

Rental Application Cover Sheet & Checklist

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 2x-3x times the monthly rent; if rent assistance, must be 2.5x-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 (combined)**
- ☐ **Minimum 5-year work history (combined)**
- ☐ **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 or Form 1099.
- ☐ Office Hours 9:00AM-5:00PM Monday-Friday.
- ☐ Application is valid for **up to 30 days** and can be used for any property listed with us.

Acceptable Forms of Income Verification

- ✓ Recent paystubs or check-stubs for the last 60 days/2 months
- ✓ 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)

Address _____ Unit No. _____
Monthly Rental Amount _____ Security Deposit Amount _____
Type of Tenancy (i.e. 12 month lease, month to month, etc.) _____
Utilities Included _____

PERSONAL INFORMATION

Applicant's Full Name _____ Date of Birth _____
FIRST MIDDLE INT. LAST
List any prior names _____ Soc. Sec. No. _____
that you have used: _____
Address _____ Phone _____
City, State, Zip _____ Other Phone _____
D.L. No. _____ E-mail _____
OTHER OCCUPANTS *include* full names. RELATIONSHIP DATE OF BIRTH SOC. SEC. NO.

RENTAL HISTORY

Current Address _____ How Long? _____
CITY STATE ZIP
Current Landlord _____ Phone _____
Reason for Moving? _____ Current Rent Amount _____ / _____

Previous Address _____ How Long? _____
CITY STATE ZIP
Previous Landlord _____ Phone _____
Reason for Moving? _____ Current Rent Amount _____ / _____

EMPLOYMENT HISTORY

Current Employer _____ Starting Date _____
Address _____
CITY STATE ZIP
Job Title _____ Gross Monthly Income _____
(before deductions)
Supervisor _____ Phone _____
Other Employer _____ Starting Date _____
Address _____
CITY STATE ZIP
Job Title _____ Gross Monthly Income _____
(before deductions)
Supervisor _____ Phone _____

OTHER SOURCES OF INCOME

List any additional income to be considered – verification required _____

CREDIT & FINANCIAL INFORMATION

Bank _____ Account No. _____ Account Type _____

Bank _____ Account No. _____ Account Type _____

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

Type _____ Name of Creditor _____ Account No. _____

Total Amount Owed _____ Monthly Payment Amount _____

Type _____ Name of Creditor _____ Account No. _____

Total Amount Owed _____ Monthly Payment Amount _____

OTHER INFORMATION

Automobiles and Other Vehicles

Make and Type _____ Year _____ Color _____ Lic. No. _____

Make and Type _____ Year _____ Color _____ Lic. No. _____

Make and Type _____ Year _____ Color _____ Lic. No. _____

Do you have any pets? _____ If yes, what type and how many? _____

Do you own furniture? _____ Do you smoke? _____

Have you ever been evicted? _____ If yes, please provide circumstances: _____

Emergency Contact:

Name _____ Phone _____ Relationship _____

Address _____

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

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. 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 previous tenants security deposit.

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

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

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

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

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

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

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.**

Please Note: Landlord is using public records provided by a third party service to determine your eligibility to rent. Neither Landlord, nor 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 applicant to check the accuracy of their own public records.

APPLICANT SCREENING CRITERIA

Applicant Name: _____

Print Name

Date: _____

Owner/Agent Name: _____ 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.