

Approval of Rental Application

When approving applications we always start in the order in which they were received. The following are our guidelines:

1. The majority of your credit must be positive. Negative credit due to not having health insurance will not be considered as a negative provided the majority of the remaining bills are paid on time.
2. Positive landlord verification from your last 2 landlords.
3. Satisfactory job verification. We require at least 6 months on your existing job; previous experience in the same field may be applied toward this. Overriding circumstances such as being newly located to the Madison area or just getting done with school shall be considered.
4. Rent may not exceed 1/3 of your income before taxes and rent plus other debt may not exceed 45% of your gross income before taxes. Debt does not include utility payments.

Failure to qualify under the above specifications or failure to fill out the attached rental application fully will mean a rejected application.

Pre-Existing Damages [134.06(1)(a) 2.]

Not less than seven (7) days after the start of the tenancy, tenant may request, in writing, that the landlord provide tenant with a list of physical damages or defect, if any, charged to the previous tenant's security deposit.

- Please return this form along with your rental application -



APPLICATION FOR RESIDENCY

WE SUBSCRIBE TO ALL FEDERAL, STATE & LOCAL FAIR HOUSING LAWS

This is NOT a lease or a rental agreement.



LANDLORD: Laura Weber
P.O. Box 10
Address: Cottage Grove, WI 53527
Phone #: 608-839-4825
lauraweber@weberhomes.com

MANAGER: _____
Address: _____
Phone #: _____

UNIT INFORMATION

The undersigned hereby makes application to rent apartment _____ (Unit Number) located at _____
Monthly Rent: _____ Lease Term: _____
Security Deposit: _____ Earnest Money Paid: _____ Credit Check Fee: _____

HOUSEHOLD INFORMATION

Each Adult Applicant Must Complete a Separate Application YES _____ NO _____

Complete the following information for each household member that will occupy the unit at the time of move-in and throughout the term of the lease. **APPLICATION MUST BE COMPLETED IN FULL. FALSIFICATION OF INFORMATION IS GROUNDS FOR DENIAL.**

NAME: First, Middle, Last	M/F	Social Security Number	Driver's License Number	Birthdate: Month/Day/Year

WHERE CAN YOU BE REACHED? Daytime Phone #: _____ Evening Phone #: _____

YES NO

- _____ 1. Do you expect any additions to the household within the next 12 months? Name & Relationship: _____
- _____ 2. Have you, or any other person named on this application, ever been convicted of a crime related to disturbance of neighbors, destruction of property, drug-related felonious criminal activity or violence to persons or property? Explanation: _____
- _____ 3. Do you have or do you anticipate having any pets? Explanation: _____
- _____ 4. Do you owe past due rent or other monetary obligations to your current landlord or a previous landlord?
- _____ 5. Do you wish to receive a written explanation of denial of tenancy?

EMERGENCY CONTACT

Name: _____
Address: _____
Phone #: _____ Relationship: _____

APPLICANT'S RENTAL HISTORY

[For the Last _____ Years]

Have you ever refused to pay rent? Yes _____ No _____

Have you ever been evicted or asked to leave? Yes _____ No _____

1. CURRENT ADDRESS
 Rent: _____ From (date): _____ To (date): _____
 Landlord's Name: _____ Address: _____
 Phone #: _____ Fax #: _____
2. PREVIOUS ADDRESS
 Rent: _____ From (date): _____ To (date): _____
 Landlord's Name: _____ Address: _____
 Phone #: _____ Fax #: _____
3. PREVIOUS ADDRESS
 Rent: _____ From (date): _____ To (date): _____
 Landlord's Name: _____ Address: _____
 Phone #: _____ Fax #: _____
VEHICLE INFORMATION
 Car # 1: Primary Driver's Name: _____
 Make/Model/Yr./Color: _____
 Plate #: _____ Driver's License #: _____

 Car # 2: Primary Driver's Name: _____
 Make/Model/Yr./Color: _____
 Plate #: _____ Driver's License #: _____
APPLICANT'S INCOME/CREDIT:*Include all sources of income you want considered in this application.***PLACE OF EMPLOYMENT:** _____ How many hours per week? _____

Address: _____

How long have you been employed here? (Give dates): From _____ To: _____

Gross Monthly Income: _____ Supervisor's Name _____ Phone #: () _____

PLACE OF EMPLOYMENT: _____ How many hours per week? _____

Address: _____

How long have you been employed here? (Give dates): From _____ To: _____

Gross Monthly Income: _____ Supervisor's Name _____ Phone #: () _____

PLACE OF EMPLOYMENT: _____ How many hours per week? _____

Address: _____

How long have you been employed here? (Give dates): From _____ To: _____

Gross Monthly Income: _____ Supervisor's Name _____ Phone #: () _____

ADD ADDITIONAL EMPLOYMENT INFORMATION ON A SEPARATE SHEET IF APPLICABLE

OTHER SOURCES OF INCOME

Will you be receiving any other income that you want considered with this application (e.g., Section 8 Rental Assistance, SSI, Social Security, public assistance, W-2, alimony, child support, savings, trust funds, scholarships, or any other type of income)? If so, please provide the following information for verification.

Source of Income (Name of Agency): _____	
Address of Agency: _____	
Contact Person's Name: _____	Phone #: () _____
Amount of Income: _____	
Source of Income (Name of Agency): _____	
Address of Agency: _____	
Contact Person's Name: _____	Phone #: () _____
Amount of Income: _____	
Self Employed Applicants: If you are self employed you will need to provide the following information: Tax returns, business license, bank records and/or vendor names, with addresses and phone numbers for verification	
<i>ADD ADDITIONAL INCOME INFORMATION ON A SEPARATE SHEET IF APPLICABLE</i>	

APPLICANT'S CREDIT REFERENCES	Have you ever filed for bankruptcy? Yes _____ No _____	
Credit Reference	Address & Phone #	Type & Account Number

SIGNATURE CLAUSE

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. I have no rental agreement with the Landlord before the time of the lease signing.

I have paid the earnest money deposit and credit check fee 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, the earnest money and any subsequent payments may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. If this application is rejected or withdrawn or if no action is taken by the end of the _____ calendar day following receipt of the earnest money, the earnest money and any subsequent payments will be refunded by the end of the next business day. The credit report fee is nonrefundable.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, rental 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 warrant and represent that I am at least 18 years of age and that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties. I understand that my occupancy is contingent on meeting management's resident selection criteria.

Signature	Date
Signature	Date