



~ Please Print ~

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information. EACH APPLICANT 18 YEARS OF AGE OR OLDER MUST COMPLETE A SEPARATE APPLICATION AND MUST BE LISTED ON THE LEASE.

I HEREBY DEPOSIT \$ \_\_\_\_\_ AS EARNEST MONEY IN CONNECTION WITH MY APPLICATION TO RENT THE PREMISES DESCRIBED AS:

Apt. # \_\_\_\_\_

Rental Information

Occupancy Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease Dates \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_
Base Rent Per Month \$ \_\_\_\_\_ Applicant will deposit:
Parking \$ \_\_\_\_\_ \$ \_\_\_\_\_ as Security Deposit against damages to premises or for other legally
Pet \$ \_\_\_\_\_ recognizable damages or for any balance due. Tenant may not use security deposit for rent.
Other \_\_\_\_\_ \$ \_\_\_\_\_ as Pre-Paid Last Month's Rent.
Total Per Month \$ \_\_\_\_\_

Tenant to Pay Separately Metered:  Heat  Electric (Including A/C)  Hot Water  Cooking Gas  TV/Communications/Phone/Internet All utilities not checked will be paid by Landlord.

Please Tell Us About Yourself

Form with fields for APPLICANT FIRST NAME, MID. INIT., LAST NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, DRIVER'S LICENSE NUMBER, HOME PHONE #, WORK PHONE #, CELLULAR PHONE #, EMAIL ADDRESS, and others who will occupy the apartment.

Form with fields for APPLICANT'S PRESENT ADDRESS, CITY, STATE, ZIP, MONTHLY PAYMENT, PRESENT ADDRESS IS (OWN HOME, PARENT'S /RELATIVE'S HOME, RENTED HOUSE, RENTED APARTMENT, STUDENT HOUSING), PRESENT LANDLORD / MORTGAGE HOLDER, PHONE #, DATE MOVED IN, DATE MOVING OUT, WHY ARE YOU LEAVING YOUR PRESENT ADDRESS?, APPLICANT'S PREVIOUS ADDRESS, CITY, STATE, ZIP, MONTHLY PAYMENT, PREVIOUS LANDLORD / MORTGAGE HOLDER, PHONE #, DATE MOVED IN, DATE MOVED OUT, WHY DID YOU LEAVE YOUR PREVIOUS ADDRESS?, and VEHICLE LICENSE PLATE NUMBER, VEHICLE YEAR, VEHICLE MAKE, VEHICLE MODEL, SECOND VEHICLE LICENSE PLATE #, VEHICLE YEAR, VEHICLE MAKE, VEHICLE MODEL.

Please Tell Us About Your Income

Form with fields for EMPLOYER NAME/NAME INCOME SOURCE, POSITION WITH COMPANY, DATE EMPLOYED / DATE INCOME BEGAN, SUPERVISOR NAME, PERSONNEL PHONE #, EMPLOYER OR INCOME SOURCE ADDRESS, CITY, STATE, ZIP, GROSS INCOME, HOUR, WEEK, ETC., # HOURS PER WEEK, OTHER SOURCE OF INCOME YOU WOULD LIKE US TO CONSIDER, CONTACT NAME FOR INCOME VERIFICATION, CONTACT PHONE # FOR INCOME VERIFICATION, GROSS INCOME, PER.

Please Give Us The Following Information

Form with questions: Have you ever been evicted or asked to move out? Have you ever failed to pay rent when due? Have you ever had your security deposit withheld? Have you ever been convicted of a felony?\*

Please Read Carefully and Sign Below

I hereby apply to lease the above described premises for the term and upon the conditions set forth herein, and I agree, in advance, that the rent is due and payable on the first day of each month. The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, Landlord and I shall sign a written Lease. I hereby acknowledge that Landlord and I have no rental agreement until the time the Lease is signed by both parties. I acknowledge that I was given the opportunity to review a sample Lease and Landlord's Rules & Regulations, and that I may request complete copies for my records. I have received a copy of this application.

In the event Landlord accepts this application, I shall immediately (1) pay all sums due Landlord prior to occupancy, (2) sign the standard lease used by Landlord and any other documents necessary to effect the Landlord's and Applicant's agreement, and (3) per the dates on this application, take occupancy and perform the terms of the lease. In the event Landlord accepts this application and I for whatever reason breach my obligations set out herein following acceptance of this application, Landlord will then be entitled to apply the earnest money deposit to the costs and expenses incurred by Landlord, subject to Landlord's duty to mitigate, and may further hold me responsible to the extent that Landlord's costs and expenses exceed the earnest money deposit.

I represent under penalty of perjury that all of the above statements are true and complete. I understand that misrepresentation or omission of facts called for herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposit.

I authorize the completion of a background investigation including, but not limited to, credit, income, residency and criminal background information. I also authorize verification of all information on this application or found in public records or from others in possession or control of information related to me. I waive any right of action based on Landlord's inquiries. I authorize Landlord to report performance under this application and any Lease to credit or other agencies, persons or organizations. Fax signatures, including on any future documents, shall be binding as though they are original.

I have read, understand, and hereby agree to the terms on both the front and back of this application.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR OFFICE USE ONLY

Photo I.D. (Type) \_\_\_\_\_ # \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

## **FAIR HOUSING**

Glenco Properties, Inc. fully adheres to all applicable Fair Housing Laws and Regulations, and we provide an Equal Housing Opportunity. We invite any questions or comments regarding Fair Housing. Please feel free to contact John Wirth or Barb Herriges at 414-281-9020.

### **GUIDELINES FOR STANDARD MINIMUM APPLICATION REQUIREMENTS**

#### **INCOME REQUIREMENTS**

Taking the apartment rental rate and multiplying it by 3, calculates the minimum monthly gross income required for rental of an apartment through Glenco Properties.

**Example: Rent \$800.00 X 3 = \$2,400.00 Minimum Monthly Gross Income**

Income can be combined if more than one person 18 years of age and over will be on the lease. All legal forms of income are acceptable (employment, social security, W2, SSDI, etc.). Income must be considered stable.

The income and stability of the income of the applicant(s) must be verifiable to Glenco Properties' satisfaction. Applicant(s) may be required to provide written verification of their income, including: copies of check stubs, W2's, income tax returns, letters from employers, etc.

An alternative to the above income requirement is verification that the applicant has liquid assets (i.e. bank account(s), or other liquid assets as approved by Glenco Properties, Inc.) in excess of five years rental obligation.

**Example: Rent \$800.00 X 60 months (5 years) = \$48,000 Minimum Liquid Assets**

Glenco Properties, Inc. does not participate in any Rent Assistance Program.

#### **CREDIT RATING**

Applicant(s) must have a sufficient credit rating, showing timely payments of all credit transactions.

All previous addresses and inquiries appearing on the credit report, and applicant(s) judgment history may be investigated.

#### **LANDLORD / MORTGAGE REFERENCES**

The applicant(s) must have a good current and past rental or mortgage history that does not include any negative statements (i.e. late payments, eviction, excessive noise or other complaints, damages, etc.). Applicant(s) may not be under any other lease or housing payment obligation unless approved by Glenco Properties.

It is your responsibility to provide us with the information necessary to contact your current and/or past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your housing history.

For home ownership, applicant(s) must show proof of ownership if not available through assessor or other verification. Applicant(s) must provide Glenco Properties, Inc. with proof of payment history for at least two years if not available on credit report.

## **EARNEST MONEY / PAYMENTS**

The earnest money will be applied toward security deposit upon acceptance, or refunded if this application is not accepted within 3 (three) business days, or is withdrawn by applicant prior to acceptance.

If the move in date occurs within 14 (fourteen) days of application approval, applicant agrees to pay all sums due to Landlord prior to occupancy with a money order or cashier's check.

## **SEX OFFENDER REGISTRY**

**Notice:** You may obtain information about the sex offender registry and persons registered with the registry in Wisconsin by contacting the WI Department of Corrections on the internet at [www.widocoffenders.org](http://www.widocoffenders.org) or by phone at 608-240-5000. In Illinois contact the IL State Police on the internet at [www.isp.state.il.us/sor/frames.htm](http://www.isp.state.il.us/sor/frames.htm) or by phone at 217-785-0653.

## **MISCELLANEOUS**

We may consult past and present employers, landlords, sources of income, and various landlord, credit, court and criminal record reporting agencies in order to determine qualification of the applicant(s) for rental with Glenco Properties. Valid proof of identity will also be required. Criminal history must be acceptable to Glenco Properties, Inc. \*Only relevant criminal convictions will be considered.

All applicants 18 years of age and older must submit a separate application for residency. All prospective residents under 18 years of age must be listed on the application in the "Others Who Will Occupy The Apartment" section. All residents regardless of age must be named on the lease.

Occupancy guidelines are as follows: No more than 2 people per bedroom. A studio apartment shall be considered a one bedroom for the purpose of occupancy guidelines. If any other state or municipal occupancy code which is more restrictive shall apply, occupancy guidelines shall be in accordance with said code.

Landlord is not obligated to accept an application and may reject an application for no reason or for any reason not prohibited by law. Landlord may, but is not obligated to, offer the apartment for rental with an increased security deposit and/or prepaid rent requirement to applicant(s) who do not meet all of the above minimum application requirements. In the event Landlord offers to lease the apartment on other than standard terms, the applicant shall have the option to accept the revised terms, or to rescind the application and have any earnest money refunded.

Landlord may receive multiple applications for the same apartment. The apartment will be reserved for the first application accepted by Landlord (regardless of order applications were received). For applications not accepted earnest money will be refunded.

I hereby authorize any representative of Glenco Properties, Inc. to contact me by telephone, email, facsimile or other means of communication regarding this application and/or any other transaction between myself and Glenco Properties, Inc.