

Rental Application



This document is not a lease, agreement or permit and it is not considered valid for residency or parking unless signed by the applicant. Incomplete application forms, failure to submit an application form for every individual proposed resident, and the submission of incomplete earnest money all invalidate the application process, and any application(s) submitted containing such omissions may be rejected.

APARTMENT Application: Complete if applying for an apartment or room

Building name or address of apartment applying for: _____

- Option 1:** Specific apartment number _____
Optional: 2nd, 3rd, etc. choice _____
- Option 2:** Unit style (eg. 2 bed) _____
Any preferences? _____
- Option 3:** Room w/roommate matching (not avail. at all communities)
 Private bedroom Shared bedroom Unit style (eg. 2 bed) _____

Lease start and end date: _____ to _____
Rent expected: \$ _____/mo.
Earnest money expected: \$ _____/total
Utilities expected to be included: Electric Gas Heat Cable
 Internet Trash – or – Flat utility fee

PARKING Application: Complete if applying for car or moped parking

Building name or address of apartment applying for: _____

- Option 1:** A specific parking space _____
Optional: 2nd choice _____
Optional: 3rd choice _____
- Option 2:** An unassigned lot/garage/driveway (enter details, if applicable) _____

Vehicle type applying for: Car Moped Both
Lease start/end date: _____ to _____ Rent expected: \$ _____/mo.
Driver's license # _____ State _____
License plate # _____ State _____ Expiration date _____
Year _____ Make _____
Model _____ Color _____

SECTION A. PERSONAL INFORMATION: Apartment and parking applicants to complete this section

Each co-applicant over the age of 18 (roommate, partner or spouse) must complete a separate application.
Full Legal Name (first, middle initial, last) _____
Mobile phone* (_____) _____ Home phone (_____) _____ E-mail address * _____
Date of birth ____/____/____ Social security number (U.S. citizens only) ____ - ____ - ____ Gender Male Female
How did you hear about us/this rental _____

Current street address _____
Street 2 _____ City _____ State _____ ZIP _____ Country _____

Permanent street address (if applicable) _____
Street 2 _____ City _____ State _____ ZIP _____ Country _____

SECTION B. EMERGENCY INFORMATION: Apartment and parking applicants to complete this section

If same as Guarantor, check here and skip to next section
Full Name (first, middle initial, last) _____ Relationship to applicant _____
Street address _____
Street 2 _____ City _____ State _____ ZIP _____ Country _____
Mobile phone* (_____) _____ Home phone (_____) _____ E-mail address * _____

**By providing this information you are granting Steve Brown Apartments permission to email or text you important updates, notices, and informaiton. You may opt-out upon receipt.*

SECTION C. GUARANTOR INFORMATION: Apartment applicants to complete this section

If you are under 18 yrs. of age, or you have chosen a property that requires a guarantor, you must have a guarantor (co-signer) on your lease. If applicable, please complete this section.
Full Name (first, middle initial, last) _____ Relationship to applicant _____
Street address _____
Street 2 _____ City _____ State _____ ZIP _____ Country _____
Mobile phone* (_____) _____ Home phone (_____) _____ E-mail address * _____
Employer _____ Posiiton _____

SECTION D. ROOMMATE INFORMATION: Apartment applicants to complete this section

How many roommates will be on the apartment lease? _____ (if more than three roommates, please attach a separate sheet with their info.)
Roommate 1: First name _____ Last name _____ Phone (_____) _____
Roommate 2: First name _____ Last name _____ Phone (_____) _____
Roommate 3: First name _____ Last name _____ Phone (_____) _____
Who is the main contact for your group _____ Phone (_____) _____
If available, do you want one lease for all roommates, or a lease where you're only responsible for you One lease Individual lease (fees apply)

SECTION E. PET INFORMATION: Apartment applicants to complete this section

If allowed at the community, will there be any pets living with you? Yes No If yes, how many? _____ (our policy allows for a maximum of two pets that must be spayed or neutered)
Pet type _____ Pet breed _____ Weight (lbs) _____ Age _____ Color _____ Name _____
Pet type _____ Pet breed _____ Weight (lbs) _____ Age _____ Color _____ Name _____

SECTION F. RENTAL/OWNER INFORMATION: Apartment applicants to complete this section

Have you ever been served a notice of intent to evict, or been evicted? Yes No Have you lived with SBA before? Yes No If yes, when? _____

Current address: (as listed under Section A. Personal Information)

When did you move to this address? ____/____/____ Monthly rent/mortgage \$_____/month Owner name _____
Owner phone (____) _____ Reason for moving: _____

Previous street address _____

Street 2 _____ City _____ State _____ ZIP _____ Country _____

Dates at this address? ____/____/____ to ____/____/____ Monthly rent/mortgage \$_____/month Owner name _____
Owner phone (____) _____ Reason for moving: _____

SECTION G. EMPLOYMENT/INCOME INFORMATION: Apartment and parking applicants to complete this section

Are you a student? Yes No If yes which school? _____ Academic status _____

Present employer _____ Position held _____ Monthly pay \$ _____ Hire date ____/____/____

Street _____ City _____ State _____ ZIP _____ Country _____

Employer phone (____) _____ Supervisor name _____ Supervisor title _____

Other source of income _____ \$ _____/month Confirmation name, phone _____

Other source of income _____ \$ _____/month Confirmation name, phone _____

SECTION H. AGREEMENTS: Apartment and parking applicants to complete this section

PLEASE READ EACH SECTION CAREFULLY AND THEN SIGN THIS APPLICATION:

- I hereby authorize the Owner, or his Representative, to investigate my credit and financial responsibility, income, rental and eviction history, criminal background, the statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Owner may be reported to such reporting agency.
- I acknowledge the following fee structure: 1) Credit check fee (per person): \$16, 2) Rewriting Any Lease or Lease Addenda: varies, \$175 max, 3) Sublet Agreements: \$175, 4) Non-standard Individual Lease Premium: \$125, 5) Additional Residents: \$125 per resident, per month.
- I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.
- I understand that application forms incompletely filled out, not submitting an application form for every individual resident, and the submission of incomplete earnest money can all invalidate the application process and that any application(s) submitted containing such omissions may be rejected at Owner's sole option.
- I have reviewed the applicant statement below and agree to the terms listed within.

APARTMENT APPLICANTS:

- ◆ If my application is approved, the Owner and I shall sign a written lease. It is my intent to lease the apartment units indicated but I understand that the Owner and I have no rental agreement until the time of the lease signing.
- ◆ I understand that there is no application fee, nor is there any administrative fee for completing the lease signing process provided there is no change in residents or terms from the time of the initial submission of (an) application(s) until the signing of the Lease (and guarantor copies if applicable). I also understand that there is a schedule of fees for re-writing leases, completing a second lease-signing process, or creating additional addenda to modify the Lease, either before or after the initial lease signing.
- ◆ I have paid the earnest money deposit indicated on this application. The earnest money deposit will be applied toward my security deposit if the Owner enters into a lease or rental agreement with me. The remainder of the earnest money is due at the time said lease or rental agreement is signed.
- ◆ If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money and any subsequent payments may be retained to compensate the Owner's costs and damages, subject to the Owner's duty to mitigate. A minimum \$200 fee plus any costs and damages to re-rent the apartment may be retained, and no earnest moneys shall be refunded unless and until the apartment is re-rented to another party and a new lease signed.
- ◆ I have carefully reviewed the unit information section of this application and have received any related documents as regards the habitability of the dwelling unit from the Owner, or his Representative, and I understand my financial responsibilities as

◆ **SIGN HERE:** If applicant fails to sign, this document cannot be considered a valid application for occupancy.

regards the payment of utility billing for this unit. I was given the opportunity to review a sample lease and the Owner's rules and regulations.

- ◆ If this application is rejected, or withdrawn before approval, the earnest money and any subsequent payments will be refunded to me. Requests to withdraw applications must be made either in writing or in person.
- ◆ Although the Owner may not have shown me the specific apartment for which I am applying, or I may not have seen the apartment at all, I fully intend to execute a Lease with the Owner for these Premises.
- ◆ 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://www.widocoffenders.org> or by telephone at (608) 240-5830.
- ◆ I have the right to do any of the following not less than 7 days following the start of my tenancy: 1) Inspect dwelling unit and notify landlord of any pre-existing damages or defects. 2) Request a list, in writing, of physical damages or defects, if any, charged to previous tenant's security deposit.

PARKING APPLICANTS:

- ◆ A permit must be displayed on the rear view mirror of the vehicle at all times. Failure to return the permit to Owner at the end of the lease will result in a \$25 fee.
- ◆ Parking residents must notify SBA, in writing, of any vehicle or license change before that change occurs. Any vehicle not registered and parked on an SBA property is subject to municipal citations (parking tickets), a potential \$25 fee for each citation payable to Owner, and towing at the vehicle owner's expense.
- ◆ Owner is not responsible for damages due to theft, collision, negligence, or vandalism. Any fluid-leaking, unlicensed, or inoperable vehicles will be towed to a storage facility at the vehicle owner's expense.
- ◆ The assigned parking space is not in an attended lot and therefore the Owner cannot and does not guarantee that the assigned parking space will be available at all times. Owner will have vehicles that are present without authorization ticketed and possibly towed. Please report unauthorized vehicles to Owner.
- ◆ Owner is neither responsible nor liable for municipal citations or other costs incurred by vehicle user for parking in neighboring lots.
- ◆ Garage doors are to be kept closed at all times. Garage door transmitters are the property of the Owner and Vehicle User shall be responsible and liable for a \$100 replacement cost for each lost, destroyed, or unreturned opener.
- ◆ Owner shall be responsible for snow removal (upon a snowfall of three inches or more). Vehicle user is responsible for snow removal in parking spot if vehicle is in the parking place when the lot is plowed.
- ◆ Vehicle User shall comply with reasonable requests by Owner to not use the parking place for brief periods when the performance of maintenance is necessary.

If your application for occupancy is denied, do you wish to receive a written explanation of the denial of tenancy? Yes No

APPLICANT SIGNATURE _____

DATE OF APPLICATION _____



We do business in accordance with the federal fair housing law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

OFFICE USE ONLY:

Date _____ Time _____
Check# _____ Initials _____