



Applicant Screening Criteria

Date: _____

READ CAREFULLY BEFORE STARTING APPLICATION

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We are working to make sure that people do not use rental units for illegal activity. Therefore, we use screening procedures to evaluate each prospective tenant to whom we rent. These procedures are listed below. Reasons why an application may be rejected are also listed.

Please review our list criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunities and do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age, or ancestry.

APPLICATION We must receive one completed Rental Application from each adult (18 years of age or older) applying. If the completed application contains any omissions (not satisfactorily explained), it will be returned to you.

PERSONAL IDENTIFICATION We require two forms of identification. A photo ID and one other type of ID to be presented with your completed application.

RENTAL HISTORY It is your responsibility to provide us with the information necessary to contact your past landlords. We have the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned, rather than rented, your previous home, you will need to furnish mortgage company references and past title ownership or transfer.

INCOME We must be able to verify independently the amount and stability of your income. (For example: through payroll of employer/source contact, or tax records. If self-employed: business license, tax records, bank records, or a list of client references.)

YOU WILL BE DENIED RENTAL IF:

1. You misrepresent any information on the application. If misrepresentations are found after agreement is signed, your rental agreement will be terminated.
2. In the past three years, you have had a conviction for any type of crime, including manufacture or distribution of controlled substances, that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the premises.
3. Your credit check shows accounts that are not current. For example, occasional credit records showing payments within 59 days past due could be acceptable, provided you can justify the circumstances. Records showing payments past 60 days or a judgment against you for financial delinquency are not acceptable.
4. If you have been evicted during the past two years for late or non-payment of rent or for behavior that includes disturbances, threatening other persons, damaging an apartment or other reason, your application will be rejected. If a previous landlord reports such behavior, your application will be rejected.
5. Previous landlords report significant complaint levels of noncompliance activity such as: repeated disturbance of neighbors peaceful enjoyment of the area; reports of gambling, prostitution, drug dealing, or drug manufacture; violence or threats to landlords or neighbors; allowing persons not on the rental agreement to reside on the premises or failure to give proper notice when vacating the property.
6. Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of you, your pets, or others allowed on the property during your tenancy.

EARNEST MONEY DEPOSIT There is earnest money deposit required that is conditionally refundable. If you are accepted, earnest money will be applied to your security deposit (or rent). If you withdraw your application after you have been accepted, certain deductions, allowed by law, may be made.

You may review a copy of the rental agreement and all written rules and regulations before you complete this application or pay earnest money.

I have read and understand the screening criteria.

Signature

Date

Signature

Date



Rental Application

Date: _____

All information on this application must be completed.

***You will be denied rental if you misrepresent any information on this application.
If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.***

ONE APPLICATION FOR EACH ADULT APPLICANT (18 YEARS OF AGE OR OLDER)

PERSONAL INFORMATION

Applicant's Name _____ Date of Birth _____ Phone Number _____

Soc. Sec. No. _____ Driver's Lic. No. _____ State _____

Other Residents	Date of Birth	Soc. Sec. No.

RESIDENT'S HISTORY

Present Address _____ How long? _____

Present Landlord _____ Landlord Phone _____

Reason for Moving? _____ Rent _____

(Complete if less than one year at present address)

Previous Address _____ How long? _____

Previous Landlord _____ Landlord Phone _____

Reason for Moving? _____ Rent _____

EMPLOYMENT INFORMATION

Employer _____ Starting Date _____

Address _____

Position Held _____ Monthly Income _____

Supervisor _____ Phone _____

Other Employment, Employer _____ Starting Date _____

Address _____

Position Held _____ Monthly Income _____

Supervisor _____ Phone _____

CREDIT REFERENCES

Bank _____ Type of Account _____

Bank _____ Type of Account _____

Credit References (auto loans, personal loans, credit cards)

Monthly Payment _____
Monthly Payment _____
Monthly Payment _____
Monthly Payment _____

OTHER INFORMATION

Automobiles and Other Vehicles

Make and Type _____ Year _____ Color _____ Lic. No. _____

Make and Type _____ Year _____ Color _____ Lic. No. _____

Make and Type _____ Year _____ Color _____ Lic. No. _____

Do you have any pets? _____ If yes, what type and how many? _____ Do you own furniture? _____

In case of personal emergency, notify:

Name _____ Phone _____ Relationship _____

Address _____

Name _____ Phone _____ Relationship _____

Address _____

I hereby apply for rental of premises described as: _____
_____ Date Required _____

Term of rental _____, _____ to _____, _____

Monthly Rental \$ _____ Security Deposit \$ _____

I enclose the sum of \$ _____ (not to exceed \$20) which is non-refundable fee for a Consumer Credit Report. My rental of said premises is to be limited to use and occupancy by family of size and description above without any right my part to sublet all or any of said premises.

I enclose herewith \$ _____, which will be forfeited, as provided by law, if you accept this application, and I not take the _____. Said deposit to be returned to me if this application is not accepted. Said deposit apply on the first month's rent if consummated. I hereby certify that all statements made above are correct.


My rental of said premises is to be limited to use and occupancy by family of size and description above without any right on my part to sublet all or any of said premises. **I authorize you to contact any references that I have listed.**

The applicant acknowledges being furnished copies of the Resident Lease and Rules & Regulations for inspection. The Applicant agrees to sign the completed Lease and Rules and Regulations before taking occupancy of the premises.

Signature of Applicant

Date

NOTE: A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES, AND SAID SECURITY DEPOSIT CANNOT BE USED FOR THE LAST MONTH'S RENT.



Landlord's Credit Exchange

A subsidiary of Mortgage Reports, Incorporated

RENTAL CREDIT REPORTS

4577 North 124th Street • Butler, Wisconsin 53007 • (414) 783-5025 • FAX: (414) 790-2846

INDIVIDUAL RELEASE AUTHORIZATION

Name _____

Home Address _____

City _____ State _____ Zip _____

Social Security No. _____ Date of Birth _____

Complete this section ONLY if criminal record check is requested

Sex: Male Female Race: Asian Black Hispanic White Other

- In connection with my rental application, I understand that a prospective landlord may request information as to my credit history, criminal records, tenancy habits and income source, along with explanations for termination of past rental agreements.
- I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau or landlord to furnish the information described above in Section 1 to LANDLORD'S CREDIT EXCHANGE, a subsidiary of Mortgage Reports, Inc.
- According to the "Fair Credit Reporting Act", I am entitled to know if tenancy is denied because of information obtained by my prospective landlord from a consumer credit reporting agency. If so, I will be notified by the landlord and will be given the name of the agency or the source of the information.
- Any signed document transmitted by telephone facsimile (fax) shall have the same binding and legal effect of an original document. The signature of any individual upon a faxed document shall be considered an original signature.
- I am the person named above and I understand that federal law provides that a person who obtains information from a consumer reporting agency under false pretenses shall be fined not more than \$5,000 or imprisoned not more than one year or both.
- I understand that I will receive a copy of this report and I hereby authorize LANDLORD'S CREDIT EXCHANGE to release a copy of this report to the prospective landlord listed below. I understand that you will provide a copy of this report to:
Landlord Name _____
Address _____
City _____ State _____
Zip _____ Attn: _____
Today's Date _____
Signature _____
- I hereby authorize payment for these services in the amount of _____ to be charged to my credit card (fill out information below).

MasterCard

Visa

Credit Card No. _____

Expiration Date _____ / _____
month year

Name of Issuing Institution _____

Signature _____

SERVING THE MIDWEST RENTAL MARKET FOR OVER 20 YEARS

Phone: (414) 783-5025 Fax: (414) 790-2846 Toll Free: (800) 236-5311 Toll Free Fax: (888) 790-2846