



**DRS Rental Townhomes- Rental Application**

Today's Date \_\_\_/\_\_\_/\_\_\_

Unit Number _____	Unit Size _____	Move-in Date _____/_____/_____
Monthly Rent \$ _____		Application Fee Paid \$ _____ (Non- refundable)
Garage Rent \$ _____		Pre-Lease Deposit Paid \$ _____ (Deposit may be higher)
Other Rent \$ _____		Pet Fee \$ _____ (Prior to lease signing)
Total Rent \$ _____		Date App entered in Yardi _____
Lease Term _____		Date App entered/faxed to RHR _____
Concessions _____		Date income documents faxed to FSE _____
Visual Verification of S.S. Card _____		Date App Approved _____ Denied _____
Copy of Photo ID _____		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 \_\_\_/\_\_\_/\_\_\_

**Monthly Income**

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

**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 \_\_\_/\_\_\_/\_\_\_

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

Source \_\_\_\_\_  
 Monthly Amount \$ \_\_\_\_\_  
 Source \_\_\_\_\_  
 Monthly Amount \$ \_\_\_\_\_  
 Source \_\_\_\_\_  
 Monthly Amount \$ \_\_\_\_\_

**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 (RR) 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

DRS Rental Townhomes is a fair housing provider - We do not discriminate against persons under the fair housing regulations. In order to process any application, it must be filled out completely and accurately, and all applicants need to meet the following criteria:

### 1. Application Fees/Deposits

With a completed application, all applicants must provide a non-refundable application fee of \$40.00 per person, plus, an additional fee of \$30.00 per person for those who have lived out of Minnesota within the past 10 years 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 security deposit is equal to one month's market rent. A pre-lease deposit of \$500 is required at the time of applying. This amount will be applied to your security deposit upon acceptance.

Cats and Dogs are accepted with a \$500 pet fee for first pet, \$250 for second pet, up to two pets total. Half of the total pet fee is non-refundable. An applicant must provide a picture of their pet(s) and all pets must be neutered or spayed and supporting documentation must be provided.

### 2. Rental/Housing Verification

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

### 3. Valid Government-Issued Picture ID & Social Security Card Verification

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

### 4. Minimum Income

The gross household monthly income must 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'.

### 5. Maximum Occupancy Limits

These limits include adults and children

2 bedroom - 4 persons

3 bedroom – 6 persons

### Other Potential Reasons for Rejection

- Incorrect information provided/Falsified information
- 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
- Failure to provide required or requested information needed to fulfill screening criteria

### 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