

APPLICATION FOR TENANCY

PROPERTY ADDRESS /APT#:

MONTHLY RENT: \$

SECURITY DEPOSIT: \$

OCCUPANCY LIMIT:

OTHER \$: PET FEE CATS \$10/MONTH NO DOGS

RENT INCLUDES: HEAT, WATER/SEWER, HOT WATER

TENANT PAYS: ELECTRICITY, INTERNET and TV

MOVE-IN DATE:

MOVE-OUT DATE:

NAME(S) OF PERSON(S) TO OCCUPY APARTMENT:

ADULT/MINOR?

SOCIAL SECURITY/TAX ID NUMBER:

DRIVER'S LICENSE # AND STATE:

PHONE:

EMAIL:

PETS:

PRESENT ADDRESS:

LEASE DATES:

RENT \$

REASON FOR LEAVING:

LANDLORD CONTACT EMAIL/ PHONE #:

PREVIOUS ADDRESS:

LEASE DATES:

RENT \$

REASON FOR LEAVING:

LANDLORD CONTACT EMAIL/ PHONE #:

EMPLOYER/CONTACT EMAIL/CONTACT PHONE:

POSITION:

INCOME PER MONTH:

IN CASE OF AN EMERGENCY CONTACT

NAME:

ADDRESS:

PHONE NUMBERS HOME/WORK:

EMAIL:

RECEIPT OF EARNST MONEY IN THE SUM OF \$ _____ CHECK # _____ DATED _____ IS HEREBY

ACKNOWLEDGED. THIS DEPOSIT IS TO BE RETURNED IF THIS APPLICATION IS NOT APPROVED. IF APPROVED, THIS SUM WILL BE APPLIED TO THE SECURITY DEPOSIT. THE UNDERSIGNED AGREE(S) THAT THE LANDLORD SHALL HAVE UP TO TWENTY-ONE (21) CALENDAR DAYS FROM ACCEPTANCE OF THE EARNEST MONEY DEPOSIT TO APPROVE OR DENY THE RENTAL APPLICATION.

AT THE TIME OF ENTERING INTO A RENTAL AGREEMENT (WHEN THE APPLICATION IS ACCEPTED) THE APPLICANT AGREES TO SIGN THE LEASEWORK, PAY THE BALANCE DUE OF THE SECURITY DEPOSIT AND FIRST MONTH'S RENT. IF THE APPLICANT REFUSES TO ENTER INTO A RENTAL AGREEMENT AFTER THIS APPLICATION HAS BEEN APPROVED, ACTUAL COSTS AND DAMAGES INCURRED WILL BE DEDUCTED FROM THE DEPOSIT. DEPOSITS MAY ALSO BE HELD FOR LOST RENT IF LANDLORD MAKES REASONABLE EFFORTS TO MITIGATE THE LOSS IN ACCORDANCE WITH 704.29 WI STATUTES. THE APPLICANT CONSENTS TO A ROUTINE INQUIRY OF REFERENCES AND CREDIT AGENCIES. TENANT AGREES TO PAY LANDLORD THE LANDLORD'S ACTUAL COST, UP TO \$20.00, OF OBTAINING A CONSUMER CREDIT REPORT FROM A CONSUMER REPORTING AGENCY THAT COMPLIES AND MAINTAINS FILES ON CONSUMERS ON A NATIONWIDE BASIS. THIS INQUIRY WILL PROVIDE THE APPLICABLE INFORMATION CONCERNING THE APPLICANT'S CHARACTER, CREDITWORTHINESS AND RELIABILITY. APPLICANT ACKNOWLEDGES RECEIPT OF A COPY OF THIS APPLICATION WITH REVERSE SIDE DISCLOSURES AS PART OF THEREOF WHICH MAY BE APPLICABLE. TO THE BEST OF THE APPLICANT'S KNOWLEDGE ALL OF THE ABOVE INFORMATION IS TRUE. SUBMITTAL OF THIS APPLICATION BINDS THE TENANT TO THE ABOVE TERMS OF A LEASE AGREEMENT FOR THE ADDRESS, RATE AND TERM OF LISTED ABOVE IF THE APPLICATION IS APPROVED. THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE LANDLORD/AGENT.

APPLICANT _____

OPITZ MANAGEMENT INC. 502 N EAU CLAIRE AVENUE MADISON WI 53705 PHONE (608) 273-0228 opitzmanagement@gmail.com

Office is open Tuesday-Friday 2-6pm and Sat 10-noon (608) 274-7060

This agreement may be signed in counterparts and by facsimile or email and the parties shall exchange signed originals as promptly as practical. Facsimile or email copies of this Agreement, including facsimile or email copies of signatures, shall have the full force and effect of an original.

It is often helpful to attach paycheck stubs or award letters so that we can better verify your income

APPLICATION CRITERIA

A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER. A STATE OR FEDERALLY ISSUED PHOTO ID. WILL BE REQUIRED OF EACH APPLICANT. ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

- 1. INCOME:** Gross income per apartment must be three times the amount of rent or show reliable, demonstrable evidence of money possessed within a U.S. Financial Institution in the name of the applicant.
- 2. EMPLOYMENT:** An applicant must have current verifiable employment, which has been held for at least six months, or a verifiable source of income. School will be accepted as an alternative to employment history provided it is verifiable. Applicants who are self-employed are required to submit two years' tax returns to verify the amount of income.
- 3. CREDIT:** All applicants must provide a valid social security number. Applicants who are not permitted to have a social security number will have to supply satisfactory alternative identification. For example, a valid foreign passport or 1-10 form. We reserve the right to process a credit report on each applicant. Applicants who have significant negative credit do not meet credit requirements. Medically related credit issues may be considered.
- 4. RESIDENCY/RENTAL HISTORY:** Two years verifiable residency on current/previous address with at least 12 month's rental or home ownership.
- 5. CRIMINAL BACKGROUND:** We reserve the right to process a background check on each applicant. Applicants within two (2) years of release from incarceration, parole, probation, or paid fine, have been convicted of disturbance of neighbors, violence to persons or destruction of property, drug related crime or manufacture or distribution of a controlled substance do not meet background requirements.

6. AN APPLICATION WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- A) Having unresolved debts to a current/previous landlord/mortgagor and/or non-compliance with any terms of the**

lease/contract and/or community policies. More than two late payments of returned checks per year of residency are unacceptable.

- B) Having been evicted or currently in the process of being evicted by a landlord for a cause.
- C) Having a foreclosure within the past twelve months.
- D) Bankruptcy has been filed within the last three years, or is currently under consideration, and no final order of discharge has been entered.
- E) Falsification of information on the rental application.
- F) Having been convicted of manufacturing or distributing a controlled substance.
- G) If applicant or any other intended applicant has any type of criminal background, the applicant and all other intended occupants may be denied. The decision will depend on the nature of the crime.

7. **AGE:** Applicants must be at least 18 years of age or can show evidence of being an emancipated minor.

8. **OCCUPANCY:** Two persons per bedroom and not more than two unrelated adults in a two bedroom and no more than three unrelated adults in a three bedroom apartment and no more than four unrelated persons in a four bedroom apartment. Occupancy is restricted to those persons named in the application and rental agreement.

9. **SECURITY DEPOSIT:** The security deposit shall be equal to one months rent. We require an earnest money deposit in the amount of \$100 with the application. If an application is not accepted within 21 calendar days, the full earnest money will be immediately refunded.

10. **RENT:** All rent, deposits, and fees must be paid by check, money order or cashier's check. If the bank returns the deposit check, the application will automatically be denied.

11. **GUARANTOR:** If an applicant fails to meet at least two of the criteria listed in items 1 through 5, the following option is available. (Note: All applicants must meet items 6-10) A guarantor may be used. The guarantor must complete an application, meet all criteria and must sign all required paperwork prior to the applicant moving in and have it notarized if not signed in person.

Copies of the rental agreement and all written rules are available for review by the applicant before application and earnest money are submitted. We reserve the right to modify the criteria subject to current market factors. You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin's Department of Corrections at or at 1-877-234-0085.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OURS) APPLICATION WILL BE APPROVED.

APPLICANT _____ DATE _____