

APPLICATION FOR RENTAL PROPERTY

Important: Applicant(s) understand that the Landlord and / or Owner may investigate the information supplied by the applicant(s), including credit and criminal history. All information gathered will be held in strict confidence, with the understanding that information from this application and corresponding credit and criminal history may be shared with property owner and governing homeowner's association as part of tenant selection process. **Applicant(s) must provide two most recent pay stubs from each applicant's employer.** All tenants the age of 18 and over must submit an application for a background check and are required to sign the Lease Agreement. Your application will only be processed when the application is completed, and it will normally take approximately 24-48 hours to process your application upon receiving all necessary documentation. Applicant(s) must provide legible photocopies of driver's license or other photo ID for each applicant. *The company that we use to process applications (TransUnion) will be in contact with you via e-mail, to collect and confirm confidential information, and this must be completed before the application processing can begin.

Rental Address: _____ Requested Move-In Date: _____

Applicant #1 (full legal name:) _____

Date of Birth: _____ Drivers License # _____

Email address: _____ State: _____ Phone: _____

Applicant #2 (full legal name:) _____

Date of Birth: _____ Drivers License # : _____

Email address: _____ State: _____ Phone: _____

Total number of tenants who will occupy the property: Adults: _____ Children: _____

Names and ages of minors: _____

APPLICANT RESIDENCE HISTORY

Address for Applicant #1 (present address): _____

Dates of Residency (from / to): _____ Reason for moving: _____

Current monthly rent amount: _____

Landlord/Contact Name: _____ Phone: _____

E-Mail Address: _____ FAX: _____

(previous address – if present address is less than 1 year): _____

Dates of Residency (from / to): _____ Reason for moving: _____

Landlord/Contact Name: _____ Phone: _____

E-Mail Address: _____ FAX: _____

Have you ever been evicted (unlawful detainer) from a rental property? (yes) ___ (no) ___

Have you ever been in litigation with a landlord? (yes) ___ (no) ___

If yes, please provide an explanation _____

Address for Applicant #2 (present address): _____

Dates of Residency (from / to): _____ Reason for moving: _____

Current monthly rent amount: _____

Landlord/Contact Name: _____ Phone: _____

E-Mail Address: _____ FAX: _____

(previous address – if present address is less than 1 year): _____

Dates of Residency (from / to): _____ Reason for moving: _____

Landlord/Contact Name: _____ Phone: _____

E-Mail Address: _____ FAX: _____

Have you ever been evicted (unlawful detainer) from a rental property? (yes) ___ (no) ___

Have you ever been in litigation with a landlord? (yes) ___ (no) ___

If yes, please provide an explanation _____

APPLICANT EMPLOYMENT HISTORY

Employer for Applicant #1: _____ Your Position: _____ How Long: _____

Monthly gross income: \$ _____ Your Daytime Phone: _____

Your Manager: _____ Manger Daytime Phone: _____

Other Income: _____ Monthly Amt: _____

Employer for Applicant #2: _____ Your Position: _____ How Long: _____

Monthly gross income: \$ _____ Your Daytime Phone: _____

Your Manager: _____ Manager Daytime Phone: _____

Other Income: _____ Monthly Amt: _____

APPLICANT REFERENCES

Not Related

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Bank Reference

Bank Name: _____ Address: _____ How long: _____

PETS

Description of pets (if allowed) Please include breed and weight _____

Pets, if approved by owner will be subject to the terms and conditions as outlined in the tenant Pet Agreement.

APPLICANT VEHICLES

Make: _____ Model: _____ Year: _____ License # : _____ State: _____

Make: _____ Model: _____ Year: _____ License # : _____ State: _____

In case of emergency, please notify:

Name: _____ Address: _____ Phone: _____

1. Application must be signed by **all** adults (18 and over) who will occupy the property and be accompanied by an application fee of \$45 per applicant, to cover cost of background check.
2. Acceptance of this application is not binding until approved by Landlord and / or Owner in writing by the signing of the Lease Agreement, and payment by applicant of required security deposit.
3. Applicants are advised that background information is supplied by TransUnion at 866-775-0961.

Credit card information for application fee:

Check one: Visa Master Card Discover American Express

Name on card

Card Number

Expiration Date

3-digit code on back

Billing Zip Code

Signature (applicant # 1)

Date

Signature (applicant # 2)

Date

Return application to Renters Outlet: Fax: 952-487-0129

E-mail: Apps@RentersOutlet.com



Renters Outlet, LLC
c/o Keller Williams Realty
10515 165th Street W.
Lakeville, MN 55044

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (a bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one legal egress window and a closet for clothing).
2. Two persons are allowed per bedroom.
3. Exceptions are made for children under age two. Children under age two are allowed as a third occupant when the child resides with the parent or other adult(s) maintaining proper legal custody.

II. APPLICATION PROCESS

Steps to becoming a resident

1. At least one (1) adult applicant (18 or over) must see the inside of the unit (or delegated agent thereof, as specified in writing) prior to submitting an application OR EACH APPLICANT must sign and submit "Sight Unseen" addendum in writing.
2. Each adult applicant (18 or over) must complete the application on the designated form.
3. Each adult applicant (18 or over) must pay the non-refundable credit/screening fee of \$40.00 dollars.
4. Be prepared to wait two business days for the information on your application to be verified.
5. Once you have been approved, you will be required to pay the amount of the refundable security deposit.
6. You have 24 hours to provide the security deposit funds.

III. DISABLED ACCESSIBILITY

Renters Outlet allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition. Renters Outlet requires:

1. Written approval from the landlord before modifications can be made.
2. Written assurances that the work will be performed in a professional manner.
3. Written proposals detailing the extent of the work to be done.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate building permits and required licenses made available for landlord inspection.

IV. GENERAL REQUIREMENTS

1. Positive identification with a copy of a legal photo document will be required.
2. A complete and accurate application listing the current, and at least one previous rental reference with phone numbers are required. Incomplete applications will not be processed.
3. Each applicant will be required to qualify individually.
4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be grounds for denial.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the property, or the property of others shall be denied.

V. INCOME REQUIREMENTS

1. Monthly household income should be equal to or more than 3 times the stated monthly rent.
2. A current paycheck stub from your employer will be required if we are unable to verify income over the phone.
3. Verifiable income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to; bank accounts, alimony, child support, trust accounts, social security, unemployment, welfare, grants or loans).
4. Self employed applicants will be required to show proof of income through copies of the previous years tax returns.
5. Applicant will be denied if source of income cannot be verified.

VI. EMPLOYMENT REQUIREMENTS

- 1. 1 year of verifiable employment will be required.
- 2. Self employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
- 3. Applicant will be denied if unemployed, and an alternate source of income cannot be verified.

VII. RENTAL REQUIREMENTS

- 1. 1 year of verifiable rental history from a current third party landlord is required.
- 2. Seven years of eviction free rental history will be required.
- 3. Rental history reflecting past due rent or an outstanding balance may be cause for denial.

VIII. CREDIT REQUIREMENTS

- 1. CREDIT REPORT AND CREDIT SCORE. While we do process the full credit report and score, there is no specific score that determines acceptance or rejection - but rather an examination of applicant's full credit history. If credit history is not acceptable, Renters Outlet may at its discretion, require the tenant to pay last month's rent in advance as a condition of signing a lease.
- 2. Bankruptcies filed within one year from the date of application may be cause for denial.

IX. CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to any crime. Any conviction may be grounds for rejection.

X. DENIAL POLICY

If your application is denied, due to what you believe to be incorrect information being reported, you may;

- 1. Contact TransUnion to discuss your application.
- 2. Contact the credit reporting agency to;
 - a) Identify who is reporting incorrect information
 - b) Request a correction if the information being reported is incorrect

If your application has been denied, and you feel that you qualify as a resident under the criteria outlined above, you should do the following:

Write to our: **Equal Housing Opportunity Manager**
 Renters Outlet, LLC
 c/o Keller Williams Realty
 10515 165th Street W.
 Lakeville, MN 55044

Explain the reasons that you believe your application should be reevaluated, and request a review of your file. Your application will be reviewed within 7 working days from the date your letter was received and you will be notified of the outcome.

Pets / Smoking / Fees / Additional Rules

If the property that you have applied for accepts pet(s), our standard pet deposit is \$500 unless otherwise stated. Certain breeds of dogs (American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier, Rottweiler, Doberman Pinscher, German Shepherd) are not accepted due to insurance limitations on liability. All of our properties are smoke free, and there will be no smoking in any area of our units.

If application fee is to be refunded because applicant was rejected for a reason not listed above, applicant should indicate method by which they are requesting application fee be refunded.

- Mail check to the following address: _____
- Destroy check Refund check
- Applicant will pick up check at company office upon one business day's notice