

RENTAL APPLICATION & SCREENING CRITERIA

Southside Property Management & Real Estate LLC does not discriminate against any person based on race, color, religion, national origin, sex, marital status, ancestry, source of income, disability, sexual orientation, familial status, or status as a victim of domestic abuse, sexual abuse, or stalking. We fully comply with the Fair Housing Act and all State and Local Fair Housing Laws.

NOTICE: You may obtain information about 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.

You have the option to review rental documents before submitting this application, contact the office to obtain a copy.

APPLICANT SCREENING CRITERIA

APPLICANTS

- All areas must be completed unless they are not applicable, in which case, enter N/A.
- All persons over the age of 18 must apply.
- If two or more people are applying, applicants should make sure that all applications are turned in within 48 hours of each other to ensure timely processing.
- Incomplete applications, or those requiring additional documentation will hold up the remaining applications until requested information is received.

RENTAL HISTORY

- If you have been evicted or sued by a previous landlord in the past 6 years, your application will be rejected.
- A negative reference or inability to get a reference by a current or former landlord may result in denial.
- If your current or prior landlord report that you or your guests or invitees engaged in behavior in violation of your rental agreement, your application will be denied.
- If you previously owned a home, you must provide contact information for the mortgage company, if applicable, and proof of ownership.

FINANCIAL

- The verifiable combined monthly gross income of all applicants applying for housing must be at least 3 times the monthly rent amount.
- Your application will be denied if a money judgement has been entered against you within the last 6 years and you have not satisfied that judgement by paying all monies owed.
- Self-employed applicants must provide a financial statement from a CPA or a previous year's tax statement and 6 months of bank account records.
- If you are unemployed or your income is less than the required amount, you must provide proof of a source of revenue, verifiable income, guarantor, or additional security if applicable.
- Persons using savings accounts, financial aid, or other forms of additional income must provide proof of funds promptly after applying; Further, payments made with financial aid or bank accounts without supplemental income meeting the above standards will be required to provide proof of at least 1 year of on time payments to a previous landlord/mortgage company or secure a guarantor whom is also approved; pre-payment of rent may be required.

CRIMINAL

- A criminal background check will be conducted and must be able to be completed on each applicant.
- If you have been convicted of manufacturing or distributing a controlled substance as defined in Sec. 102 of the Controlled Substances Act (21 U.S.C. 802), your application will be denied.
- If you have been convicted of any other crime that shows a demonstrable risk to tenant safety and/or property, your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred.
- Additional factors may also be considered on a case by case basis. You should provide any mitigating information or documentation that you would like to be considered regarding any prior conviction with your application.
- Notice: Landlord uses public records provided by a third party to determine your eligibility to rent, neither Landlord or third party, can vouch for the accuracy of the records as they have no control over such records. It is the responsibility of the applicant to check the accuracy of their own public records.

RENTAL APPLICATION	
UNIT INFORMATION	
ADDRESS APPLYING FOR	RENT & DEPOSIT PRICE
SECONDARY ADDRESS IF APPLICABLE	
SPECIFIC UNIT OR LOCATION REQUESTS (FIRST FLOOR, NORTH FACING, ETC)	
PREFERRED LEASE START & END DATES	TODAY'S DATE
SUBLEASING APPLICANTS ONLY: WHO ARE YOU WISHING TO SUBLEASE FROM? DID THEY SHOW YOU THE APARTMENT?	
HOW DID YOU HEAR ABOUT US? <input type="checkbox"/> FACEBOOK <input type="checkbox"/> WEBSITE <input type="checkbox"/> ONLINE SEARCH <input type="checkbox"/> STOUT HOUSING FAIR <input type="checkbox"/> CRAIGSLIST <input type="checkbox"/> ZILLOW/TRULIA <input type="checkbox"/> OTHER:	

APPLICANT INFORMATION		
FULL NAME	<small>FIRST MIDDLE LAST</small>	
MAIDEN NAME/ALIASES	PHONE	DATE OF BIRTH
EMAIL ADDRESS		
DRIVER'S LICENSE NO.	STATE ISSUED	SOCIAL SECURITY NO.

VEHICLE INFORMATION- APPLICANT ONLY						<input type="checkbox"/> NO VEHICLE
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE	STATE ISSUED	

PETS	
<ul style="list-style-type: none"> ▪ THE FOLLOWING DOCUMENTATION IS REQUIRED BEFORE APPROVAL: VET RECORDS SHOWING ALL SHOTS AND VACCINES ARE CURRENT, NOTICE SHOWING PET IS REGISTERED WITH THE CITY OF MENOMONIE. ▪ NOTICE: UNAUTHORIZED PETS, EVEN THOSE VISITING, MAY RESULT IN FINES UP TO \$300.00 AND EVICTION ACTION. 	
DO YOU OWN A PET? <input type="checkbox"/> NO <input type="checkbox"/> YES	TYPE OF PET
HOW MANY: HOW LONG:	<input type="checkbox"/> DOG <input type="checkbox"/> CAT <input type="checkbox"/> OTHER:
AGE BREED	<input type="checkbox"/> SPAYED <input type="checkbox"/> NEUTERED <input type="checkbox"/> DECLAWED
HAVE YOU HAD ISSUES IN THE PAST WITH PROPERTY DAMAGE CAUSED BY PET OR COMPLAINTS FROM PREVIOUS LANDLORD OR NEIGHBORS?	

OTHER RESIDENTS		
NAME	RELATIONSHIP	BIRTHDAY

HOUSING REFERENCES						
CURRENT RESIDENCE		STREET	UNIT	CITY	STATE	ZIP
LEASE START & END DATES				ARE YOU LISTED ON THE LEASE? YES NO		
MONTHLY PAYMENT		WHAT UTILITIES ARE INCLUDED?				
LANDLORD OR MORTGAGE CO. NAME CONTACT				PHONE		
HAVE YOU GIVEN NOTICE TO VACATE?						
WHY ARE YOU MOVING?						
PREVIOUS RESIDENCE						
		STREET	UNIT	CITY	STATE	ZIP
LEASE START & END DATES				WERE YOU LISTED ON THE LEASE? YES NO		
MONTHLY PAYMENT		WHAT UTILITIES WERE INCLUDED?				
LANDLORD OR MORTGAGE CO. NAME CONTACT				PHONE		
DID YOU GIVE PROPER NOTICE TO VACATE?						
WHY DID YOU MOVE OUT?						
HAVE YOU EVER BEEN EVICTED FROM A TENANCY OR HAD AN EVICTION ACTION SERVED ON YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:						
HAVE YOU EVER FILED BANKRUPTCY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:						
HAVE YOU EVER REFUSED TO PAY RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:						

FINANCIAL INFORMATION					
BANKING					
TOTAL AMOUNT IN SAVINGS ACCOUNT			TOTAL AMOUNT IN CHECKING ACCOUNT		
CURRENT EMPLOYMENT					
STATUS <input type="checkbox"/> EMPLOYED <input type="checkbox"/> UNEMPLOYED	IF NOT EMPLOYED, PLEASE DESCRIBE:		COMPANY NAME	OCCUPATION	
SUPERVISOR	ADDRESS CITY ST ZIP	PHONE	MONTHLY INCOME	HOW LONG?	
<input type="checkbox"/> 2 ND JOB OR <input type="checkbox"/> PREVIOUS EMPLOYMENT					
STATUS <input type="checkbox"/> EMPLOYED <input type="checkbox"/> UNEMPLOYED	IF NOT EMPLOYED, PLEASE DESCRIBE:		COMPANY NAME	OCCUPATION	
SUPERVISOR	ADDRESS CITY ST ZIP	PHONE	MONTHLY INCOME	HOW LONG?	
ADDITIONAL SOURCES OF INCOME	AMOUNT PER MONTH & SOURCE <input type="checkbox"/> PROOF OF ADDITIONAL INCOME WILL BE EMAILED TO INFO@SOUTHSIDEPROPERTYMANAGEMENT.COM				

FINANCIAL ASSISTANCE COMPLETE IF APPLICABLE		
<p>GUARANTORS IF YOU DO NOT MEET THE INCOME CRITERIA STATED ABOVE, YOU MAY BE ABLE TO QUALIFY FOR A RENTAL IF A THIRD PARTY IS WILLING TO GUARANTY YOUR LEASE. THE GUARANTOR MUST PASS THE SAME APPLICATION AND SCREENING PROCESS THAT YOU MUST PASS, EXCEPT THAT WE WILL DEDUCT THE GUARANTOR'S OWN HOUSING COSTS BEFORE APPLYING THE GUARANTOR'S INCOME TO OUR INCOME REQUIREMENT. PLEASE CONTACT YOUR GUARANTOR TO COMPLETE OUR ONLINE APPLICATION AT WWW.SOUTHSIDEPROPERTYMANAGEMENT.COM/APPLY-ONLINE.</p>		
NAME	RELATIONSHIP	EMAIL

PERSONAL REFERENCES					
NAME		PHONE		RELATIONSHIP	
NAME		PHONE		RELATIONSHIP	

EMERGENCY CONTACT	
NAME	RELATIONSHIP
PRIMARY PHONE	EMAIL
ADDRESS	

<input type="checkbox"/> Additional documentation is attached or will be sent shortly
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- I UNDERSTAND I ACQUIRE NO RIGHTS IN A RENTAL UNTIL I SIGN A RENTAL AGREEMENT IN THE FORM SUBMITTED TO ME AND PAY THE SECURITY DEPOSIT IN FULL WHICH WILL BE HELD IN ACCORDANCE WITH THE RENTAL AGREEMENT.
- A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES. IT CANNOT BE USED FOR THE LAST MONTH'S RENT.
- WE WILL CONTACT YOU UPON APPROVAL FOR THE SECURITY DEPOSIT. CASH IS NOT ACCEPTED AT ANY TIME.
- THE RENTAL OF THIS PROPERTY IS LIMITED TO THE USE AND OCCUPANCY BY THE INDIVIDUALS LISTED ABOVE WITHOUT ANY RIGHT TO SUBLET ANY OR ALL OF THE PROPERTY.
- TENANT MAY REQUEST IN WRITING WITHIN SEVEN DAYS AFTER DELIVERY OF THE RENTAL UNIT A LIST OF PHYSICAL DAMAGES OR DEFECTS, IF ANY, CHARGED TO THE PREVIOUS TENANT SECURITY DEPOSIT.
- I UNDERSTAND THAT IF I HAVE MISREPRESENTED ANY INFORMATION ON THIS APPLICATION THAT MY APPLICATION WILL BE DENIED.
- I CERTIFY THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
- I ACKNOWLEDGE BEING FURNISHED COPIES OF THE RENTAL AGREEMENT, RULES AND REGULATIONS, NONSTANDARD RENTAL PROVISIONS, AND ANY APPLICABLE ADDENDUMS. I AGREE TO SIGN THE RENTAL AGREEMENT, RULES AND REGULATIONS, NONSTANDARD RENTAL PROVISIONS, AND ANY APPLICABLE ADDENDMS PRIOR TO TAKING OCCUPANCY OF THE UNIT.

SIGNATURE _____	DATE _____
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APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

THIS RELEASE AND AUTHORIZATION ACKNOWLEDGES THAT SOUTHSIDE PROPERTY MANAGEMENT & REAL ESTATE LLC MAY BEFORE, DURING, AND/OR AFTER MY TENANCY, CONDUCT A VERIFICATION OF MY EDUCATION, RENTAL HISTORY, EMPLOYMENT HISTORY, CONTACT PERSONAL REFERENCES, MOTOR VEHICLE RECORDS, AND TO RECEIVE ANY CRIMINAL HISTORY INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY FEDERAL, STATE, OR LOCAL CRIMINAL JUSTICE AGENCY, AND TO VERIFY ANY OTHER INFORMATION DEEMED NECESSARY TO FULFILL THE LANDLORD REQUIREMENTS.

- I AUTHORIZE PERSONS, SCHOOLS, CURRENT AND FORMER EMPLOYERS, AND OTHER ORGANIZATIONS, BUSINESSES, AND AGENCIES TO PROVIDE SOUTHSIDE PROPERTY MANAGEMENT WITH ALL INFORMATION THAT MAY BE REQUESTED.
- I HEREBY RELEASE ALL THE PERSONS AND AGENCIES PROVIDING SUCH INFORMATION FROM ANY AND ALL CLAIMS AND DAMAGES CONNECTED WITH THEIR RELEASE OF ANY REQUESTED INFORMATION.
- I AGREE THAT ANY COPY OF THIS DOCUMENT IS AS VALID AS THE ORIGINAL.
- I DO HEREBY AGREE TO FOREVER RELEASE AND DISCHARGE SOUTHSIDE PROPERTY MANAGEMENT & REAL ESTATE LLC AND THEIR ASSOCIATES TO THE FULL EXTENT PERMITTED BY LAW FROM ANY CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS AND EXPENSES, OR ANY OTHER CHARGE OR COMPLAINT FILED WITH ANY AGENCY ARISING FROM RETRIEVING AND REPORTING OF INFORMATION.

I HAVE MADE AN APPLICATION WITH SOUTHSIDE PROPERTY MANAGEMENT & REAL ESTATE LLC FOR OCCUPANCY IN ONE OF THEIR RENTAL UNITS. I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS AND AUTHORIZE SOUTHSIDE PROPERTY MANAGEMENT & REAL ESTATE LLC TO DO A COMPLETE INVESTIGATION OF ALL INFORMATION PROVIDED WITHIN MY APPLICATION FOR RESIDENCY.

APPLICANT NAME

APPLICANT SIGNATURE

DATE