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Rental Application (One Rental application for each Applicant)			
Applicant Information			
Have you ever failed to pay rent when due? ___ YES ___ NO			
Have you ever been evicted? ___ YES ___ NO			
Name:			
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:		How long?
Landlord:			
Previous address:			
City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly payment or rent:		How long?
Landlord:			
Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Monthly Net income:	
Other Sources of Income (you do NOT have to reveal alimony, child support or spouse's annual income, unless you want it to be considered)			
Amount:	Source:	Confirmation Person:	Phone:
Emergency Contact			
Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
Names of Other Persons to Occupy Unit (list date of birth if under 18)			
Name:			Date of Birth
1.			
2.			
References			
Name:	Address:	Phone:	

PLEASE READ THIS CAREFULLY AND SIGN THIS APPLICATION

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, I shall sign a written lease or rental agreement with the landlord. I understand there is no rental agreement until the time that the lease is signed.

I acknowledge that the Manager, agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with Fair Housing Law, and to disclose material adverse facts about the property.

I was given the opportunity to review a sample lease agreement and addendums. I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.

I have read the Rental Procedure and Criteria, and have paid the \$20.00 Non-refundable Credit Report with this application, and given a copy of my current photo identification.

Signature of applicant:	Date:
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Agent's Name _____

UNIT INFORMATION

Application for Apartment/Unit _____ Monthly Rent _____ Security Deposit _____ Term _____

Procedure & Rules

\$20 NON-REFUNDABLE CREDIT CHECK FEE required with each application. Copy of your credit report will be provided upon request (Chapter ATCP 134.05).

Application required for each adult (over 18 years): applies to married couples also.

DEPOSIT: Half or full month's rent, depending on qualifications.

UNIT OCCUPANCY: No more than two unrelated (1-BR: 2persons; 2BR: 3 persons; 3 BR: 4 persons).

PROPER ID: Copies of current photo ID and Social Security card will be attached to application.

PETS: application required per pet. Monthly fees, photo ID and Veterinary Papers required. Cannot add a pet to an existing lease. Pets are NOT a protected class; Landlord may request their removal at any time!

CITY OF MADISON & FITCHBURG (Chapter 32.07): Deposits more than 50% of one month's rent receive a 5% Rent Credit per annum, for each month rent paid on time.

VEHICLES/MOTORCYCLES require tag, current plates, and in working condition. NO TRAILERS, BOATS, or MOTOR HOMES.

Applications evaluated on the following criteria

Application must be complete; missing information will result in rejection of application.

Family applicant minimum monthly income must be equal to three times the sum of the rent, parking and utilities. Income must be verifiable.

All adult applicants must have a good landlord/rental history. Two current and consecutive years of housing must be verifiable. A landlord who is a relative is not an acceptable housing reference.

All adult applicants must have good credit history and will be verified through a credit reporting agency.

Applications can be denied for history of bad check writing, civil judgments, accounts over 90 days past due, and judgments or debts for money owed to previous landlords.

Applications must agree to a Public Records Search to reflect any convictions for a felony, drug charges or any other conviction that may be considered a threat to real property or other resident's or other resident's enjoyment of the property. Sec. 31.11(5).

Processing an Application

Co-signer (a parent or guardian) may be required for persons who are being financial supported.

Landlord will verify information on application. The first qualified applicant is offered a Lease to sign.

Applications and deposits can be accepted from other applicants for the same apartment, until a Lease is signed.

If your application is denied, a letter stating the reason will be mailed to you.

An application can be processed within 24 hours. A delay may occur if a reference is not immediately available.

References for income and housing are done by fax or telephone.