omission explained satisfactorily), the application will be rejected. Falsified applications will be rejected.
3. A three bedroom unit has a maximum of three occupants, and the four bedroom unit has a maximum of four occupants.
4. Identification: A government issued photo ID (e.g. Drivers License) is required at the time you apply for an apartment.
5. Verifiable housing history and references: Friends and family are not considered acceptable housing references. List this living arrangement, but you will probably require a co-signer to be accepted for the apartment.
6. Verifiable adequate income, mostly positive credit history and an acceptable criminal background check are required.
7. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the complex or property will be denied.
8. A co-signer is only accepted when there is a lack of income, credit or housing experience.

We appreciate your interest in becoming a resident in the Steensland House Apartments. If you have any questions please contact [SteenslandHouse@Bethel-Madison.org](mailto:SteenslandHouse@Bethel-Madison.org).

Sincerely,

**Bethel Steensland House**  
**15 W. Gorham Street, Madison, WI 53703**  
[SteenslandHouse@Bethel-madison.org](mailto:SteenslandHouse@Bethel-madison.org)

Application Form

Are you applying for  Unit 1 (1<sup>st</sup> floor 3 bed/1 bath)  Unit 2 (2<sup>nd</sup> floor 4 bed/1 bath)  Unit 3 (3<sup>rd</sup> floor 3 bed/1 bath)

Expected move in date \_\_\_\_\_ Rent \_\_\_\_\_ Deposit \_\_\_\_\_ Is parking desired?  Yes  No

First Name \_\_\_\_\_ Mid. Int. \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Alter. # \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Are you a US Citizen?  Yes  No If no, Passport # and County \_\_\_\_\_

Date of Current Occupancy \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Do you  Rent  Own  Other: \_\_\_\_\_

Landlord or Management Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

**PREVIOUS RESIDENCE (2 full years history required)**

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Do you  Rent  Own  Other \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

Landlord or Management Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

**INCOME SOURCES (Proof may be required)**

Current Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Occupation \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Salary \_\_\_\_\_

Additional/Previous Employment \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Occupation \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Salary \_\_\_\_\_

Other Income Sources (provide verification)

\_\_\_\_\_ Amount (per month) \_\_\_\_\_

**STUDENT INFORMATION**

School Name \_\_\_\_\_ Program \_\_\_\_\_

Graduation Date \_\_\_\_\_  Grad  Undergrad  Full-time  Part-time

**ROOMATE INFORMATION**

1. \_\_\_\_\_ DOB \_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ DOB \_\_\_\_\_ Relationship \_\_\_\_\_

(if Unit #2) 3. \_\_\_\_\_ DOB \_\_\_\_\_ Relationship \_\_\_\_\_

**REFERENCES:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Has an eviction ever been filed against you or someone you were living with at the time?  Yes  No

Have you been asked to leave any of your pervious apartments?  Yes  No

Have you ever been convicted of a crime involving violence to persons or property?  Yes  No

Have you been convicted of an drug-related offenses?  Yes  No

Have you ever declared bankruptcy?  Yes  No

**APPLICANTS WITH LACK OF INCOME, CREDIT OR HOUSING EXPERIENCE MAY REQUIRE A CO-SIGNER, please name a possible co-signer:**

Co-Signer's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**A \$50 application fee** (Check payable to Bethel Steensland). This amount will be credited to your security deposit, if application is accepted. If application is denied, cost of the credit report is deducted. If application is withdrawn, no refund will be given. In order to reserve an apartment once the application is approved, the following steps must be taken: 1) The security deposit must be paid. 2) A signed lease must be completed and filed. THIS APPLICATION IS NOT A RENTAL AGREEMENT, CONTRACT, OR A LEASE. ALL APPLICATIONS ARE SUBJECT TO APPROVAL BY MANAGEMENT. Signing this application gives landlord authority to do housing, employment, criminal, financial, credit and public records check to process the application. I, the undersigned, hereby acknowledge that I have read and understood this application, and that all information that has been submitted, including the information listed on this application, is true and correct. *Any false statements or omissions are grounds for immediate application rejection or future termination of any lease signed pursuant to this application.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_