



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 2nd 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.