



## **Application Instructions**

In order to hold the apartment and process your application, please complete and submit the Residential Application from our website, and make an earnest payment of \$200 under, "Resident Services." This payment will be applied to your security deposit once your application is approved. All items must be submitted before the apartment will be placed on hold for you. This ensures the apartment comes off the market and cannot be held for any other applicant.

Each person 18 years of age or older must complete a separate application and provide authorization signatures on the 2<sup>nd</sup> page of these instructions. Please include either your two most recent paystubs, an offer letter, or any tax document that verifies your gross annual income.

## **Resident Selection Criteria**

**Per Wisconsin state statute 106.50, and the city of Madison General Ordinance 39.03, 700 University Bay Drive, LLC practices fair housing standards and does not discriminate against any protected class.**

**Rental Qualifications:** To qualify for rental, each adult applicant (over the age 18) to reside in the apartment must fill out an application completely.

**1. Employment Verification:** Applicant must have verifiable employment or income. We require copies of two most recent paystubs, an offer letter, or a W-2. Applicants who are self-employed, retired, or whose income is from alimony/child support will be required to show proof of income, or savings in lieu of full employment verification.

**2. Income Verification:** A gross monthly income of 3 times the monthly rent will be required. If income requirement cannot be met, a co-signer would be needed.

*Example:* If rent is \$1325, we are looking for a gross monthly income of \$3975.

**3. Positive Rental History:** At least one year of rental history (from a non-family member) within the past two years is required. No evictions within the past 5 years. No felony convictions that are housing related, including bodily injury. Repeated disturbance of the neighbor's peaceful enjoyment of the area is unacceptable. Damage to previous property beyond normal wear and tear is unacceptable. No judgements for money related to housing within the past 5 years.

**4. Criminal History:** A check of criminal history will be made on all applicants. A criminal background showing activity that threatens the health or safety of, or right to peaceful enjoyment of the premises, may be grounds for rejection of application.



### Application Authorization

I have paid Earnest Money which will be utilized towards my Security Deposit if the Landlord enters into a lease with me. If this application is rejected or withdrawn prior to approval, the Earnest money and any subsequent payments will be refunded. If this application is approved, the earnest money is not refundable.

I understand that upon approval of this application I will receive lease documents per terms agreed upon by myself and 700 University Bay Drive, LLC. Upon receipt of acceptable documents, I will return the completed and signed lease documents within five business days of receipt. The balance of the security deposit is due upon lease signing.

I hereby authorize the Landlord to investigate now, and if required, in the future my credit and financial responsibility, income, and rental history, and any of the statements made in this application, through any means available, either public or private. I further authorize the Landlord to obtain a consumer credit report from a consumer reporting agency. My performance under any Lease that I may enter into with the Landlord may be reported to such reporting agency.

I warrant and represent that all information and answers to above questions are true and complete to the best of my knowledge. I understand that providing false and/or misleading information (including omissions), now or later, will be grounds for denial of my application and/or Lease. I understand my occupancy is contingent upon meeting management's tenant selection criteria.

I understand that upon approval of this application I will need to acquire and provide proof of renter's insurance. I understand that if I do not provide this documentation before the time of my scheduled move-in to the apartment, I can be denied entry by Landlord.

As required by state law, you are hereby notified that you may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://widocoffenders.org> or by phone at (877) 234-0085

Date:

Applicant's Signature:

### Application Criteria

I have received the application approval criteria, and I understand there are fees associated with pets, parking, and storage and have received those amounts.

Date:

Applicant's Signature: