

## General Information

Address or Property \_\_\_\_\_ Desired Monthly Rent \_\_\_\_\_

Bedrooms/Bathrooms \_\_\_\_\_ Desired Move-In Date \_\_\_\_\_

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## Applicant Information

*A PHOTOCOPY OF YOUR DRIVER'S LICENSE OR GOVERNMENT ISSUED ID MUST ACCOMPANY THIS APPLICATION*

Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
                    First                      Middle                      Last

Driver's License Number \_\_\_\_\_ Social Security Number\* \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Preferred Name (Optional) \_\_\_\_\_ Pronouns (Optional) \_\_\_\_\_

## Housing References

**Current Address** \_\_\_\_\_

Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_

Landlord Email (Preferred) \_\_\_\_\_

**Previous Address (Most Recent)** \_\_\_\_\_

Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_

Landlord Email (Preferred) \_\_\_\_\_

**Previous Address** \_\_\_\_\_

Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_

Landlord Email (Preferred) \_\_\_\_\_

**Employment Information**

A MINIMUM OF TWO (2) PAY STUBS MUST ACCOMPANY THIS APPLICATION

Current Employer \_\_\_\_\_

Supervisor or HR Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Gross Monthly Income \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**Additional Income**

Source of Additional Income \_\_\_\_\_ Monthly Amount \_\_\_\_\_

Source of Additional Income \_\_\_\_\_ Monthly Amount \_\_\_\_\_

**Vehicle Information (for vehicles to be parked onsite)**

Make and Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate # and State \_\_\_\_\_

Make and Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate # and State \_\_\_\_\_

**Pets**

Pet #1 Animal Type \_\_\_\_\_

Pet #2 Animal Type \_\_\_\_\_

**Underage Occupants**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Additional Questions**

Have you ever been evicted? If yes, please explain:

\_\_\_\_\_

Have you ever filed bankruptcy? If yes, in process or discharged?

\_\_\_\_\_

Have you ever been convicted of a felony? If yes, please explain:

\_\_\_\_\_

Have you ever had an infestation of bedbugs or cockroaches? If yes, please explain:

\_\_\_\_\_

Do you smoke? Check one (1): [ ] YES [ ] NO

## Disclaimers and Permissions

Applicant consents to allow the owner, manager, or his/her/their agent (hereinafter "Landlord") to obtain credit information, public records, references, and related information regarding the applicant(s) for the purpose of determining whether or not to enter into a lease with the applicant(s). 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 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.

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 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.

Do you wish to receive written notification/explanation if your application is denied?  
Check one (1):  YES  NO

## Authorization and Signature:

Applicant hereby declares that all information provided on this Application for Residency is complete, true, and correct to the best of his/her/their knowledge. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant further acknowledges that any false or fraudulent information contained herein will void this application and terminate any rental agreement. Applicant hereby authorizes the owner, manager, or his/her/their agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to verification of current residency and employment. Applicant specifically authorizes contact with any current or past employer or landlord. .

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Applicant's Signature

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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. 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 their own 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:
  - a. Proof of Employment or other documented income or assets to support the ability to pay the rental commitment. (See Income Standard Disclosure below.)
  - b. 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. Credit score minimum of 600. No credit will be evaluated on a case-by-case basis.
  - c. Housing References from current and/or previous landlord/management entity or mortgage holder or company to establish a housing history of at least two years.
  - d. 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 or utility company.

## 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
- Two-bedroom apartments: Maximum of four (4) individuals

For information concerning sex offenders in nearby communities, please visit the sex offender registry at <https://appsdoc.wi.gov/public/> or contact the Wisconsin Department of Corrections at 608-240-5000.

