

**BANYAN MANAGEMENT GROUP - LEASING APPLICATION**

6701 RAYMOND ROAD, MADISON, WISCONSIN 53719 (608)-234-4870 FAX (608)-234-4875

<b>This Area Must be filled in</b>	Address applying for : _____ Apartment: _____		
	Lease terms from: _____ to _____ Utilities provided: _____		
	Monthly Rent: _____ Security Deposit: _____		
	Pets: Cat: _____ Dog: _____ Other: _____ If dog, #of pounds: _____ Pet Deposit: _____		
	Make of Vehicle _____ License Plate #: _____ Parking Rent: _____		

**Persons occupying the home:** PLEASE PRINT

	1	2	3	4
Name				
Relationship				
Date of Birth				
Social Security Number				
Driver's License # & State				
Telephone #				
Current Address				
Rent per Month				
Landlord				
Landlord Phone Number				
Landlord email				
Lease Dates				

**Source of Funds**

Gross Income				
Position				
Length of Employment				
Employer				
Employer Contact				
Employer Phone Number				
Employer email				

**Other Income Sources**

SSI:				
Financial Aid				
Child Support				
Savings				
Parents				
Other				

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

In order for an apartment to be held, a **full earnest money deposit** must be paid with an application. If the application is not approved, the full deposit will be refunded. Upon acceptance, the deposit becomes the security deposit, which will be held for the entire term of the lease. If the applicant is accepted and later decides to not take the unit, the Landlord reserves the right to withhold the deposit in accordance with the appropriate statutes and reserves the right to charge a minimum of \$25.00 per applicant.

Earnest money in the amount of \$ \_\_\_\_\_ is hereby acknowledged. THIS APPLICATION IS AUTHORIZATION FOR THE INVESTIGATION OF THE REFERENCES LISTED HEREON. This application is not a rental agreement, contract, or lease. It is subject to the approval of the owner or management. Disclosure of an applicant's Social Security Number (SSN) is voluntary, and housing may not be denied solely on the applicant's decision to withhold their SSN.

If references or income are not adequate, a co-signer may be required. Please list the name, address and phone number of the person to whom the co-sign information should be sent if necessary.

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of an emergency, please give the name of your nearest living relative:

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Rental Criteria

The rental application must be completed and submitted with \_\_\_\_\_ for each adult applicant. \_\_\_\_\_ applications will not be processed with \_\_\_\_\_ If the application is denied, the full \_\_\_\_\_ deposit will be refunded. If the application is accepted, the earnest money will be applied towards the security deposit.

#### Income Requirements:

The combined gross income of the prospective tenants must meet or exceed three times the amount of rent. Only income that is verifiable can be put towards this requirement. Employment with a friend or relative, as well as self-employment, may require further inquiry. Applicant must have continual employment for at least one full year. Applications, which do not meet these criteria, may obtain a qualified co-signer, if all other application criteria are satisfied or be able to show ability to pay rent.

#### Rental History:

Applications must have a satisfactory current and past landlord history (i.e. timely payments and no eviction record) which must be VERIFIABLE. A relative or friend is not considered to be a satisfactory reference. Applicants who do not have a previous rental history may obtain a qualified co-signer, if all other application criteria are satisfied.

#### Criminal Background Checks:

Criminal background checks may be performed on applicants. Individual properties will determine if this criteria is performed. In the city of Madison, anyone with a conviction record within the past two years for the following: history of or current disturbance of neighbors, destruction of property, drug-related felonious criminal activity, or criminal activity involving violence to persons or property, drug offenses, felony forgery, party to a crime will be automatically denied. Outside of the city of Madison, each individual property will have separate criteria.

#### Credit History:

Credit checks will be performed on all applicants. If Social Security Number (SSN) is not provided, a certified copy of your credit report dated within 30 days of application date from the credit bureau is required. If the report is not provided your application will not be processed. APPLICANTS WHICH HAVE DELINQUENT BALANCES WITH ANY PRIOR LANDLORD WILL AUTOMATICALLY BE DECLINED. Individual properties have its own specific credit criterion. If you do not meet this criterion, you may obtain a co-signer if all other application criteria is satisfied.

#### Living Requirements:

There may not be more than two persons living in a one-bedroom apartment. A maximum of four people may live in a two-bedroom apartment, with two persons in each room. This includes children. Individual properties may have different occupancy limits.

#### Security Deposits:

Security deposits must be paid in full prior to the move-in date.

#### Co-Signers

Co-signers must meet or exceed all the requirements as stated above.

#### Earnest Money:

Management is able to extend holding of earnest money for up to, but not to exceed, 21 days in order to complete application process fully.

### \*\*\*QUESTIONS THAT MUST BE COMPLETED

1.) Have you ever been convicted of a crime (not including traffic violations)? YES/NO (Please circle answer).

If "Yes", please explain \_\_\_\_\_.

2.) Have you ever been evicted or are currently in the process of being evicted? YES/NO (Please circle answer).

If "Yes", please explain \_\_\_\_\_.

3.) Have you and a Landlord ever mutually agreed to terminate your lease? YES/NO (Please circle answer).

If "Yes", please explain \_\_\_\_\_.

4.) Do you wish to receive notification in writing if your application is denied? YES/NO (Please circle answer).

\*\*\*ANY FALSIFIED INFORMATION WILL RESULT IN APPLICATIONS DENIAL FOR RESIDENCY.