

## STANDARD RENTAL APPLICATION AND AGREEMENT TO LEASE

Apartment address \_\_\_\_\_ Lease term from \_\_\_\_\_ to \_\_\_\_\_  
 Rent \_\_\_\_\_ Pet Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ Pet Deposit \_\_\_\_\_  
 Utilities: Paid by Landlord \_\_\_\_\_ Paid by Resident \_\_\_\_\_

**Persons to occupy apartment**

*Please use full legal name with middle initial*

**Date of birth Social Security # Email Address**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

Do you have a pet? \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ lbs.  
 (must provide verification of current vaccinations prior to move-in)

**Housing references**

Present address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Monthly rent or mortgage \$ \_\_\_\_\_  
 Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**Employment**

Present employer (primary applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 How long employed? \_\_\_\_\_ Position \_\_\_\_\_ Your work phone \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Gross monthly income \$ \_\_\_\_\_

Present employer (co-applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 How long employed? \_\_\_\_\_ Position \_\_\_\_\_ Your work phone \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Gross monthly income \$ \_\_\_\_\_

**Automobiles**

Make of auto \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License plate no. \_\_\_\_\_  
 Make of auto \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License plate no. \_\_\_\_\_

**In case of emergency, please notify:**

name	address	relationship	phone
name	address	relationship	phone

**Additional applicant background:**

- What is your driver's license number? \_\_\_\_\_ State \_\_\_\_\_
- Have you ever filed for bankruptcy? yes \_\_\_ no \_\_\_
- Has a civil judgment ever been filed against you? yes \_\_\_ no \_\_\_
- Have you ever been convicted or charged with a crime? yes \_\_\_ no \_\_\_  
 If yes, explain \_\_\_\_\_
- Will the number of occupants increase in the next 12 months? yes \_\_\_ no \_\_\_
- Have you ever been asked to vacate or been evicted from a rental unit? yes \_\_\_ no \_\_\_
- Have you ever been late on any rental or mortgage payments? yes \_\_\_ no \_\_\_  
 If yes, how many times? \_\_\_\_\_
- Have you given your current landlord proper notice? yes \_\_\_ no \_\_\_

**Disclosures and Requirements:**

According to State of Wisconsin Statutes, the following disclosures are required prior to entering into a rental agreement and/or prior to accepting earnest money or a security deposit.

**Applicant acknowledges:**

- that check given for security deposit shall serve as receipt of payment;
- that copies of proposed lease and applicable lease addendum's have been made available for inspection by applicant;
- that applicant had been advised of name and address of person authorized to receive rent, manage and maintain premises who can be readily contacted, and an owner or agent and address within the state who is authorized to receive rent, make receipt for notices and demands, and at which the process can be made in person;
- that applicant has been advised that residents have seven days after beginning tenancy to inspect the dwelling unit and notify landlord of any damages or defects existing prior to beginning of tenancy;
- that applicants have been advised of utility charges not included in rent;
- being advised that there are no uncorrected building and housing code violations for which the landlord has received notice from code enforcement authorities and which affect the dwelling unit and common areas;
- being advised that the premises contain no conditions adversely affecting habitability;
- having been advised that security deposits may be withheld for tenant damage, waste, neglect of premises or nonpayment of rent or utility services for which landlord becomes liable.

Receipt of earnest money deposit in the sum of \$\_\_\_\_\_ paid by \_\_\_\_\_ is hereby acknowledged; deposit to be returned if application is not approved; if approved, this sum to be applied to security deposit and/or first month's rent. If applicant decides not to enter into rental agreement after application approval, you will forfeit your deposit subject to Wisconsin Statutes 704.29. Applicant consents to routine inquiry of references and credit agencies to provide applicable information to process this application and later for renewal and collection purposes concerning applicant's character, creditworthiness, reliability, and income amount. Applicant also agrees to allow landlord to disclose information regarding this rental to those requesting such information at landlord's discretion. Applicant acknowledges receipt for all applicable application disclosures (reverse side), such rules or regulations or lease addendum as may apply. This application is subject to approval of landlord or landlord's agent. Applicant certifies that information given to landlord in this application is true and correct and that any omissions or inaccuracies are grounds for termination of this application or lease agreement that is entered into based on this application information.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**DALE CREEK APARTMENTS  
RENTAL APPLICATION  
APPROVAL CRITERIA**

We are working with our community to maintain quality in the neighborhood. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing other residents are being screened with equal care. Please review the following list of criteria. If you feel you meet these standards, please apply.

**Equal Housing:** This community does not discriminate on the basis of race, color, age, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.

**Identification:** All visitors must present a current photo ID issued by a state or government authority (i.e. State Issued Driver's License, State Issued Photo Identification Card, current Passport, current United States Military ID card, or VISA issued by US Immigration and Naturalization Services) A copy of all applicants' photo IDs will be made and retained at time of application.

**Occupancy:** No more than two people per bedroom may occupy the apartment, unless there are special circumstances approved by Landlord. Infants up to twenty-four (24) months old are not considered for occupancy purposes.

**Application for Residency:** An Application for Residency must be completed and maintained for each applicant who has reached the age of majority under state law, which in most states is 18 years or older, and each must be listed as a leaseholder. Application fees, if applicable, will be collected before an application may be processed.

**Qualifying Standards:** Landlord (or designates) may conduct a thorough review of applicant, including personal interviews with applicant's current and/or prior landlord(s), employer(s), and/or others with whom applicant is acquainted. These inquiries may include information regarding applicant's character, general reputation, personal characteristics, mode of living, credit report, and criminal background. Landlord may attach a summary of applicant's rights under the Fair Credit Reporting Act to applicant's application.

**Rental History:** All applicants must have a minimum of one year verifiable, positive rental or mortgage history for review by landlord in landlord's discretion. No more than 2 late payments in a 12 month period will be accepted. Prior evictions, abandonment, or any outstanding balance owed to a prior landlord due to evictions, abandonment, damages, or rent due will be considered poor rental history. Money due for early termination must be paid in full and all other history verified as positive prior to approval. Up to 24 months of rental history may be verified on present and previous residence. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

**Credit History:** Dale Creek Apartments may investigate and verify credit history. Landlord evaluates credit history information with a scoring method that weighs the indicators of future rent payment performance, but Landlord retains the right to reject an application no matter an applicant's ultimate scoring. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report but not be told the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application.

**Income:** Applicants must have a verifiable gross monthly income source meeting the minimum income requirements for the apartment being leased which is currently determined by multiplying the monthly rent by two and a half months (subject to change in landlord's discretion). Applicants must have a current verifiable income source. Acceptable income verification required may include but may not be limited to most recent pay stubs, a notarized letter from the employer, most recent W2, social security, disability, pensions or proof of assets equal to 2 times the lease term. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Students must provide proof of financial aide or attain an approved Lease Guarantor. In instances where sufficient income requirements cannot be met, this community may elect to accept pre-paid rent or a Lease Guarantor.

**Lease Guarantors:** This community MAY OR MAY NOT permit guarantors. Please contact the leasing professional for this communities' policy. A Lease Guarantor and/or additional Security Deposit may be required upon evaluation of rental application(s). Lease Guarantors may be accepted for income qualification purposes only and must reside in the USA. Lease Guarantor must qualify based not only on the proposed rent amount for the applicant's apartment, but must provide proof of income equal to or greater than the total of three times the combination of the proposed rent plus their own housing obligation. A Lease Guarantor will be fully responsible for the rent obligations of the Lease Agreement if the occupying resident(s) defaults.

**Non US or US Citizens without a SSN or ITIN:** Applicants must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in the US). The lease end date can not extend past the

date the applicants are approved to be in the US. Applicants must pay one (1) month's additional deposit equivalent to one (1) month's "market" rent. Applicants must also provide proof of verifiable income.

**Criminal Background Check:** Applicants, occupants and/or Lease Guarantors may be declined in the event there is a prior criminal history. However, Landlord does not guarantee or represent residents and/or occupants currently residing at the community qualify under the criminal background criteria required by the residency application. Dale Creek Apartments maintains a strict policy prohibiting registered sex offenders from residing within our communities. This community reserves the right to investigate lists of registered sex offenders in any manner including online, in newspapers or by contacting state agencies. A criminal background check will be run on all applicants. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees the lease may be terminated in the event the applicant, after moving onto the property, fails to satisfy the criminal background criteria.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

**Renters' Insurance:** Approved applicants are required to obtain and maintain a policy of personal liability insurance which provides limits of liability to third parties in an amount not less than \$50,000 per occurrence. Tenant agrees to maintain, at Tenant's sole expense, during the term of the Lease and any subsequent renewal periods, a policy of personal liability insurance satisfying such requirements. Tenant will provide Landlord with written proof of compliance on or prior to the beginning of the term of the Lease, and from time to time thereafter upon Landlord's request.

**Notification:** Applicants will be informed of the status of their application by telephone within five (5) business days (Mon – Fri) from submitting the application and the required processing fee. If the applicant is declined, the applicant will be given an adverse action letter with information to contact First Advantage SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

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Applicant Signature

Management Representative Signature

Date: \_\_\_\_\_

Rev. Date: 9-4-09



## Employment History Verification

Please assist us in processing the credit application for \_\_\_\_\_ by providing us with the following information. Please fax the completed form back to us at 414-423-1617 at your earliest convenience. Thank you very much for your prompt response!

I, \_\_\_\_\_ grant Dale Creek Apartments permission to obtain information related to my employment history.

Applicant signature \_\_\_\_\_

### TO BE COMPLETED BY EMPLOYER

Rate of Pay & Frequency: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Position: \_\_\_\_\_

Is position Full Time, Part Time or Temporary? \_\_\_\_\_

Number of Hours if Part Time: \_\_\_\_\_ End Date if Temporary: \_\_\_\_\_

Name of Person Verifying: \_\_\_\_\_

Position of Person Verifying: \_\_\_\_\_

Date Verified: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

*Thank you again for your assistance!*

**Rental History Verification**

Please assist us in processing the credit application for \_\_\_\_\_ by providing us with the following information. Please fax the completed form back to us at 414-423-1617 at your earliest convenience. Thank you very much for your prompt response!

I, \_\_\_\_\_ grant Dale Creek Apartments permission to obtain information related to my rental history for the following address: \_\_\_\_\_

Applicant signature \_\_\_\_\_

**TO BE COMPLETED BY LANDLORD**

Rental Rate \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Number of Late Payments: \_\_\_\_\_ NSF's: \_\_\_\_\_

Was proper notice given? \_\_\_\_\_

Current Balance Due: \_\_\_\_\_

Describe any lease violations or evictions filed: \_\_\_\_\_

Number of Residents: \_\_\_\_\_ Pets: \_\_\_\_\_

Are they eligible to re-rent? \_\_\_\_\_

Name of Person Verifying: \_\_\_\_\_

Position of Person Verifying: \_\_\_\_\_

Date Verified: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Thank you again for your assistance!**