

APPLICATION FOR RESIDENCY & POLICY STATEMENT

1. A **COMPLETE application** from each adult is required. Management reserves the right to reject any application that is incomplete, falsified, or does not meet the following criteria. This unit will be available until the first qualified applicant(s) signs the lease.
2. **EARNEST MONEY DEPOSIT/CREDIT CHECK FEE:** A \$110.00 earnest money deposit must accompany each application from each adult. There is a \$10.00 non-refundable credit check fee. If your application is not accepted, the \$100.00 earnest money will be returned to you. If your application is accepted the \$100.00 will be applied towards the security deposit. Balance of security deposit is to be paid in full at time of lease-signing. **NO REFUNDS WILL BE GIVEN AFTER AN APPLICATION HAS BEEN ACCEPTED.**
3. **ID REQUIRED.** A driver's license or other government issued identification card with a photo is required. ID will be photocopied.
4. **CREDIT HISTORY:** Applicant(s) credit report shall reflect a habit of prompt payment of debts and no unsatisfied judgements or collections. A co-signer Guarantor may be required in the absence of required credit report.
5. **RENTAL HISTORY.** A good past housing reference will be required. It shall include; a) a record of timely payment of rent, b) record of abiding by management rules; c) record of not disturbing other residents; d) record of showing respect for property.
6. **INCOME REQUIREMENTS:** Applicant shall not pay more than $\frac{1}{4}$ of their monthly income for rent. In exceptional circumstances, such as not other debts, payments, credit record of prompt payment of all debts, $\frac{1}{3}$ of monthly income for rent may be considered. In the absence of appropriate income, a co-signer may guarantee rental payments by signature in person, on lease. Co-signer shall qualify by virtue of credit reference and record of timely payment of debts.
7. **CRIMINAL BACKGROUND CHECKS WILL BE RUN ON ALL APPLICANTS:** Anyone with a criminal record in the past 10 years will be denied. No person will be accepted for residency who has a record of: a) disturbance of neighbors, b) violence to persons or destruction of property, c) a drug related crime, d) the manufacture or distribution of a controlled substance or is a user of a controlled substance. Revelation of such use of an illegal substance shall be grounds for eviction.
8. **OCCUPANCY:** No more than two persons per bedroom or no more than three unrelated persons may occupy a unit unless the unit is a licensed rooming house. This policy shall be applied consistently to All qualified applicants, regardless of their membership in any protected class.

NOTICE: 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.offender.doc.state.wi.us/public/> or by phone at 608-240-5830