



## RESIDENTIAL RENTAL APPLICATION

Please review our applicant screening criteria. If you feel you meet the criteria, please apply. Note that we provide equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age, or ancestry.

**APPLICATION:** One fully completed application must be received from each adult (18 years of age or older) who is applying to rent this property. If the application is not fully completed or sufficient explanations are not provided to explain the omissions from your application, you may be denied.

**PERSONAL IDENTIFICATION:** Two forms of identification are required along with each application. One form of identification must contain a photo of the applicant.

**RENTAL HISTORY:** It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you previously owned property rather than renting, you must provide references from your mortgage company as well as proof of title ownership of transfer.

**INCOME:** We must be able to verify independently the amount and stability of your income such as through paycheck stubs, employer contact or tax records. If self-employed you will need to provide a business license, tax records, bank records, and/or a list of client references. If rent assistance is accepted at the property, your assistance amount will be included when determining the amount of your income. We will not accept applicants who have a monthly income of less than three times the rental amount.

### YOU WILL BE DENIED RENTAL IF:

1. You misrepresent any information on the application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.
2. You have been convicted of any drug-related crime, violent criminal activity, or any other criminal activity that threatens the health, safety, and the right of peaceful enjoyment of the property by others, within the last five years.
3. You have had a money judgement taken against you within the last five years which has not been satisfied.
4. Your credit report shows that you have accounts that are past due. Should you have an account that is only minimally past due you may still be accepted as long as you have a reasonable explanation for the late account. Accounts past due more than sixty (60) days will not be accepted.
5. If an eviction action has been filed against you within the past five years, regardless of the outcome, you will be denied rental.
6. Previous landlords report significant complaint levels of noncompliance activity such as: repeated disturbance of the neighbor's peaceful enjoyment of the area; reports of gambling, prostitution, drug dealing, or drug manufacturing; reports of violence of threats to landlords or neighbors; allowing persons not on the rental agreement to reside on the premises; failure to give proper notification when vacating the property.
7. Reports from a prior landlord that they would not rent to you again because of your behavior as a tenant, including the behavior of your pets, guests, or others allowed on the property during your tenancy.

I understand that a copy of the Rental Agreement, Nonstandard Rental Provisions, and Rules and Regulations are available for my review prior to my completing the application or paying any earnest money.



## UNIT INFORMATION (To be Completed by Landlord)

Address \_\_\_\_\_ Unit No \_\_\_\_\_

Monthly Rental Amount \_\_\_\_\_ Security Deposit Amount \_\_\_\_\_

Earnest Money \_\_\_\_\_ If your application is accepted the earnest money will be applied to your rent or security deposit. If you withdraw your application before it is accepted or denied, the earnest money will be returned to you by the end of the next business day. If you withdraw your application after we have accepted you, certain deductions may be made from it as set forth in ATCP 134.05 of the Wisconsin Administrative Code.

## PERSONAL INFORMATION

Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Prior Names Used \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_ Driver's Lic. No. \_\_\_\_\_

Pets (Number and Kind) \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No

Do you smoke?  Yes  No

OTHER OCCUPANTS (Full Name)	RELATIONSHIP	DATE OF BIRTH	SOC. SEC. NO.
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

## RENTAL HISTORY

Have you ever had an eviction action filed against you?  Yes  No

Current Address \_\_\_\_\_ How Long? \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Rent Amount \_\_\_\_\_

Previous Address \_\_\_\_\_ How Long? \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Rent Amount \_\_\_\_\_

## EMPLOYMENT HISTORY

Current Employer \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Monthly Income \_\_\_\_\_

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

Other Employer \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Monthly Income \_\_\_\_\_

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

## OTHER SOURCES OF INCOME

List any additional income to be considered – verification required \_\_\_\_\_

\_\_\_\_\_

## AUTOMOBILES AND OTHER VEHICLES

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

**NOTICE: You may obtain information about sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public/> or by phone at 877-234-0085.**

The rental of this property is limited to the use and occupancy by the individuals listed above without any right to sublet any or all of the property. Tenant may request in writing within seven days after delivery of the rental unit a list of physical damages or defects, if any, charged to the previous tenant's security deposit.

I enclose the non-refundable sum of \$25.00 per applicant or married couple as a processing fee.

**I understand that if I have misrepresented any information on this application that my application will be denied.**

I authorize Landlord to conduct a background check, including but not limited to the following: (1) contact any individuals and/or businesses listed above and verify all of the information provided in this application before, during, and/or after my tenancy; (2) obtain a copy of my consumer credit report; and (3) conduct a criminal background check. **Please Note:** Landlord is using public records provided by third parties to determine your eligibility to rent. Landlord cannot vouch for the accuracy of the records as they have no control over such records. It is the responsibility of the applicant to check the accuracy of their own public records.

I acknowledge being furnished copies of the Rental Agreement, Rules & Regulations, and Nonstandard Rental Provisions. I agree to sign the Rental Agreement, Rules & Regulations, and Nonstandard Rental Provisions prior to taking occupancy of the unit.

**I certify that all of the information provided in this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE: A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES AND THE SECURITY DEPOSIT CANNOT BE USED FOR THE LAST MONTH'S RENT.**