

R&K PROPERTY MANAGEMENT, INC. RENTAL APPLICATION

1125 1st Street South, Sartell, MN 56377 (320) 240-0500 FAX (320) 240-0501

FAIR HOUSING AND EQUAL OPPORTUNITY

Under federal law it is illegal to discriminate against any person or group of persons because of color, race, religion, familial status, disability, sex or national origin.

The Minnesota Human Rights Act prohibits discrimination because of race, color, creed, religion, national origin, sex, sexual preference, familial status, marital status, status with regard to public assistance, or disability. In addition owners/agents must comply with local fair housing and civil rights laws.

APPLICANT INFORMATION: ALL ADULT APPLICANTS MUST COMPLETE SEPARATE APPLICATIONS

PLEASE COMPLETE ALL QUESTIONS. INSERT "N/A" FOR NON-APPLICABLE ITEMS.

Please Print Full Legal Name (First, Middle, Last)		U.S. Citizen (Yes / No)
Social Security Number	Driver's License #	Date of Birth
Home Phone	Work Phone	Cell Phone

RENTAL / HOME OWNERSHIP HISTORY (Most recent three-year history required)

Present Address	Apt #	City, State, Zip	
Present Landlord and Management Company	Address (Include City, State, Zip Code)	Phone & Fax	
Length of Residency	From	To	Current Rent / Payment per Month
Previous Address	Apt #	City, State, Zip	
Previous Landlord or Management Company	Address (Include City, State, Zip Code)	Phone	
Length of Residency	From	To	Rent / Payment
Previous Address	Apt #	City, State, Zip	
Previous Landlord or Management Company	Address (Include City, State, Zip Code)	Phone	
Length of Residency	From	To	Rent / Payment per Month

EMPLOYMENT INFORMATION (All income must be verifiable.)

Present Employer	Full or Part Time	Salary/Hourly Amt	Position / How Long? / # of Hours if Part Time
Employer Address	Supervisor	Phone	
Previous Employer	How Long?	Phone	
Address	Reason for Leaving		

ADDITIONAL SOURCES OF INCOME

Source	Amount	Phone
Source	Amount	Phone

BANKING INFORMATION

Name	Type of Acct (Checking, Savings, Loan)	Account Number
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Address (Include City, State, Zip Code)	Phone

REFERENCES

Name of Parent or Sibling	Phone
Address (Include City, State, Zip Code)	
Personal Reference (No Relatives Please)	Phone
Address (Include City, State, Zip Code)	
In Case of Emergency (Include Relationship)	Phone
Address (Include City, State, Zip Code)	

OCCUPANT INFORMATION

Name of Occupant	Age & DOB	Relationship

VEHICLE INFORMATION

Make & Color	Model	Year	License Plate Number

ADDITIONAL INFORMATION

HAVE YOU EVER:	Yes	No
1) Been sued for non-payment of rent?		
2) Been evicted or had an Unlawful Detainer served against you?		
3) Been asked to voluntarily move out?		
4) Broken a Rental Agreement of Lease?		
5) Been sued for damage to rental property?		
6) Declared bankruptcy?		
7) Been convicted of a felony?		

The foregoing information is supplied to the management company to induce them to rent to me and I hereby certify that the information above is accurate and complete to the best of my knowledge. I authorize Rental Research, Inc. to verify this application on behalf of R&K Management, LLC. This investigation may include the exchange of information from current and previous landlords, a report from a credit reporting agency, criminal background reporting agency and federal and state records of employment and income history. Any misrepresentation may disqualify this application.

 Applicant Signature
C:/GRANDVIEW ESTATES/RENTAL APP

 Date



Screening Criteria

In order to be considered for residency at Grandview Estates, applicants must be at least eighteen (18) years of age and meet the following screening criteria with regard to income, credit, criminal, and rental histories. Applicants will be considered on a case by case basis if a minimum of two (2) of the income, rental and credit standards are met:

INCOME

- Total gross income of applicants must be at least three (3) times the amount of rent. All sources of income must be verifiable. Equity and assets may be considered for individuals with monthly incomes of less than (3) times the rent.

CREDIT

- Credit Reports: Credit reports containing history of late payments, liens, judgments, bankruptcies, charge-offs and accounts closed by credit grantor are all grounds for denial of the application. Applicants with a history of three (3) or more NSF checks will be denied.
- Collections/Judgments: Applicants with outstanding (unpaid) collections or judgments will be denied. Extenuating circumstances will be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Bankruptcy: Applicants who have filed a chapter 13 bankruptcy will be denied. Applicants with a bankruptcy on their records, which are not discharged, will be denied. All applicants with a discharged bankruptcy that is not Chapter 13 will be evaluated on a case-by-case basis and extenuating circumstances will be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Any applicant that is accepted based on extenuating circumstances will be required to provide an additional security deposit equal to a minimum of one months rent and / or may be required to provide a credit worthy co-signer.

CRIMINAL HISTORY

- Applicants with arrest and conviction of felony, gross-misdemeanor, two (2) DUIs within one (1) year or misdemeanor charge for assault will be denied.
- Applicants with dependents in the household with a record of offenses listed above will be denied.

RENTAL/HOUSING HISTORY

- Applicants must provide verifiable housing history for the past three (3) years.
- Applicants with a history of three (3) late rental or mortgage payments within one (1) year will be denied.
- Applicants with a negative rental reference, including but not limited to, lease violations, behavior problems, housekeeping problems, history of disturbing the peace, history of property destruction, rental history that cannot be verified and/or omission of an address on the rental application will be denied.

OCCUPANCY STANDARDS

- Only the individuals listed on the lease are allowed to reside in the apartment.
- Two (2) people may occupy a one (1) bedroom den apartment. A maximum of two (2) adults may occupy a one (1) bedroom den apartment.
- Four (4) people may occupy a two (2) bedroom apartment. A maximum of two (2) adults may occupy a two (2) bedroom apartment.
- Six (6) people may occupy a two (2) bedroom den apartment. A maximum of three (3) adults may occupy a two (2) bedroom den apartment.
- Six (6) people may occupy a three (3) bedroom apartment. A maximum of three (3) adults may occupy a three (3) bedroom apartment.

FALSE INFORMATION

- Any applicant found to have knowingly falsified, misrepresented, or withheld any information on an application will be denied residency.

This property complies fully with all federal, state and local Fairhousing, Civil Rights and Equal Opportunity Laws.

ACKNOWLEDGMENT: I have read the above information and fully understand its contents.

SIGNATURE

DATE



Authorization for Release of Information

CONSENT

I have applied for housing with Grandview Estates, managed by R&K Property Management, INC and authorize whatever investigation which you may consider appropriate. I direct any Federal, State or local agency, organization, business, or individual to release to R&K Property Management, INC any information or materials needed to complete and verify my application for housing.

INFORMATION COVERED

I understand that past and present verifications and inquires that may be requested include but are not limited to:

Residency and Rental Activity	Criminal Activity
Credit History	Employment History
Earnings History	Financial History

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

Previous Landlords	Law Enforcement Agencies
Present Landlords	Credit Reporting Agencies
Previous Employers	Courts & Post Offices
Present Employers	Banks and Credit Unions

USE and DISCLOSURE

Use of the data obtained as defined in Minnesota law is private and is limited to that necessary for administration and management of Grandview Estates.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

I agree that a photo copy of this authorization may be used for the purpose stated above.

Signature

Date



Equal Housing Opportunity