



Parkview Apartments- Rental Application

Today's Date ___/___/___

Unit Number _____ Unit Size _____
 Monthly Rent \$ _____
 Garage Rent \$ _____
 Other Rent \$ _____
 Total Rent \$ _____
 Lease Term _____
 Concessions _____
 Visual Verification of S.S. Card _____
 Copy of Photo ID _____

Move-in Date ___/___/___
 Application Fee Paid \$ _____ (Non- refundable)
 Pre-Lease Deposit Paid \$ _____ (Deposit may be higher)
 Pet Fee \$ _____ (Prior to lease signing)
 Date App entered in Yardi _____
 Date App entered/faxed to RHR _____
 Date income documents faxed to FSE _____
 Date App Approved _____ Denied _____
 Date Notified Applicant _____ Mailed letter _____

NOTE: If additional paper is needed, please attach to application.

Identification:

Name (First/Middle/Last) _____
 Social Security # _____
 Date of Birth ___/___/___
 Drivers License # _____ state _____

Phone Number (h) _____(c) _____
 Phone Number (w) _____
 Email Address _____

Address History:

Present Address _____
 City/State/Zip _____
 Landlord Name _____
 Landlord Phone _____
 Lease Term ___/___/___ to ___/___/___
 Rent Amount _____

Monthly Income

Source(Employer, if employed) _____
 Start Date _____ End Date _____
 Supervisor Name _____ # _____
 Monthly Income \$ _____

Other Sources of Income (Assistance, Part-Time Job, etc.)

Source _____
 Monthly Amount \$ _____
 Source _____
 Monthly Amount \$ _____
 Source _____
 Monthly Amount \$ _____

Previous Address

City/State/Zip _____
 Landlord Name _____
 Landlord Phone # _____ Rent \$ _____
 Lease Term ___/___/___ to ___/___/___
Previous Address
 City/State/Zip _____
 Landlord Name _____
 Landlord Phone # _____ Rent \$ _____
 Lease Term ___/___/___ to ___/___/___

List all occupants of unit – Relationship/Age

_____/_____/_____	_____/_____
_____/_____/_____	_____/_____
_____/_____/_____	_____/_____
_____/_____/_____	_____/_____
_____/_____/_____	_____/_____

Do you have a pet? Yes ___ No ___ If yes, complete below:

Name	Description	Age
_____/_____	_____/_____	_____/_____

Additional deposit will apply. Reference Application Fee/Deposit Sect 1

Name	Description	Age
_____/_____	_____/_____	_____/_____

Have you ever:

Reside out of state within the past 10 years? Yes ___ No ___
 Refused to Pay Rent? Yes ___ No ___
 Been convicted of a crime? Yes ___ No ___

Have you ever been evicted or asked to vacate? Yes ___ No ___
 Filed for Bankruptcy? Yes ___ Year _____ No ___
 If yes, please describe _____

How did you learn about our community?

Is there any information that might appear on your credit, rental, or criminal history that you wish to disclose and/or address up front, knowing that failure to disclose such information may be considered grounds for denial of this application? Yes ___ No ___.

Signed Release

I authorize Rental Research Services (RRS), our application screening company, to do a complete investigation of all information provided above. I have personally filled in and/or reviewed all information listed above. I understand failure to complete this form completely and truthfully may result in denial and or forfeit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MHPA) and Personal Interview with above references. I understand that I have a right to make a written request within 30 days to receive information pertaining to this report if I am not accepted based on information contained in the report. I authorize (RRS) to provide to the credit grantor federal and state records of employment and income history, including state employment security agency records. This authorization is for this transaction only and continues for (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period not to exceed (1) year, allowed by law. My signature below authorizes all above listed companies to release rental payment information, job history information (including salary) and criminal record information. I understand that the pre-lease deposit that accompanies this application will be refunded if this application is not accepted by the owner. However, once I am notified of my acceptance, I understand that management agrees to take the apartment off the market and my pre-lease deposit will be forfeited. If I decide to cancel my application at anytime, or I decide not to move in, any pre-lease deposit received will be held as liquidated damages.

Applicant's Signature _____ Date _____

Managing Agent's Signature _____ Date _____

TENANT OCCUPANCY AND SCREENING STANDARDS

Parkview Apartments

First Select Property Management is a fair housing provider. We do not discriminate against persons under the fair housing regulations. In order to process an application, it needs to be filled out completely and accurately. All applicants are required to meet the following criteria:

1. Application Fees/Deposits

Each applicant is required to pay a non-refundable application fee of \$40.00, per person. An additional fee of \$30.00 will be required for each applicant that has lived out of Minnesota within the past 10 years. This is for an out of state criminal search. In the event a co-signer is required, the fee for processing a credit/income search is \$20.

The pre-lease deposit is \$400 is required at the time of applying. This amount will be applied to your security deposit upon acceptance. In the event that your application is denied, the pre-lease deposit will be refunded to you.

The standard security deposit to be paid is equivalent to one month's rent. It can be higher than one month's rent. A maximum of two cats will be accepted, with a \$200 pet fee for each pet. Half of the total pet fee is non-refundable. An applicant is required to provide a picture of their pet(s) and all pets must be neutered or spayed and provide documents verifying this.

2. Rental/Housing Verification

Each applicant with at least 2 years of verifiable prior rental/housing history will meet our criteria. References from relatives, roommates or friends are not deemed valid. If an applicant does not have 2 years of rental/housing history, a rental application may be considered with an additional deposit. Management may consider a co-signer agreement for first time renters and/or students.

Valid Government-Issued Picture ID & Social Security Card Verification

All applicants over 18 years of age will be screened and are required to provide a government-issued photo ID, proof of citizenship or government documentation authorizing you to work or live in the United States. Visual verification must be provided at the time of applying.

3. Minimum Income

The gross monthly household income needs to be at least 2-1/2 times the monthly rent. Upon applying, an applicant must provide original pay stubs. Income from all sources will be considered and must be verifiable, reliable and predictable. If an applicant has insufficient income, a rental application may be considered with a co-signer or an additional deposit. The co-signer is required to have a gross monthly household income of at least 2-1/2 times the monthly rent and their credit history needs to be in 'good standing'.

4. Maximum Occupancy Limits

These limits include adults and children

- Apartment
- 1 bedroom - 2 persons
- 2 bedroom - 4 persons

Other Potential Reasons for Rejection

- Incorrect information provided
- Attitude-if applicant is rude or argumentative
- Poor credit history
- Unverifiable information or references
- Prior evictions or history of problems with prior landlords/residents
- Criminal history

Processing Time

All information must be verified and deposits provided before an applicant will be accepted. This normally takes 2 – 5 working days, depending upon how quickly your rental history and employment reference respond. We may accept your application under more stringent terms when there is a lack of credit or rental history. All other criteria MUST be met for an application to be accepted. You will be notified by mail of our decision within 10 working days after submitting your application. First Select Property Management utilizes a resident screening service and if you have a question regarding the information reported to First Select Property Management about your report, all inquiries can be directed to Rental Research 7525 Mitchell Road, #301 Eden Prairie, MN 55344 at 952-935-5700 or Toll Free 1-800-328-0333.

I have read and understand the above tenant occupancy and screening standards.

Applicant's Printed Name

Applicant's Signature

Date