

**Application for Residency**

Date: \_\_\_\_\_ Property/Style \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Garage/Pet Fees: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Requested Date of Lease Start/Move in: \_\_\_\_\_ to \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Applicant's E-mail: \_\_\_\_\_

<b>Applicant's Legal Name:</b>			Date of Birth	Driver's License #	Social Security No.*
Last Name,	First,	Middle			
<b>Other Individuals to Occupy Unit: (Include Minors)</b>			Date of Birth		
Last Name,	First,	Middle			
Last Name,	First,	Middle			
Last Name,	First,	Middle			
<b>Housing Reference Information (Please fill in last 3 residences)</b>					
Current Street Address:			Lease Dates:	Monthly Payment:	
City, State, Zip:			Management Co:	Office Phone No:	
Previous Street Address :			Lease Dates:	Monthly Payment	
City, State, Zip:			Management Co:	Office Phone No:	
Previous Street Address:			Lease Dates:	Monthly Payment:	
City, State, Zip:			Management Co:	Office Phone No.	
<b>Employment Information</b>					
1) Employer Name:		Gross monthly Income:	Position:	Company Phone No:	
Address of Employer:			HR or Contact Name:	Dates of Employment:	
2) Employer Name:		Gross monthly income:	Position:	Company Phone No:	
Address of Employer:			HR or Contact Name:	Dates of Employment:	
<b>Additional Sources of Income: Please provide proof of income or contact name &amp; number to verify</b>					
Source:		Contact Name & Phone # to Verify:		Monthly Amount:	
Source:		Contact Name & Phone # to Verify:		Monthly Amount:	
<b>Automobile Information (for vehicles to be parked on site)</b>					
Make and Model:		Year:	License Plate State and No:	Color:	
Make and Model:		Year:	License Plate State and No:	Color:	
<b>Pet Information</b>					
Type of Animal Pet 1:			Type of Animal Pet 2:		
<b>Additional Questions</b>					
Do you smoke? Yes [ ] No [ ]		If you were referred to us by one of our residents, please give us their name & address:			
Have you ever been evicted? Yes [ ] No [ ]		If Yes, Please Explain:			
Have you ever filed bankruptcy? Yes [ ] No [ ]		If yes, in process or discharged?			
Have you ever been convicted of a felony? Yes [ ] No [ ]		If yes, explain:			
Have you ever had an infestation of bedbugs or roaches? Yes [ ] No [ ]		If yes, explain:			
<b>Disclaimers, Permissions and Signature</b>					
The applicant consents to a routine inquiry of references, credit agencies and public records. These inquiries will provide pertinent information concerning the applicant's character, credit worthiness, criminal record and reliability. At applicant's request, management will advise if a credit report is requested and the name and address of the credit reporting agency. *Disclosure of an applicant's Social Security Number (SSN) is voluntary, and housing may not be denied solely on the grounds of refusal to supply the SSN. However, this application may not be successfully processed without the inclusion of your (SSN). <i>Do you wish to receive written notification/explanation if your application is denied?</i> Yes [ ] No [ ]					
This application is subject to the approval of this Company and its agents. This is not a rental agreement. False, inaccurate or incomplete information may result in the rejection of the application or the rescission of approval once granted.					
It is the policy of this company that all persons shall have an equal opportunity for housing as defined by federal, state and local open housing laws. This includes prohibiting discrimination on the basis of race, color, religion, national origin, gender, gender or genetic identity, mental illness or physical condition, familial or marital status, ancestry, age, lawful source of income, sexual orientation, arrest/conviction record, less-than-honorable military discharge, physical appearance, political beliefs, student status, social security number disclosure, citizen status, or victim of domestic abuse, sexual assault or stalking.					
I hereby authorize agents of this Company to contact any person, bank or company listed above for the purposes of ascertaining my ability to pay rent, and to determine my reliability as a tenant. I specifically authorize contact with any current or past employer or landlord.					
Signature of Applicant:			Date:		

## Application Policy

This Company is strongly committed to providing quality service and a safe, clean environment for its residents. To that end we have established consistent procedures for review of Residency Applications. It is our policy to have each prospective tenant fill out a complete form. Each application is thoroughly reviewed, and accepted or rejected based on the criteria below. Incomplete, inaccurate or falsified applications will be rejected. Applicants who do not meet the established criteria will be rejected. Please read this information and the application carefully. All prospective tenants will be informed of availability of units that correspond to their inquiries, and provided an Application for Residency. We will also supply, at applicant's request, a copy of the lease form and all associated addenda.

### Application Criteria and Guidelines

- There is no application fee, and no Earnest Money required.
- Each adult (18 years of age and older) applying for residency must complete an application.
- We will not hold any unit during the application process and make no guarantee that an apartment will be available as applications are processed as received. Applicants approved first will have first choice of apartments. Once an application is approved, applicant has 3 days to accept an apartment and sign a lease. Considerations may be given if applicant cannot sign a lease in the allotted time.
- To be approved, applicant(s) must supply verifiable information to meet the following criteria:
  1. *Proof of Employment* or other documented income or assets to support the ability to pay the rental commitment. (See Income Standard Disclosure, below.)
  2. *Positive Credit History* showing responsibility for honoring commitments and a strong history of payment of bills as well as a viable debt-to-income ratio. We do not depend solely on the FICO number.
  3. *Housing References* from current and/or previous landlord/management entity or mortgage holder or company to establish a housing history.
  4. *Criminal Background* free of issues and behaviors that could put the property, the community or its residents and staff at risk of damage, harm or adversely affect the reputation of same.
- Management reserves the right to reject any application that is incomplete, falsified or unverifiable. The application does not constitute a contract for rental.
- Management reserves the right to modify the criteria or to adjust acceptable limits and requirements to meet those criteria subject to prevailing market factors.
- Disclosure of an applicant's Social Security Number (SSN) is voluntary, and housing will not be denied solely on the applicant's decision to withhold their SSN. However, processing and approval of an application may be delayed or be impossible without the SSN.
- In compliance with Equal Housing Law, none of the following factors will be considered to assess the qualifications of an applicant: race, color, national origin, gender, gender or genetic identity, religion, age (over 18), family status, marital status, mental illness, physical condition, lawful source(s) of income, ancestry, sexual orientation, physical appearance, political belief, military discharge, student status, social security number disclosure, citizen status, victim of domestic abuse, sexual assault or stalking, or arrest/conviction record (excluding applicants who have certain conviction record of offenses that would cause a reasonable person to have a justifiable fear for the safety of other residents or employees).
- Management will make reasonable effort to check and verify application information in as prompt a manner as possible, but cannot be responsible for delayed processing or approval due to unavailability of, lack of response from, or failure of cooperation from reference sources.
- Middleton Shores and Heathercrest Apartments do not approve applications of persons with an eviction record or persons who owe money to a landlord.
- Cosigner may be considered to make up for inadequate income or lack of housing references; however, it will not substitute for bad credit or negative housing references.

### Minimum Income Standard Disclosure

As a part of the prospective resident screening process, we use a Minimum Income Standard as a guideline. Applicants must provide reliable, demonstrable evidence of a monthly gross income equivalent to three (3) times the rent on the unit for which they are applying.

Acceptable forms of reliable, demonstrable evidence of ability to pay would include:

- Employment reference(s) willing to disclose or verify amount of income claimed on the application.
- Letter or other proof of Offer of Employment from a new employer, including compensation to be received.
- Pay stubs/wage statements from the two (2) most recent payrolls.
- Proof of government assistance, student aid or similar (only if it is to be considered as income for this purpose).
- Original bank statement(s) showing current balance in savings or checking account(s).
- For acceptability of other forms, please check with Management

### Community Occupancy Standard

We hereby establish the following Standard of Occupancy for this Community:

- One-bedroom apartments                      Maximum of two (2) individuals + 1 child under 5 years of age
- Two-bedroom apartments                      Maximum of four (4) individuals + 1 child under 5 years of age

For information concerning sex offenders in nearby communities, please visit the sex offender registry at <http://widocoffenders.org> or contact the Wisconsin Department of Corrections at 608-240-5000.