

NCI Holdings, LLC ~ Rental Application

PO Box 593, Prior Lake MN 55372
#612-889-6823 (Jamie – Operations Manager)

Rental Application Screening Criteria

Important: Read Criteria Before Filling out an Application

By utilizing a complete rental application screening process, we are attempting to prevent losses from future evictions, delinquencies, damages, and/or other financial damage by uncovering an applicant's credit history, rental history, income verification, criminal history, and/or information from public agencies and other information relevant to this application for a residential tenancy.

Applicant grants full authorization necessary to verify the information on application. Your application is kept confidential and is not disclosed to any other person or entity without written authorization from you. Management is a fair housing provider and will grant equal opportunity to all persons under the law.

After the application is processed we will contact you via email and mail a letter with:

- Acceptance
- Denial with Conditional Approval
- Denial

Below are the criteria that would be denied for a rental application and is what we will be checking for. Please read before filling out an application. Email with any questions if you do not understand or have a question before applying. JLBoe@nciholdings.com

Screening Criteria (Reasons an Application Would be Denied):

Rental applications may be denied from the following criteria:

1. Failure to provide complete and accurate information on your application.
2. Missing application fee
3. Missing copy of drivers license or valid photo ID
4. Credit History:
 1. Unpaid debts, judgments or unlawful detainer related only to non-payment.
5. Rental History:
 1. Eviction actions filed against you or any other occupant applying for residence.
 2. Rental history report from previous/current landlord
 3. Consistent late/unpaid rent
6. Income Verification: Inability to prove source of monthly income to qualify for property either from assistance, part-time job and/or full-time job.
 1. **Note:** In the event your application is denied due solely to a financial reason, it may be possible at the discretion of Management to obtain approval with a co-signer or additional security deposit. Co-signers are required to meet all income requirements. Co-signers are also held legally responsible of the terms and conditions of the lease.
7. Criminal History:
 1. Any convicted crimes against people, property, sex, violence and/or drugs within the past 7 years will be disqualified regardless of severity of offense.
 1. Sex offenders and registered sex offenders will be disqualified regardless of length of time.
 2. For a list of the types of crimes and lengths since offense that would be denied or accepted, please email for additional criteria. JLBoe@nciholdings.com

If Your Rental Application is Denied:

You will receive an email and letter from Management on reason for denial. You will have 60 days to contact Rental Research Services (#952-935-5700) to obtain a free copy of your report. To request a copy of the report, please send a written request to (Please include a copy of your government-issued photo identification and a sample signature with your request) or, feel free to email your request to:

ConsumerRelations@rentalresearch.com.

RRS Consumer Relations

7525 Mitchell Road, Suite 301

Eden Prairie, MN 55344

By signing below, I am agreeing to the screening criteria and have no questions regarding the process before applying:

Applicant's Signature: _____ **Date:** _____

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Date: _____ Property Address: _____

NOTE: Security Deposit, Same as 1 Month Rent: Minimum of ½ due on accepted application, balance prior to move-in

Non-Refundable Application Fee: \$39.50 per adult (18+). Money orders only accepted. Make payable to “NCI Holdings, LLC”

**Mail to: PO Box 593, Prior Lake MN 55372. Include application fee and this complete 4 page application
Send Copy of Drivers License or Valid Photo ID with Application**

Sensitive information you can leave blank to mail in, then we will call you to finish application

APPLICANT (PLEASE PRINT CLEARLY)

Complete Legal Name, First/Middle/Last: _____

Other Names Used (Married, Maiden, or Alias): _____

Birthdate: _____ Social Security #: _____ Drivers License #: _____

Email Address: _____ Home Phone: _____ Cell Phone: (Text Messages; Circle Yes / No) _____

Applicant's Present Address (City/Apt #/State/Zip): _____ Move-in: _____ Move-out: _____

Applicant's Present Landlord/Manager: _____ Rent Amount: _____ Landlord's Phone: _____

Applicant's Previous Address (City/Apt #/State/Zip): _____ Move-in: _____ Move-out: _____

Applicant's Previous Landlord/Manager: _____ Rent Amount: _____ Landlord's Phone: _____

MONTHLY INCOME

Source (Employer if Employed): _____ Contact or Supervisors Name: _____ Phone Number: _____

Monthly Income: _____ Start Date: _____ End Date: _____

Address (City/State/Zip): _____

Previous Employer, If Any: _____ Contact or Supervisors Name: _____ Phone Number: _____

Reason for Leaving: _____ Start Date: _____ End Date: _____

Address (City/State/Zip): _____

OTHER SOURCES OF INCOME (ASSISTANCE, PART-TIME, JOB, ETC.)

Do you have a voucher for the Section 8 Program? (Check yes or no): _____ Yes _____ No

Case Worker Name: _____ Email: _____ Phone: _____

Voucher Amount \$: _____ What Size Bedroom Voucher Do You Qualify For (ex: 1,2,3 bedrooms): _____

Other Assistance Programs:

Name of Program: _____

Source/Contact: _____ Amount Per Month: _____ Phone: _____

Name of Program: _____

Source/Contact: _____ Amount Per Month: _____ Phone: _____

BANK REFERENCE (INDICATE BANK BRANCH AND SERVICES USED): _____ Checking _____ Savings _____ Loan

Name: _____ Account #: _____

Address (City/State/Zip): _____ Phone: _____

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IN CASE OF EMERGENCY NOTIFY:

Name: _____ Relationship: _____ Phone: _____

MOTOR VEHICLE:

License Plate #: _____ Make: _____ Year: _____ Model/Color: _____

HAVE YOU EVER...

Have you ever been convicted of a crime (except driving citation) within the past 10 years? ____ Yes ____ No

Have you ever been evicted or been asked to vacate? ____ Yes ____ No

If you answered yes to either of the questions above, please explain:

LIST ALL OCCUPANTS OF UNIT – RELATIONSHIP/AGE

Name: _____ Relationship: _____ Age: _____ Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____ Name: _____ Relationship: _____ Age: _____

Is there any information that might appear on your credit, rental or criminal history that you wish to disclose and/or address up front, knowing that failure to disclose such information may be considered grounds for denial of this application? ____ Yes ____ No

Applicant understands and agrees that if he/she makes incorrect or misleading statements or omissions on this form, Applicant may be liable for damages and additional costs and penalties under applicable law. Applicant understands and agrees that he/she has only applied for a tenancy. This form is not a lease, but an application and offer to lease which may be accepted or rejected by Management. Other prospective Residents may also have applied and have priority. If Management rents out Apartment to another Resident and does not accept this application, the deposit will be mailed back to the Applicant. If Management denies this application, they will mail a letter regarding terms of non acceptance. If Management notifies the applicant that the application has been accepted, applicant must enter into the tenancy applied for or the deposit will be forfeited. Management is a fair housing provider and will grant equal opportunity to all persons under the law.

Applicant hereby grants to Management full authorization necessary to verify the information on this form, and to check applicant's credit history, rental history, income verification, information from public agencies and other information relevant to this application for a residential tenancy.

Applicant's Signature: _____ **Date:** _____

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RE: EMPLOYEMENT VERIFICATION FORM for _____

To: _____

Date: _____

Hello,

We have received a rental application for one of our rental properties for the employee above and they have listed you at _____ as their current employer. Can you please answer the following questions and email at JLBoe@nciholdings.com as soon as possible, any delay in response may jeopardize the status of the above individual's rental application.

***APPLICANT ONLY: (Please sign below)**

Applicant hereby grants to Management full authorization necessary to verify the information on this form and rental application to check applicant's employment history and release of income from public agencies and other information relevant to applicant's rental application for a residential tenancy.

Applicant (full name print): _____ Applicant (full name signature): _____ Date: _____

Current Residence (full address): _____

Current Residence Contact Information (name, phone #, email address and/or fax for landlord or property manager): _____

EMPLOYER ONLY: (Please fill in all fields below regarding applicant above)

1. How long has applicant been employed with your company? _____
2. What is their position? _____
3. Are they full, part time or seasonal? _____
4. How many hours does he/she work per week on average? _____
5. What is there hourly wage or salary? _____
6. Are they paid weekly, bi weekly or monthly? _____
7. Please feel free to add any additional comments to help us evaluate applicant's rental application:

Employer (full name print): _____

Employer (full name signature): _____

Date: _____

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RE: RESIDENCY VERIFICATION FORM for _____

To: _____

Date: _____

Hello,
We have received a rental application for one of our rental properties for the resident above and they have listed you at _____ as their current landlord/residence. Can you please answer the following questions and email at JLBoe@nciholdings.com as soon as possible, any delay in response may jeopardize the status of the above individual's rental application.

***APPLICANT ONLY: (Please sign below)**

Applicant hereby grants to Management full authorization necessary to verify the information on this form and rental application to check applicant's rental history from public agencies and other information relevant to applicant's rental application for a residential tenancy.

Applicant (full name print): _____ Applicant (full name signature): _____ Date: _____

Current Residence (full address): _____

Current Residence Contact Information (name, phone #, email address and/or fax for landlord or property manager): _____

LANDLORD/ MANAGER ONLY: (Please fill in all fields below regarding applicant above to your knowledge)

1. Move-in date: _____ Move-out date: _____
2. Rent per month: _____ Any late rent? Yes ___ No ___ If yes, how many times: _____
3. Problems w/unauthorized tenants, guests or pets? Yes ___ No ___
If yes, explain/how many times: _____
4. Problems w/noise, parties, disturbances or police calls? Yes ___ No ___
If yes, explain/how many times: _____
5. Problems w/housekeeping or storage of personal property on premises? Yes ___ No ___
If yes, explain/how many times: _____
6. Were any warnings or violations ever issued? Yes ___ No ___
If yes, explain/how many times: _____
7. Was the resident ever asked to vacate? Yes ___ No ___
If yes, explain/how many times: _____
8. Was proper move-out notice given? Yes ___ No ___
9. Was the property left in good condition, or is the property currently in good condition? Yes ___ No ___
If no, explain: _____
10. Was the security deposit returned, or will the security deposit be returned? Yes ___ No ___
If no, explain: _____
11. Would you rent to this individual again? Yes ___ No ___
If no, explain: _____

Landlord/Property Manager (full name print): _____

Landlord/Property Manager (full name signature): _____

Date: _____