

RENTAL APPLICATION

Leasing Consultant _____

LANDLORD: BRIARWICK POOL APARTMENTS, LLC; I, II, III, LLP's
Address: 9050 W. WATERFORD SQUARE SOUTH; GREENFIELD, WI 53228
Telephone: (414) 541-0760, (414) 545-8475 FAX, briarwick@briarwick.com

UNIT INFORMATION

This is NOT a lease or rental agreement.

The Undersigned hereby makes application to rent apartment /Address number _____ Move-in Date: _____

Monthly Rent \$ _____ Pet Rent \$ _____ Extra Parking \$ _____ Underground Parking \$ _____

Washer/Dryer in Unit \$ _____ Short-Term Lease Fee \$ _____

Earnest Money Paid \$ _____ Security Deposit Required \$ _____ Pet Deposit \$ _____

Lease Term _____

*** PHOTO ID AND SOCIAL SECURITY NUMBER ARE REQUIRED TO APPLY ***

APPLICANT INFORMATION

** [Each Co-Applicant (named tenant) must complete a separate Rental Application]

Name (First, Middle Initial, Last) _____ Home/Cell Phone _____

Date of Birth _____ Social Security No. _____ Driver's License No. _____

Non-working Spouse/Roommate Name _____ Home/Cell Phone _____

Date of Birth _____ Social Security No. _____ Driver's License No. _____

Emergency Contact Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____

(Minors or)

Full Names of Other Persons (Non-Applicants) to Occupy Unit:

Social Security Number:

Date of Birth:

1. _____

2. _____

3. _____

APPLICANT RENTAL HISTORY

[For the last 3 years]

CURRENT ADDRESS _____ City _____ State _____ Zip _____

Since (date) _____ Rent \$ _____ Landlord _____ Phone _____

PREVIOUS ADDRESS _____ City _____ State _____ Zip _____

How long? _____ Rent \$ _____ Landlord _____ Phone _____

APPLICANT EMPLOYER & INCOME

PRESENT EMPLOYER _____ Since (date) _____ Gross Monthly Pay \$ _____ Position _____

Phone _____ Address _____ City _____ State _____ Zip _____

Supervisor's Name _____ Supervisor's Phone _____

PREVIOUS EMPLOYER _____ Since (date) _____ Gross Monthly Pay \$ _____ Position _____

Phone _____ Address _____ City _____ State _____ Zip _____

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, the Landlord and I shall sign a written lease or rental agreement. The Landlord and I have no rental agreement until the time that the lease or written rental agreement is signed.

I have paid the earnest money deposit indicated on this application. The earnest money deposit will be applied to my security deposit or my first month’s rent if the Landlord enters into a lease or rental agreement with me. If this application is approved, and I fail to enter into a lease or rental agreement within 5-days, the earnest money, and subsequent payments may be retained to compensate the Landlord’s costs and damages, subject to the Landlord’s duty to mitigate. The earnest money and any subsequent payments will be refunded to me by the end of the next business day if: (1) this application is rejected, or withdrawn before approval; or (2) if the Landlord takes no action on this application by the end of the 21st day following the Landlord’s receipt of the earnest money.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, rental, criminal, and eviction history, and the statements made in this application, and to obtain a consumer credit report on me from a consumer-reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such reporting agency.

I acknowledge that the Manager and the 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 or rental agreement, and the Landlord’s rules and regulations. 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.

Signature of Applicant _____ Date _____

Signature of Applicant _____ Date _____

CONSENT TO BACKGROUND AND REFERENCE CHECK

I (print full name) _____ authorize Briarwick Pool Apartments, LLC; I, II, III, LLP’s investigate my credit and financial responsibility, income, rental, criminal and eviction history, and the statements made in this rental application and to obtain information about me from my credit sources, credit report, criminal report, current and previous landlords and employers and personal references.

I hereby authorize the Landlord and Manager to obtain a consumer credit report on me from a consumer-reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such reporting agency.

I authorize my credit sources, credit companies, current and previous landlords and employers and personal references to disclose to Briarwick Pool Apartments, LLC; I, II, III, LLP’s such information as may be requested.

This form may be reproduced or photocopied and a copy shall be as effective as the original that I have signed.

Signature of Applicant _____ Date _____

Social Security # _____

RENTAL APPLICATION APPROVAL POLICY

Every prospective resident over 18-years of age or older is required to complete a signed application form, submit a copy of a photo id and is subject to approval under the following procedure:

I. **CREDIT REVIEW** – Each applicant is evaluated according to the following three-part credit review:

- A. Credit Check - A credit report compiled by a professional credit-reporting agency will be obtained for each applicant.
\$300.00 - An applicant with no exceptions will qualify for the lowest security deposit amount.
1 MONTH - Up to two negative items if the applicant has some current on time credit or no previous credit or rental history.
2 MONTHS - Up to three negative items if the applicant has some current on time credit or a bankruptcy filed within 5-years of the application and proof of discharge.
DECLINE - Four negative items appearing on the credit report within 3 years of the application date will be cause for immediate decline of the application.
* Negative items consist of unpaid collection, unpaid judgments, charge-offs, foreclosures, repossessions, and any accounts that currently have delinquent payments in excess of 90-days late. Negative accounts may be cleared by paying off collection, judgments, and charge-offs or by bringing delinquent accounts current. The applicant must provide written documentation before an account will be cleared. Landlord reserves the right to make exceptions for extraordinary circumstances regarding unpaid medical bills.
- B. Previous Landlord or Mortgagee Verification – Applicants are required to supply all current and previous addresses within 3-years of application date. An inquiry will be made on the following:
1. Length of residency
 2. Timely payment of rents or mortgage
 3. Condition that dwelling was kept
 4. Problems encountered by former landlord

A landlord verification that shows negative information or excessive late payments will be cause for immediate decline of application. If applicant has had more than 2 late payments, applicant may be required to post a double security deposit. If an applicant has no previous rental or mortgage history, a security deposit equal to a minimum of 1-month's rent will be required.

C. Employment and Income Verification – the following items will be verified with an applicant's employer:

1. Occupation
2. Salary
3. Dates of Employment

If employment cannot be verified with the employer, a copy of the applicant's W-2, check stubs or tax returns will be accepted. Social Security, AFDC and interest income are accepted, but documentation from the appropriate agencies or bank statements will be required as proof of income. If the applicant is self-employed, a copy of the company's most recent income statement, which has been prepared by an accountant, will be needed. In order to qualify an applicant's monthly rent may not exceed 30% of applicant's monthly gross income. If employment or income cannot be verified, the application will be immediately declined. Housing assistance does not qualify as income and will not be accepted.

II. **CO-SIGNERS** – Co-signers will be accepted on a lease subject to the following guidelines:

- A. Applicants may use a co-signer if their credit, or income does not qualify.
- B. The co-signer must fill out an application and qualify using the same policy as previously set forth, and must have perfect credit. The co-signer must be present when the lease is signed.
- C. Students may have their parents cosign if the debt to income ratio is sufficient.

III. **EARNEST MONEY** – An earnest deposit of \$50 per apartment is required for an application(s) to be processed. Any earnest money paid by a check that is returned by a bank as uncollectible will be cause for an immediate declination of the application. An application form, which is not submitted with an earnest deposit, will not be processed and will only be held for 5-days. After this time, if the lease has not been signed all funds must be returned to the applicant.

IV. **OCCUPANCY STANDARDS** – Occupancy standards for apartments are as follows:

One-Bedroom Apartment -	2 people maximum
Two-Bedroom Apartment -	4 people maximum

Exceeding the occupancy standard is cause for immediate declination of an application.

V. **CRIMINAL HISTORY** - If an applicant has been convicted of a felony that could be considered a threat to the apartment community in the last 5 years, the application will be immediately declined. Applicants on the National Sex Offender Registry will not be accepted.

VI. Any applicant making an untrue statement or lying on the application will be declined.

ALL APPLICANTS DECLINED WILL BE MAILED A WRITTEN NOTICE STATING THE REASON FOR THE DECLINE. APPROVED APPLICATIONS WILL BE VALID FOR A PERIOD OF 5-DAYS FOLLOWING THE APPLICATION DATE.

EQUAL HOUSING OPPORTUNITY STATEMENT

This company conducts business in accordance with all federal, state, and local Fair Housing Laws. It is our policy to provide housing to all persons regardless of race, color, sex, national origin, religion, handicap, family status, age, marital status, and lawful source of income, sexual orientation, or ancestry.