



RENTAL QUALIFICATION CRITERIA

Dear Applicant:

Thank you for considering us for your new home. We believe in providing quality residential housing for all our residents. As an Equal Opportunity Housing Provider, we support the spirit and intent of all fair housing laws. If you have questions during or after your visit, please feel free to contact us. Please read the following information and application carefully.

- 1. Apartment Availability.** All prospective applicants will be informed of the potential availability of apartments within their requested move-in timeframes. Availability can be subject to change. Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned and fully prepared for a new resident. An apartment that was unavailable in the morning may become available later that same day.
- 2. Rental Concessions.** Occasionally, rental rate and/or security deposit “specials” may be offered to encourage more prospective applicants to apply. Special concessions are offered for a short and specific period of time, may be market driven, and/or for a specific rental unit. Such promotions are for new applicants only and do not apply to existing residents. During lease renewal periods, current residents may be offered promotions and/or rental concessions available only to existing residents to encourage renewal and retention.
- 3. Occupancy Guidelines.** The landlord or landlord’s agent has established guidelines that restrict the number of people who may reside in an apartment. These restrictions help prevent overcrowding, reduce undue stress on plumbing and other building systems, and ease limited parking issues. Occupancy is limited to only those persons listed on the application and lease contract. In determining these restrictions, we adhere to all applicable fair housing laws.
- 4. Application Process.** We require each prospective applicant (age eighteen or older) to completely fill out our application for tenancy, sign our Authorization to Release Information form, and provide a copy of a government issued photo identification card or document. If an applicant resides outside the United States, a passport or supporting documents must be provided. The rental application is not a lease or rental agreement. Minor children must be listed on the application of the parent/guardian. Applicants must include all pets on the application. The landlord or landlord’s agent reserves the right to reject applications that are incomplete, inaccurate, falsified, or do not meet our qualifying criteria. A complete and accurate application, deposit of earnest money, government issued photo identification copy, and background check fees will qualify applicants for the screening process. During the screening process, each application is thoroughly reviewed and accepted or rejected based on, but not limited to, the rental criteria listed below. The rental unit will be available to the first qualified applicant who passes the screening process, can move into the rental unit on the turn-over date, pays the full security deposit and first month’s rent, and signs a residential lease. We will contact you after your application has been processed. If your application is not otherwise complete, one phone call, text, letter, or email may be placed to you to obtain the information in order to further the process. If this correspondence does not provide the required information, your application may be rejected as incomplete. We will make every reasonable effort to review applications promptly, but please remember that the time required to process an application depends on the availability and cooperation of your reference sources. All prospective applicants may review a copy of our lease and addenda, upon request.
- 5. Earnest Money.** An earnest money deposit of \$500.00 must accompany your application for tenancy. If your application is accepted and approved you will be contacted by phone, text, or email to notify you of the approval and set up a date to sign your lease. Your earnest money will be applied to your security deposit when all remaining amounts due for rent, fees, and deposits have been paid in full. If your application is rejected you will be notified by mail at the current address listed on your application and your earnest money will be mailed to you within three business days of the notification. An application may be deemed denied, for the purpose of this section, if no determination has been made by the lessor within 15 days of the date the completed application was received. In the event your application is approved, but later you choose not to rent the apartment, your earnest money and/or security deposit will be withheld to cover the actual costs of re-renting the apartment to another tenant.

6. **Rental Criteria.** To qualify for an apartment, you must meet the following minimum criteria. The landlord or landlord's agent reserves the right to modify criteria subject to market factors, legal purposes, or changes to state law.
- a. **Housing References & Rental History.** A housing inquiry and rental reference check will be performed on your application. Applicants are required to complete current and prior landlord information on our rental application and must have a satisfactory housing reference history. Your housing providers must be a non-biased source and you must have had a valid lease or mortgage in order for the provider to be considered as a reference. Time residing in student housing or with parents/relatives is not considered to be a valid housing reference. If you have ever been evicted, sued for a residential lease violation, or been served a 5, 10, or 14 day notice in connection with tenancy at your current or previous rental premises, your application will be rejected automatically. There must be no history of permitting others to occupy your current or previous rental premises without landlord consent. Your current and previous rental premises must have been left in clean and good condition. If you owe money to another landlord for rent, damages, or other reasons, it must be paid in full before your application with us can be approved. There must be no past history of difficulty paying your rent in-full and on-time or complaints regarding noise, pets, guests, and/or odors at your current or previous rental premises. You cannot have used your security deposit as your last month's rent unless authorized by your landlord.
 - b. **Income & Employment References.** Applicants should list all sources of income. You must have adequate, legal, verifiable income and be able to demonstrate your ability to pay the monthly rent. Your gross monthly income must meet or exceed three times the amount of the monthly rent advertised and you must have enough income or savings to support any outstanding debt. If you have a payee or other contact person who handles your personal finances, please provide their name, agency title, and phone number. Employment references may be checked to verify income. We may request copies of your current paychecks for the previous three months. You must be able to prove at least one year of employment with a good work record immediately preceding the date of your application, and your employer should indicate your employment is expected to continue with them. If you are unemployed, you must provide proof of a legal source of income in order to qualify. Self-employed applicants may need to provide the following information: Tax returns, business license, bank records, deposits, and vendor information with phone numbers for verification. If you're unemployed, have been or are a full-time student, or in certain other situations, we may require your lease be guaranteed and/or require a larger security deposit.
 - c. **Credit & Background History.** A non-refundable fee of \$25.00 per applicant (eighteen years of age or older) must be paid in full before we will process an application. An additional non-refundable fee of \$25.00 per applicant (eighteen years of age or older) may apply for "out of state" background checks if you are not currently a state resident. A credit report with credit score and financial background inquiry is required for all applicants. The landlord or landlord's agent will perform this service for you. Your credit history and score, bank references, and financial background must be satisfactory in order for us to approve your application. If your history shows any large or delinquent debt, profit and loss, a pattern of failure to pay debts, negative remarks, or an unacceptable score, we may reject the application. The credit report should not show any outstanding public or private judgement records. Please keep in mind, poor credit does not always result in an application being denied. However, it is a critical factor used in processing the application and may result in denial. Other factors may play a part in our decision whether an application is approved, denied, or requires further inquiry. If you have filed for bankruptcy, the reasons for the filing will be investigated and taken into consideration. Medical debt, student loans, and minor collection inquiries are not always necessarily grounds for denial. We recognize an applicant's credit and financial background can vary widely depending on many factors. We encourage applicants to talk openly with us about any special factors that may potentially affect your credit and background history. This information may be taken into consideration.
 - d. **Criminal & Civil History.** We may reject your application if you have a history involving criminal or civil felonies, misdemeanors, court forfeitures or judgements, been placed on probation, parole, or been released from incarceration. Certain drug and criminal histories will be automatically denied.
 - e. **Guarantors/Co-signer.** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if a third party can guarantee the financial obligations of the lease. The guarantor/co-signer must complete a co-signer application, is subject to credit reporting and background fees, and must meet the same criteria noted above. The guarantor's own housing costs will be deducted before applying their income to our standard. We will not accept guarantors with unfavorable credit. The guarantor/co-signer must reside in state. Only two guarantors per apartment are allowed.

We truly appreciate your interest in becoming a resident with us. We hope this information has been helpful to you. If you have any questions, please feel free to contact us regarding your application. Thank you.





APPLICATION FOR RESIDENCY

We believe in providing quality residential housing for all residents. The purpose of this application is to determine whether an applicant qualifies for tenancy. This application is not a lease or rental agreement. If this application is approved, the landlord and applicant shall sign a written lease. Each adult applicant who wishes to occupy the rental unit must complete this entire application. False, inaccurate, omitted, or incomplete information is grounds for denial.

RENTAL UNIT INFORMATION

Rental Address Reetz Road, Madison, WI 53711 Move-In Date _____ Flexible _____
 Rent As Advertised \$ _____ Security Deposit As Advertised \$ _____ Earnest Money (Required) \$500.00 Mo. Pet Fee \$ _____
 Background Check Fee \$25.00 (Per Applicant/ Non-Refundable) "Out of State" Fee \$50.00 (Per Applicant/ Non-Refundable)
 Tenants Are Responsible For: Heat, A/C, Electricity, Gas, Municipal Services, Water, Phone, Internet, Cable, TV, Lawn Care and Snow & Ice Removal

APPLICANT INFORMATION

Applicant Name (First, Middle, Last)		Date of Birth	Social Security No.	Driver License No. & State
		/ /	- -	
Phone Numbers			Email Address	
Cell ()	Hm. ()	Wk. ()		

Co-Applicant Name (First, Middle, Last)		Date of Birth	Social Security No.	Driver License No. & State
		/ /	- -	
Phone Numbers			Email Address	
Cell ()	Hm. ()	Wk. ()		

Name of Other Persons to Occupy Unit (Include Minors)	Social Security No.	Date of Birth
	- -	/ /
	- -	/ /

LIST ALL PETS BELOW - Fees may apply. Limited to a maximum of three pets. Restricted to no more than one dog and two cats.

Type:	Name:	Breed/Color/Age:	M / F	Wt:
Type:	Name:	Breed/Color/Age:	M / F	Wt:
Type:	Name:	Breed/Color/Age:	M / F	Wt:

EMERGENCY CONTACT INFORMATION

Applicant Emergency Contact _____ Relationship _____
 Address _____ Cell Ph. _____ Other Ph. _____

Co-Applicant Emergency Contact _____ Relationship _____
 Address _____ Cell Ph. _____ Other Ph. _____

EMPLOYMENT & INCOME REFERENCES

Applicant's Employer _____ Address _____
Supervisor _____ Office Ph. () _____ Office Fax () _____
Position _____ Monthly Income \$ _____ How Long in this Position _____

Applicant's Other Source of Income _____ Gross Amt. per Month \$ _____
Name for Verification _____ Ph. () _____

Co-Applicant's Employer _____ Address _____
Supervisor _____ Office Ph. () _____ Office Fax () _____
Position _____ Monthly Income \$ _____ How Long in This Position _____

Co-Applicant's Other Source of Income _____ Gross Amt. per Month \$ _____
Name for Verification _____ Ph. () _____

NOTE: If you have another source of income such as retirement funds, social security, SSI, disability, child support, alimony, public assistance, housing vouchers, W2, trust funds, savings, scholarships, etc. and would like it considered, please list the income amount, source, and person we may contact for verification. Please submit supporting documentation for all alternate sources of income.

HOUSING REFERENCES

Applicant's Current Street Address _____ Apt. No. _____
City _____ St _____ Zip _____ Reason for Vacating _____
Landlord/Mortgage Co. Name/Address _____
Landlord/Mortgage Co. Ph. () _____ (Required) Fax () _____ (Required)
Date Moved In ____ / ____ / ____ Date Moved Out ____ / ____ / ____ Mo. Rent \$ _____

Applicant's Previous Street Address _____ Apt. No. _____
City _____ St _____ Zip _____ Reason for Vacating _____
Landlord/Mortgage Co. Name/Address _____
Landlord/Mortgage Co. Ph. () _____ (Required) Fax () _____ (Required)
Date Moved In ____ / ____ / ____ Date Moved Out ____ / ____ / ____ Mo. Rent \$ _____

Co-Applicant's Current Street Address _____ Apt. No. _____
City _____ St _____ Zip _____ Reason for Vacating _____
Landlord/Mortgage Co. Name/Address _____
Landlord/Mortgage Co. Ph. () _____ (Required) Fax () _____ (Required)
Date Moved In ____ / ____ / ____ Date Moved Out ____ / ____ / ____ Mo. Rent \$ _____

Co-Applicant's Previous Street Address _____ Apt. No. _____
City _____ St _____ Zip _____ Reason for Vacating _____
Landlord/Mortgage Co. Name/Address _____
Landlord/Mortgage Co. Ph. () _____ (Required) Fax () _____ (Required)
Date Moved In ____ / ____ / ____ Date Moved Out ____ / ____ / ____ Mo. Rent \$ _____

CREDIT REFERNCES (IRA, CDs, Loans, Credit Cards, Investment Accounts, Etc.)

Applicant's Credit Reference - Lender/Type _____ Acct. No. _____

Lender's Address _____ Ph. No. () _____ Balance \$ _____

Co-Applicant's Credit Reference - Lender/Type _____ Acct. No. _____

Lender's Address _____ Ph. No. () _____ Balance \$ _____

BANKING & FINANCIAL REFERENCES

Applicant's Checking & Savings Accts – Bank Name _____

Bank Address _____ Ph. No. () _____

Checking Acct No. _____ Balance \$ _____ Savings Acct. No. _____ Balance \$ _____

Co-Applicant's Checking & Savings Accts – Bank Name _____

Bank Address _____ Ph. No. () _____

Checking Acct No. _____ Balance \$ _____ Savings Acct. No. _____ Balance \$ _____

OTHER INFORMATION

1. Yes No Do any applicant(s) owe past due rent or money to a landlord at this time? If yes, explain: _____
2. Yes No Has any applicant above been served a 5-day, 10-day, 14-day eviction notice or been asked to move out by their landlord? If yes, who and for what: _____
3. Yes No Has any applicant listed above ever been charged or convicted of a crime related to the disturbance of neighbors, destruction to property, disorderly conduct, violence to persons, or a misdemeanor or felony? If yes, please explain: _____
4. Yes No Has any applicant broken a rental agreement/lease or been sued for unpaid rent or damage to a rental property? If yes, explain: _____
5. Yes No Has any applicant listed above filed for bankruptcy? If yes, who & type: _____
6. Yes No Does any applicant anticipate additions to the household within the next 12 months?
7. Yes No Do you anticipate adding any pets? Explain: _____
8. Yes No Does any applicant use illegal drugs or other controlled substances or ever been convicted of a drug related crime? Explain: _____
9. How did you hear about us? _____

VEHICLES - Applicant(s) must list all vehicles allowed on our property.

Make _____ Model _____ Yr _____ License Plate No. & St _____

Make _____ Model _____ Yr _____ License Plate No. & St _____

Make _____ Model _____ Yr _____ License Plate No. & St _____

Other (Include Motorcycles, Recreational Vehicles, Boats, Trailers, Campers, etc):

Type _____ Make/Model _____ Yr _____ ID or Plate No. _____

Type _____ Make/Model _____ Yr _____ ID or Plate No. _____

APPLICANT ACKNOWLEDGMENTS & LANDLORD DISCLOSURES

THE APPLICANT OR TENANT ACKNOWLEDGES HAVING BEEN ADVISED OF THE FOLLOWING:

1. The applicant has been notified of state statutes pertaining to earnest money. A receipt for earnest money and fees has been provided, if paid other than by check.
2. Copies of the lease and addenda, non-standard rental provisions, rules and disclosures from the landlord have been made available for the applicant’s inspection.
3. The name and address of the persons authorized to receive rent, manage and maintain the rental premises has been provided.
4. That the tenant has seven days from the first day of the tenancy term to inspect the dwelling unit and notify the landlord of any damages or defects existing prior to the beginning of tenancy. Failure to return a Check-in Sheet to the landlord within seven days of tenancy constitutes acceptance of the premise as defect free.
5. Utility charges not included in the rent. Tenants are responsible for paying all: heating, gas, electric, AC, municipal services, water, phone, internet & TV charges.
6. Any uncorrected building or housing code violations, for which the landlord has received notice from code enforcement authorities and which affect the entire premises, the dwelling unit, or common areas as of the effective date of this application. The landlord or landlord’s agent has no actual knowledge or received notification of any building or housing code violations that affect this rental unit, common area, or presents a health or safety threat to the applicant.
7. That the premises (or address applied for) contain no conditions that adversely affect habitability, creates a substantial health or safety hazard, or creates an unreasonable risk of personal injury. This includes, but is not limited to: lack of running water, plumbing and sewage disposal, electrical wiring, outlets and fixtures not in safe operating condition, or unsafe heating equipment that is incapable of maintaining a unit temperature of 67 degrees Fahrenheit.
8. That the landlord has made no promises to the applicant to repair, clean, or improve the premises before or after tenancy.
9. That the landlord or landlord’s agent has treated me fairly, without bias and made no attempt to violate state or federal fair housing laws.
10. That my/our security deposits may be withheld for tenant damage, waste or neglect of the premises, nonpayment of rent, utilities for which the landlord becomes liable, and other reasons specifically and/or separately negotiated and agreed to by the tenant in writing in the form of a Non-standard Rental Provision.
11. That the zoning district in which the dwelling unit is located is SR-C3

I/We understand that the purpose of this application is to determine whether I/we qualify to be a tenant. If my application is approved, the landlord and I/we shall sign a written rental agreement/lease. At the time of entering into a rental agreement/lease, I/we agree to pay the security deposit (or balance due) and first month’s rent. I/We have no rental agreement or lease with the landlord before the time of this lease signing.

I/We have paid the earnest money deposit indicated on this application. I/We understand the earnest money deposit will be applied to my/our security deposit or first month’s rent if the landlord enters into a lease or rental agreement with me/us. If this application is approved, and I/we fail to enter into a lease, rental agreement or move-in to the rental premises, the earnest money and any subsequent payments may be retained to compensate for the landlord’s costs and damages, subject to the landlord’s duty to mitigate. The earnest money and any subsequent payments (minus any non-refundable fees) will be refunded to me within three business days, if this application is rejected or withdrawn before approval. I/We agree to an extension beyond the third business day if the application has not been completely processed. This extension shall not go beyond 15 days following the receipt of earnest money, unless agreed to by the landlord.

I/We are aware of state statutes pertaining to landlord’s ability to charge a credit/background fee. I/We have voluntarily included a non-refundable, per applicant, payment for credit/background fees and an earnest money deposit, payable to the landlord or landlord’s agent for costs to obtain a credit report with score on me/us, conduct background checks, and process my/our application. I/We hereby authorize the landlord or landlord’s agent to investigate my/our credit and financial history, income, rental and eviction history, public records history, civil and criminal conviction records, social media background, entries noted on this application, and to obtain a consumer credit report with score on me/us from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. I/We understand and acknowledge that my/our performance under any lease or rental agreement that I/we may enter into with the landlord or landlord’s agent may be reported to a credit reporting agency. I/We authorize the landlord or landlord’s agent to obtain a credit report for the purpose of collecting any amounts due pursuant to any past or future lease agreement with the landlord or landlord’s agent.

I/We acknowledge that the agents and/or employees thereof represent the interests of the landlord, but also have a duty to treat all parties fairly and in accordance with fair housing laws and to disclose material adverse facts about the property.

I/We warrant and represent that I/we are at least 18 years of age, acknowledge that I/we have read and understand this application, and that all information and answers to the above questions are true and complete to the best of my/our knowledge. I/We understand that all application information and materials are being relied upon in processing my/our application and are a pre-condition to approval by the landlord. I/We understand that providing false statements, omissions, or inaccurate/incomplete information may be grounds for immediate rejection of my/our application or future termination of any lease signed pursuant to this application. I/We also understand that such action may result in civil or criminal penalties. I/We understand that my/our occupancy is contingent upon meeting this rental criteria.

APPLICANT’S SIGNATURE _____ **Date:** _____

CO-APPLICANT’S SIGNATURE _____ **Date:** _____





AUTHORIZATION TO RELEASE INFORMATION

We are requesting the release of any and all information for the following applicant(s) for the purpose of determining their housing eligibility. Any information obtained will be kept confidential and not released outside of this scope. Thank you for your assistance.

Applicant: _____
Address: _____
Social Security Number (Required): _____ D.O.B.: _____

Co-Applicant: _____
Address: _____
Social Security Number (Required): _____ D.O.B.: _____

I/We authorize BTM Properties to make any and all inquiries to verify information provided on my/our application for tenancy. This may be directly and/or through information exchanged now or in the future with credit bureaus, screening services, vendors who work with you or us, current and previous landlords, other sources of credit, employers, businesses, financial institutions, public forums, social media, police departments, and information available from federal, state, and local agencies.

I/We authorize the release of any and all information to BTM Properties regarding my/our criminal or civil background, housing history, employment, income and assets, allowances, public forums and social media, governmental agencies, police departments, banking and financial institutions, and/or any other financial responsibilities which may be considered regarding my/our application. I/We understand and agree that photocopies, faxes, emails, text messages, or other digital services regarding this authorization may be used for the purposes stated above.

I/We certify that all information provided to BTM Properties is true, complete, and accurate. I/We understand that if any of this information is false, misleading, or incomplete BTM Properties may deny my/our application or if move-in has occurred, terminate my/our lease or rental agreement.

This release for information will expire thirteen (13) months from the date of signature.

APPLICANT'S SIGNATURE _____ Date: _____

CO-APPLICANT'S SIGNATURE _____ Date: _____

Internal use only:



