

Olde Pulley Lane Apartments

229 Olde Pulley Lane Menasha, WI 54952

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Dear Applicant,

We take pride in our apartment community and in meeting our management goals. We actively seek good residents to make their home with us, and we strive to provide the best services we possibly can while they live here.

To that end we want all applicants to be aware that all applications undergo a thorough screening process as outlined below. If you meet the application criteria and are accepted, you will have the peace of mind knowing that other residents in your apartment community have been screened with equal care. This screening and verification process is used for every applicant in the same way - fairly, consistently, and uniformly. We also work very diligently to observe both the spirit and the letter of the fair housing laws - not just because they are the laws, but because we sincerely believe in fair and equal housing opportunities for everyone. An applicant who passes the screening criteria is offered an apartment when a suitable apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

APPLICATION REQUIREMENTS

We require one application for each adult (18 years of age or older) who wishes to reside in the apartment. A full earnest money deposit must accompany your application(s). If application information cannot be verified, this is a basis for rejection. Submission of an incomplete application or false, misleading or inaccurate information is a basis for application denial or termination of a Rental Agreement. It is further required that applicants possess either a verifiable credit or landlord history, which is favorable.

PERSONAL IDENTIFICATION

We require one form of governmental issued photo identification. This identification includes, but is not limited to, a valid driver's license, ID card, or passport. This identification must be presented at the time your application is submitted.

CREDIT HISTORY

A credit report will be obtained on each applicant from a credit reporting agency. An application may be denied in those cases where the credit report indicates a poor history of paying debts in a timely manner.

HOUSING HISTORY

Good rental or ownership references from the last two permanent addresses must be provided at time of application. More than two references may be required, depending on history length. We reserve the right to go back seven years for housing history. These references must come from a landlord, management company or lender. It is the responsibility of each applicant to provide the names and phone numbers for these references. Failure to provide this information will result in application denial. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your housing history. References from family members, relatives or roommates are not acceptable.

Good references refer to a history of prompt rental payments, a proper notice to vacate given, lease contracts fulfilled, good housekeeping habits, and whether a previous landlord or lender would rent or lend to you again. We will also investigate if there were any issues during your residency which required a 5-Day Breach of Lease to be issued. An applicant with an eviction or writ of restitution of premises will not be accepted.

OCCUPANCY LIMITS

Two occupants per bedroom.

INCOME REQUIREMENTS

We require a total gross household income of at least 3 times the monthly rent to qualify for our apartments. We must be able to verify independently the amount and stability of your income. For example, this could be done through pay stubs or employer verification. If self-employed, tax or bank records would be acceptable verification. Cash income is not verifiable income and therefore cannot be counted.

CRIMINAL BACKGROUND

A criminal background check and sex offender registry check will be performed on all applicants. The date and nature of any criminal offenses will be considered in determining if the applicant is approved or denied.

APPLICATION PROCESS

In taking an application and showing you an apartment, we are each contemplating an ongoing business relationship. We are dedicated to treating you with professionalism and respect. In turn, we request a business-like and courteous attitude.

By submitting an application for an apartment in our apartment community, you acknowledge that the checks and verifications discussed above will be performed, and give us your permission to do so. Please completely fill in your application. If you do not provide us with all information requested, we will not be able to process your application and it will be returned to you. We will do our best to process it quickly and give you an answer within three business days. If there is additional information you feel might be of assistance to us in processing your application, please let us know.

There are additional copies of applications available if you would like to keep one for your records.

Thank you for submitting an application at our apartment community. We sincerely hope that you will make your home with us for many years to come.

APPLICANT

DATE

RENTAL APPLICATION FOR OLDE PULLEY LANE APARTMENTS

INDIVIDUAL APPLICATIONS MUST BE COMPLETED FOR EACH OCCUPANT OVER THE AGE OF 18.
MISLEADING OR FALSIFICATION OF INFORMATION IS GROUNDS FOR DENIAL.

APPLICANT INFORMATION

Applicant Full Name _____ Date of Birth _____ Social Security Number _____ Phone Number _____

List names/ages of those who will be living with you: _____ Email Address _____ Work Phone Number _____

CURRENT / MOST RECENT ADDRESS

Address/Apt. # _____ City _____ State _____ Zip _____ Monthly Rent/Mortgage _____

Dates of Occupancy _____ Own Rent Landlord Name _____ Landlord Phone _____

PREVIOUS ADDRESS (Write additional addresses on back of page if necessary)

Address/Apt. # _____ City _____ State _____ Zip _____ Monthly Rent/Mortgage _____

Dates of Occupancy _____ Own Rent Landlord Name _____ Landlord Phone _____

EMPLOYMENT INFORMATION

Name of Employer _____ Position Held _____ Supervisor _____ How long have you been there? _____

Employer Address _____ Employer Phone _____ Gross Monthly OR Hourly Income/Hours per Week _____

\$

OTHER SOURCES OF INCOME (Include all sources of income you want considered in this application. Use back of page if additional space is needed.)

Source(s) _____ Gross Monthly Income \$ _____

GUARDIANSHIP/ POWER OF ATTORNEY

Do you have a Guardian, Power of Attorney (POA), Designated Agent (Accountant or Financial Planner) who will be responsible for paying rent on your behalf? Yes No (Circle One) If Yes, provide name & phone number.

EMERGENCY CONTACT

Name _____ Email address _____ Phone Number _____

Address _____ City, State, Zip _____ Relationship _____

LEGAL PROCEEDINGS

Have you ever been evicted or have eviction proceedings ever been instituted against you? Yes No (Circle One)

If yes to the above question, give details and dates: _____

APPLICATION AUTHORIZATION

I have paid the earnest money deposit, which will be converted to a security deposit if the Landlord enters into a Rental Agreement with me. If this application is approved, and I fail to enter into a Rental Agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord's cost and damages, subject to the Landlord's duty to mitigate. If this application is rejected, withdrawn, or if no action is taken by the end of three business days after the date and time documented by applicant's signature below, the earnest money and any subsequent payments will be refunded by the end of the next business day.

I hereby authorize the Landlord to investigate my credit and financial responsibility, income, housing and eviction history, criminal background and any of the statements made in this application, through any means available, either public or private. I understand a Social Security number must be provided by at least one applicant residing in the household. I, therefore, authorize the Landlord to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis and rely on any information contained in said report. My performance under any Rental Agreement that I may enter into with the Landlord may be reported to such a reporting agency. I further authorize the Landlord to obtain a criminal background report and sex offender check on me through any means available to the Landlord. I warrant and represent that I am at least 18 years of age and that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false or misleading information, or statements exchanged now or later, may be grounds for denial of my application. I also understand that such action may result in criminal penalties. I understand that my occupancy is contingent upon meeting management's resident selection criteria.

As required by state law, you are hereby notified that you may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by phone at 877-234-0085.

Date _____ Applicant _____

******FOR OFFICE USE ONLY******

APARTMENT NO. _____ TYPE _____ MOVE IN DATE _____

PROMOTION(S) _____ EARNEST DEPOSIT PAID _____ DATE PAID _____

APARTMENT RENT \$ _____ LEASE TERM _____

IDENTIFICATION

IDENTIFICATION TYPE _____ IDENTIFICATION NO. _____

ISSUING AGENCY _____ EXPIRATION DATE _____

EMPLOYEE SIGNATURE _____ DATE _____