

100 North Main

100 North Main, Oshkosh, WI 54901

Apt. Address _____ Lease start date _____ to _____ Pets? _____ Sec. Dpst _____
Rent _____ Pet fee _____ Additional fees _____ Prorate Start Date _____ to _____ Pet. SD _____
Earnest Money Pd _____ ck# _____ Credit fee paid _____ ck# _____ Promotion? _____

Names of persons to occupy apartment: Please see occupancy limits on back side of this form.

First Name	Initial	Last name	Age	Date of Birth	Soc Security #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Housing References: All time periods over the last two years must be accounted for.

Present Address: _____	City _____	State _____	Zip _____
Current landlord _____	Landlord Phone # _____		
Time span lived at present address: _____	to _____	Lease expires when? _____	
Previous Address: _____	City _____	State _____	Zip _____
Previous landlord _____	Landlord Phone # _____		
Time span lived at previous address: _____	to _____	Lease expired when? _____	
Previous Address: _____	City _____	State _____	Zip _____
Previous landlord _____	Landlord Phone # _____		
Time span lived at previous address: _____	to _____	Lease expired when? _____	

Employment References

Current Employer: _____	Position _____
How long employed: _____	Supervisor's Name: _____ Phone: _____
Spouse's Employer: _____	Position _____
How long employed: _____	Supervisor's Name: _____ Phone: _____

Income & Financial Data

Your Monthly Gross Income : \$ _____	Spouse's: \$ _____
Checking Account: Bank _____	Account # _____
Savings Account: Bank _____	Account # _____

Automobile Info: (needed for parking lot monitoring)

Make _____	Year _____	Color _____	License Plate _____	State _____
Make _____	Year _____	Color _____	License Plate _____	State _____

Personal Information

In Case of Emergency contact: _____	Relationship _____	Phone _____
Address: _____	City: _____	State: _____ Zip: _____

Receipt in the form of \$100.00 as an application fee is hereby acknowledged. This application fee is to be returned to the undersigned by mail if this application for housing is not accepted. If accepted, \$100.00 will be applied to the applicant's housing security deposit. Also, any credit report fee paid by applicant will also be credited toward the security deposit if application is accepted. Credit report fees paid are not refundable if this application is rejected. (please continue to the back side of this form)

After acceptance of this application, applicant(s) agrees to enter into a written lease-contract within 7 days. The balance of the security deposit and first month's rent are due at the time of lease signing. If applicant does not sign lease-contract within 7 days the \$100.00 application fee is forfeited. The undersigned also give permission to contact any references or credit agencies needed to process this application. I understand that if my application is denied I may not re-apply for 12 months from the date of the denial.

X _____ Phone #'s _____
Applicant Spouse

**100 North Main
Managed by PRDC**

RENTAL POLICIES AND PROCEDURES

1. **A COMPLETE APPLICATION FROM EACH ADULT WHO IS TO LIVE IN THE APARTMENT IS REQUIRED!**
Management reserves the right to reject any application that is **incomplete, falsified, or does not meet our criteria**. The unit will be available until the first qualified applicant(s) signs the lease.
2. **ID REQUIRED.** A driver's license or other government issued identification card with a photo required
3. **EARNEST MONEY DEPOSIT:** A \$100.00 earnest money deposit must accompany each application. Earnest money will be handled in accordance with Wisconsin Law. If you are accepted for housing the earnest money will be credited to your lease deposit; if your application is denied the earnest money will be refunded to you. In the event the applicant should cancel after acceptance, but prior to lease signing/occupancy, application processing fees and lease preparation fees shall be deducted prior to refund.
4. **OCCUPANCY STANDARDS :** No more than two persons per bedroom.
5. **INCOME CRITERIA.**
A. Include all sources of income including aid or subsidies. B. Income must be verifiable and acquisition must be legal
C. Monthly Income must be continuous to satisfy all months of the lease. D. Rent must not exceed 35% of gross household income.
D. If you are a full time student, a parental or guardian's rent guarantee will be required unless proof of adequate savings or other sources of revenue are available: (example: trust fund established for student's education)
6. **RENTAL HISTORY:**
 - Minimum of 1 year of rental history required. In absence of sufficient housing history a guarantor may be required. (Home mortgage payment history is acceptable in absence of rental housing history.) Rental history must show a record of timely rental payments. 1) Housing references indicating a delinquent rent payment equal to one month's rent that is 30 or more days past due will be grounds for denial. 2) Housing references indicating history of noise complaints, lack of cleanliness inside or outside of the unit will be grounds for denial. 3) History of eviction will be grounds for denial.
7. **CREDIT HISTORY**
 - Credit report shall reflect a habit of prompt payment of debts and no unsatisfied judgments. Absence of a credit history or in the case of a poor credit history a guarantor may be considered. A judgment against your for financial delinquency to a landlord is grounds for denial of your application.
8. **BACKGROUND**
No person will be accepted for residency that has within the last 3 years been convicted of: • Violence to persons or destruction of property, • A drug related crime, • The manufacture or distribution of a controlled substance.
9. **GUARANTORS**
An application shall be required from co-signers and they shall qualify by virtue of credit references, a record of timely payment of debt obligations and have income sufficient enough to cover personal debts and rent at Richmond Terrace.
10. **CASH POLICIES**
Cash is not an acceptable form of payment. Cash is not to be received by employees of the properties for any reason.

Additional Landlord Disclosures and Requirements

Applicant is hereby advised that:

Items #1-4 apply to the State of Wisconsin

1. Tenant may request a written receipt for money collected from landlord.
2. Copies of the Lease, Rules and Regulations, Non-Standard Rental Provisions, and all applicable addenda are available to applicant at the management office or upon request. All lease materials can then be furnished to prospective tenants for their inspection before a rental agreement is entered into, and before any earnest money or security deposit is accepted from a prospective tenant.
3. The name and address of the person authorized to receive rent, manage and maintain the property, will be provided to applicant with the lease materials, who can be contacted and an owner or agent with an address within the state authorized to receive notice and at which service of process can be made in person.
4. Not less than (7) days after the start of the tenancy, tenant may request, in writing, that landlord provide tenant with a list of physical damages or defects, if any, charged to the previous tenant's security deposit.

PETS

- ? No snakes or exotic animals
- ? Caged birds are allowed
- ? No rodents except cages hamsters or guinea pigs.
- ? Limit of 2 pets per apartment.
- ? Adult cats only. No kittens.
- ? Cats are to be fixed and declawed (minimum in front). Owner to provide vet verification of declawing and fixing prior to lease signing.
- ? Fish are not considered pets
- ? \$500.00 refundable deposit per cat or dog.
- ? Visiting pets are not allowed.

SECURITY DEPOSIT

- ? Equivalent to one month's rent

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