

Rental Application Cover Sheet

Your Name: _____

Property Address Applying For: _____

- Completed and signed rental application**
 - all sections must be filled out, no blank or empty spaces, must have phone numbers, social security numbers, complete names, all must be legible.
- Valid PHOTO ID or Driver's License** (must be government issued picture ID, state issued or Passport)
- \$35 Application Fee Per Adult** (each applicant over age 18)
 - If paying **cash must be exact change**
 - **If paying by check, must be made payable to Prestige Property Management** (money order or cashier's check, **no personal checks**)
 - **Application fee is Non-Refundable** regardless of application status
- Proof of Income** (see below for acceptable forms of proof, must be legal and verifiable, at least 3x times the monthly rent; if rent assistance, must be 3xtimes the tenant portion for rent assistance applicants)
 - **IF Heat is included in the rent, then 2.0-2.5times the rent amount.**
- Minimum 5-year rental history**
- Minimum 5-year work history**
- No Recent Evictions (7 years)**
- Must have rental history with non-related landlords, cannot be relatives.
- If applicant is self-employed, must provide 1-2 years of tax returns.
- Office Hours 8:30AM-5:00PM Monday-Friday .

Acceptable Forms of Income Verification

- ✓ Recent paystubs or check-stubs for the last 60 days
- ✓ If self-employed, last 1-2 years of tax returns or 1099 forms
- ✓ Income Award Letters
- ✓ Divorce Decree or Other Settlement
- ✓ Child Support/Alimony Letters
- ✓ Benefit Award Letter or Proof of Award Letter
- ✓ Retirement or Pension Verification Letter
- ✓ Housing Subsidy/Housing Assistance Letter
- ✓ Rent Assistance Voucher/Housing Assistance Documents
- ✓ Veteran's Assistance/VA Pension

RENTAL APPLICATION

- Each adult applicant (18 years of age or older) must complete an application.
- Incomplete applications will not be considered.
- Your application will be denied if you misrepresent any information in this application.
- Please print legibly.
- Proof of identification is required.

Proof of Identification is required.

Date _____ Name of Landlord/Agent: PRESTIGE PROPERTY MANAGEMENT SERVICES

UNIT INFORMATION (To be Completed by Landlord)

9 Address _____ Unit No. _____

10 Monthly Rental Amount _____ Security Deposit Amount _____

11 Type of Tenancy (i.e. 12 month lease, month to month, etc.) _____

12 Utilities Included _____

PERSONAL INFORMATION

14 Applicant's Full Name _____ Date of Birth _____

FIRST MIDDLE INT. LAST

15 List any prior names _____ Soc. Sec. No. _____

16 that you have used: _____

17 Address _____ Phone _____

18 City, State, Zip _____ Other Phone _____

19 D.L. No. _____ E-mail _____

20 OTHER OCCUPANTS <i>include</i> full names.	RELATIONSHIP	DATE OF BIRTH	SOC. SEC. NO.
21 _____	_____	_____	_____
22 _____	_____	_____	_____
23 _____	_____	_____	_____

RENTAL HISTORY

25 Current Address _____ How Long? _____

CITY STATE ZIP

26 Current Landlord _____ Phone _____

27 Reason for Moving? _____ Current Rent Amount _____ / _____

28 _____

29 Previous Address _____ How Long? _____

CITY STATE ZIP

30 Previous Landlord _____ Phone _____

31 Reason for Moving? _____ Current Rent Amount _____ / _____

EMPLOYMENT HISTORY

33 Current Employer _____ Starting Date _____

34 Address _____

CITY STATE ZIP

35 Job Title _____ Gross Monthly Income _____

(before deductions)

36 Supervisor _____ Phone _____

37 Other Employer _____ Starting Date _____

38 Address _____

CITY STATE ZIP

39 Job Title _____ Gross Monthly Income _____

(before deductions)

40 Supervisor _____ Phone _____

OTHER SOURCES OF INCOME

41 _____
42 List any additional income to be considered – verification required _____
43 _____

CREDIT & FINANCIAL INFORMATION

45 Bank _____ Account No. _____ Account Type _____
46 Bank _____ Account No. _____ Account Type _____

Credit References (auto loans, personal loans, credit cards)

47 _____
48 Type _____ Name of Creditor _____ Account No. _____
49 Total Amount Owed _____ Monthly Payment Amount _____
50 Type _____ Name of Creditor _____ Account No. _____
51 Total Amount Owed _____ Monthly Payment Amount _____

OTHER INFORMATION

Automobiles and Other Vehicles

54 Make and Type _____ Year _____ Color _____ Lic. No. _____
55 Make and Type _____ Year _____ Color _____ Lic. No. _____
56 Make and Type _____ Year _____ Color _____ Lic. No. _____

57 Do you have any pets? _____ If yes, what type and how many? _____
58 Do you own furniture? _____ Do you smoke? _____
59 Have you ever been evicted? _____ If yes, please provide circumstances: _____
60 _____

Emergency Contact:

61 _____
62 Name _____ Phone _____ Relationship _____
63 Address _____
CITY STATE ZIP

NOTICE: You may obtain information about sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public/> or by phone at 877-234-0085

66 The rental of this property is limited to the use and occupancy by the individuals listed above without any right to sublet any or all of the property.
67 Tenant may request in writing within seven days after delivery of the rental unit a list of physical damages or defects, if any, charged to the
68 previous tenants security deposit.

69 I enclose the sum of \$ _____ (not to exceed \$20) for the purpose of purchasing my consumer credit report.

70 I understand that if I have misrepresented any information on this application that my application will be denied.

71 I authorize Landlord to do the following: (1) contact any individuals and/or businesses listed above and verify all of the information provided
72 in this application before, during, and/or after my tenancy, and (2) obtain a copy of my consumer credit report.

73 I acknowledge being furnished copies of the Rental Agreement, Rules & Regulations, and if applicable, any Nonstandard Rental Provisions.

74 I agree to sign the Rental Agreement, Rules & Regulations and Nonstandard Rental Provisions, if applicable, prior to taking occupancy of
75 the unit.

76 I certify that all of the information provided in this application is true and accurate to the best of my knowledge.

77 _____
78 _____
79 Signature of Applicant Date

NOTE: A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES AND THE SECURITY DEPOSIT CANNOT BE USED FOR THE LAST MONTH'S RENT.

82 **Please Note: Landlord is using public records provided by a third party service to determine your eligibility to rent. Neither Landlord, nor**
83 **the third party service, can vouch for the accuracy of the records as they have no control over such records. It is the responsibility of the**
84 **applicant to check the accuracy of their own public records.**

APPLICANT SCREENING CRITERIA

Applicant Name: _____
Print Name

Date: _____

Owner/Agent Name: Prestige Property Management Services Address of Premises: _____

The Applicant Screening Criteria below sets forth both the minimum requirements that must be met in order for your rental application to be accepted and what may cause your application to be denied. Screening criteria is used to assist in the evaluation of each rental application.

REQUIREMENTS:

1. **APPLICATION:** Each adult eighteen (18) years of age or older must complete a rental application in its entirety. Your application will be denied if all portions are not fully completed. If you misrepresent any information on the rental application your application will be denied.
2. **PERSONAL IDENTIFICATION:** You must provide two (2) forms of personal identification one of which must contain a photo. You must also provide a copy of a utility bill (or other bill acceptable to landlord) with your name and current address on it dated within the last two (2) months.
3. **RENTAL HISTORY:** You must provide contact information for both your current and prior landlord. Your application will be denied if, after making a good faith effort, your current and prior landlord cannot be contacted to verify your rental history. If your current or prior landlord report that you or your guests or invitees engaged in behavior in violation of your rental agreement including, but not limited to, disturbing the quiet use and enjoyment of the premises by other tenants and/or neighbors, allowing persons not listed on your rental agreement to reside with you, and/or failure to give your landlord proper notice prior to vacating, your application will be denied. If you previously owned a home you must provide contact information for the mortgage company, if applicable, as well as proof of ownership.
4. **PRIOR EVICTIONS:** If a judgment of eviction has been entered against you within the last five (5) years your application will be denied.
5. **INCOME:** If you are employed your income must be verifiable. You must provide contact information for any and all employers for any job that you would like to be considered. Your application will be denied if, after making a good faith effort, your employer cannot be contacted to verify your income. You must also provide acceptable written documentation including, but not limited to, a paycheck stub dated within the last 30 days or your most recent tax records. If you are self-employed you may have to provide a business license, tax records, bank records, and/or client references.
6. **FINANCIAL BACKGROUND:** Your application will be denied if a money judgment has been entered against you within the last five (5) years and you have not satisfied the judgment by paying all monies owed. Your application will also be denied if your credit report indicates that you have an account that is past due more than sixty (60) days. If you have only one minimally past due account your application may still be considered if a reasonable explanation for the delinquency is provided.
7. **CRIMINAL CONVICTIONS:** If you have been convicted of manufacturing or distributing a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. 802) your application will be denied. If you have been convicted of any other crime that shows a demonstrable risk to tenant safety and/or property within the past six (6) years your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case by case basis. You should provide any mitigating information or documentation that you would like to be considered regarding any prior conviction along with your application.

I have read and understand the above screening criteria.

Applicant Signature

Date

When To Use: This form may be given to a rental applicant and sets forth both the minimum requirements that a rental applicant must meet in order to become a tenant and what may cause the rental applicant to be denied.



PRESTIGE PROPERTY
MANAGEMENT SERVICES

Rental Application Requirements

Requirements for Consideration

- ✓ **\$35 Non-Refundable application fee per adult over the age of 18**
- ✓ **Minimum 5-year rental history**
- ✓ **Minimum 5-year work history**
- ✓ **No recent evictions (7 years)**
- ✓ **Proof of income (must be at least 3 x times the monthly rent amount; if rent assistance, must be 3 x times the tenant portion; if heat is included, must be at least 2 x times the rent)**
- ✓ **Must pass background/credit check/landlord & employer verify**
- ✓ **For self-employed applicants, must provide 2 years of tax returns or profit/loss statements, or quarterly tax filings to show income**
- ✓ **Must have rental history with non-related landlord.**

Paying the Application Fee: If paying the application fee by cash, it must be exact change. If paying by money order, make payable to Prestige Property Management. We do not accept personal checks. Application fee must be full amount, no partial payments accepted. If applying online, then the application fee and all required documents must also be submitted online.

Residential rental applicants: to **apply on-line**, visit: www.PrestigeMilwaukee.com

Commercial rental applicants: contact the office at 414-716-6270 or admin@prestigemilwaukee.com.

Status of Applications: It may take 3-5 business days for processing depending on how quickly information can be verified and responses are received. **We will only contact the selected candidate.**

Phone: 414-716-6270 or 414-914-7717

Email: admin@prestigemilwaukee.com

Website: www.PrestigeMilwaukee.com

Fax: 414-395-8772

Office Hours: Monday-Friday 8:30am – 5:00pm

Thank you for your interest in our rental units.



PRESTIGE PROPERTY
MANAGEMENT SERVICES

Property Manager Contact Information Sheet

For Rental Applicants

Prestige Property Management Services
11414 W. Park Place
Suite 202
Milwaukee, WI 53224

Online Rental Application Web-Link:

<https://prestigepropertymke.managebuilding.com/Resident/rental-application/new>

Phone: 414-716-6270

Fax: 414-395-8772

Email: Admin@PrestigeMilwaukee.com

Website: www.PrestigeMilwaukee.com

Office Hours: Monday – Friday 8:30am – 5:00pm

All properties are offered on a first-come first-serve basis to qualified approved applicants. We will only contact the selected candidates.

Note: There is no dropbox for after-hour deliveries. Money order or cashier's check should be payable to Prestige Property Management. Thank you.