|  |  |  |
| --- | --- | --- |
|  | Landlord: | Landlord’s contact information: |
|  | Stoughton Arms, LLP  (Lincoln Ave & Stoughton Arms Apt.) | Mailing Address: 2364 Jackson Street #141, Stoughton, WI 53589 |
| Office/Maintenance 608-873-3259, Fax 800-620-1656 |
|  | Lee Apartments, LLC (Richmond Hills) | Mailing Address:1703 Whispering Pines Way, Fitchburg, WI 53713 |
| Office/Maintenance 608-221-4025, Fax 608-226-8777 |
|  | The Pines of Fitchburg, LLC  (Whispering Pines) | Mailing Address:1703 Whispering Pines Way, Fitchburg, WI 53713 |
| Office/Maintenance 608-271-6700, Fax 800-620-1656 |

|  |  |
| --- | --- |
| Desired date of occupancy: | Desired length of occupancy: |
| How did you hear about us? | |

**APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name: | | Date of Birth: |
| Social Security #: | | Driver's License #: |
| Email Address: | | Home Phone #: |
| Work Phone #: | | Cell Phone #: |
| Current Employer: | | How long: |
| Position: | | Annual Income: |
| Supervisor: | | Supervisor Phone #: |
| Other Income sources & Monthly Amounts: | | |
|  | | |
| Emergency Contact Name: | | |
| Their Address: | | |
| Relationship: | Home Phone #: ( ) | |

##### RENTAL HISTORY

|  |  |
| --- | --- |
| **Present Address:** | |
| How long at present address: | Reason for moving: |
| Current rent payment: | Management Company Phone #:: |
| Landlord's Name: | Management Company Fax #: |
| **Prior Address:** | |
| How long at prior address: | Reason for moving: |
| Rent payment: | Management Company Phone #: |
| Landlord's Name: | Management Company Fax #: |

**OTHER OCCUPANTS INFORMATION** (if applicable)

|  |  |
| --- | --- |
| No. of occupants: | |
| Name | Adult (must fill out separate application) Minor Child |
| Name | Adult (must fill out separate application)  Minor Child |
| Name | Adult (must fill out separate application)  Minor Child |
| Name | Adult (must fill out separate application)  Minor Child |

VEHICLES

|  |  |  |
| --- | --- | --- |
| Vehicle Make: | Vehicle Model: | License plate #: |
| Vehicle Make: | Vehicle Model: | License plate #: |

**MISCELLANEOUS QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever filed bankruptcy YES NO | | Ever been convicted of a felony? YES NO | |
| Ever been evicted? YES NO | | Ever failed to pay rent on time?YES NO | |
| had bedbugs in the last year?YES NO | | Do you smoke inside? YES NO | |
| Do you have a checking Account? YES NO  Current Balance: $ | | | |
| Do you have a savings Account? YES NO  Current Balance: $ | | | |
| Do you have credit card(s)? YES NO  Total current minimum Payments: $ | | | |
| Do you have pets? YES NO If “YES” please complete the boxes below. | | | |
| Name | Type/Breed: | | Weight: |
|  |  | |  |
|  |  | |  |
|  |  | |  |

Rental Policies & Procedures

1. **A complete application from each adult who is to live the apartment is required.** Management reserves the right to reject any application that is incomplete, falsified or does not meet our criteria. Proof of identity may be required.

**2. Occupancy Standards:** No more than two persons per bedroom.

**3**. **Income Criteria:**

**A.** Must include all sources of income

**B.** Income must be legally verifiable

**C.** Monthly income must be continuous to satisfy all months of the lease

**D.** Rent must not exceed more than 33% of gross household income

**4. Rental History:**

**A**. A minimum of one year of acceptable rental history or home ownership is required

**B.** Late payment history is grounds for denial

**C.** Housing references indicating history of noise complaints, lack of cleanliness inside or outside will also be grounds for denial

**D**. History of eviction will be grounds for denial

**5**. **Credit History:** There must be a good history of acceptable credit. Judgments, tax liens, loan defaults and open/closed collection accounts may be grounds for denial. If there is a lack of credit a Guarantor/co-signer may be allowed.

**6**. **Guarantor** (**Co-signers):** Must have acceptable credit and sufficient income to guarantee the applicants financial obligations to the rental unit and to the property. Rental Application Policies and Procedures apply to Guarantor as well as to Applicant. Guarantor has no rights to occupy the dwelling or have access without written consent from the Applicant.

**7. Background Checks:**  Will be done on every Applicant. Criminal activity is grounds for denial if circumstances of the offense bear a substantial relationship to tenancy and if permitted by law.

**8. Pet Policies (policies very with different properties):**

**A**. No snakes or exotic animals

**B**. No rodents except caged hamsters or guinea pigs

**C**. Cats and dogs may not be allowed, and if allowed, restricted in numbers

**D**. Cats should be fixed and declawed

**E**. Dogs, if allowed, should always have tags and be on leashes

**F.** Visiting pets are not allowed

**G**. A monthly pet fee and/or deposit may apply

**H**. Pet references are required

**9. Security Deposits:** Security deposit is required after application has been approved.

**10. Cash Policies:** Cash is not an acceptable form of payment. Personal checks, cashier’s checks, money orders are accepted. Some properties may accept credit and debit cards and/or allow for automatic recurring transfers from a bank account.

**This Application is not a lease agreement and does not guarantee you will be approved for a rental unit. This application will not be considered valid unless it has been signed and completed in full with no omissions. If something doesn’t apply to you please write not applicable (N/A) in the space provided. All residents over the age of 18 must fill out a separate application.**

Landlord does not discriminate against any applicant on the basis of an illegal purpose including, race, color, religion, sex, national origin, age, disability or family status. Such discrimination as the sole basis of refusal to rent is illegal throughout the United States. Local or State laws may provide additional protected classes from discrimination. You can call the U.S. Department of Housing and Urban Development (HUD) at 1-800-424-8590 to ask questions about discrimination.

Notice of sex offender Registry- 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 telephone at (608) 240-5830.

I represent that the information provided in this Application is true and correct to the best of my knowledge.

I understand that this Application is not a rental agreement and that this Application does not create any obligation on the Landlord.

I understand that the information provided might be used by Landlord to determine whether to accept this Application. I authorize Landlord to verify all the information given in this application, including banking and personal references and employment information provided.

I also authorize Landlord to perform a credit check and a criminal history check. I consent to the release of information relating to my credit and any and all the information provided in this application. Proof of information accuracy may be required.

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Applicant's Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

**Office Use Only**

|  |  |
| --- | --- |
| Unit Applied For: | Proposed Rent: $ |
| Specials: | Security Deposit: $ |
| **Verified**: Monthly Income $\_\_\_\_\_\_\_\_\_\_\_\_ Current Tenancy Previous Tenancy Credit Background | |
| Notes: | |