



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 _____

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, actual costs and damages incurred will be deducted from deposit. Deposits may also be withheld as compensation for lost rent if landlord makes reasonable efforts to mitigate rental loss in accordance with 704.29 Wisconsin Statutes. 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 _____

STANDARD APPLICATION APPROVAL GUIDELINES

It is the policy of Continental Properties Company, Inc. to lease apartments to the public on a non-discriminatory basis, without regard to race, religion, color, sex, handicap, familial status, or national origin. To this end, all applications are screened on like standards. Specifically, we require the following for acceptance:

1. Evidence of potentially permanent income in excess of three times the monthly rent.
2. Proof of current address.
3. If applicable, verification from current or most recent landlord that your rent is paid on time, that you are not in violation of your lease, and that you have submitted a Notice to Vacate per the terms of your lease agreement.
4. A "clean" credit report.
 - No unpaid accounts with a 9 rating.
 - No accounts in active collections.
 - No unpaid liens.
 - You have not declared bankruptcy in the last two years. Applicants who have declared bankruptcy over two years ago must show clean credit since declaring, provide landlord with final discharge documentation, and give an additional security deposit equaling one month's rent over and above the standard security deposit required.
5. A "clean" criminal report
 - No Felony convictions
 - Any conviction that would be determined to be detrimental to our residents or to the community

The apartment you have chosen will be taken off the market with a signed application **and** deposit **only**. Your deposit will be applied to your security deposit.

If your application is approved and you decline to rent the apartment, you will forfeit your deposit subject to Wisconsin Statute 704.29.

If your application is not accepted by Continental Properties Company, Inc., your deposit will be refunded.

Additional applicant background:

- What is your drivers 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 of a felony? 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.