

# APPLICANT SCREENING CRITERIA

## READ CAREFULLY BEFORE COMPLETING APPLICATION

1 We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We are working to make sure  
2 that people do not use rental units for illegal activity. Therefore, we use screening procedures to evaluate each prospective tenant before  
3 we rent to them. These procedures are listed below. Reasons why an application may be rejected are also listed.

4 Please review our listed criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunity,  
5 we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation,  
6 lawful source of income, age, ancestry. \_\_\_\_\_  
7 \_\_\_\_\_

8 **APPLICATION:** One fully completed application must be received from each adult (18 years of age or older) who is applying to  
9 rent this property. If the application is not fully completed or sufficient explanations are not provided to explain the omissions your  
10 application may be denied .

11 **PERSONAL IDENTIFICATION:** Two forms of identification are required along with each application. One form of identification  
12 must contain a photo of the applicant.

13 **RENTAL HISTORY:** It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve  
14 the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you previously owned  
15 property rather than renting, you must provide references from your mortgage company as well as proof of title ownership or transfer.

16 **INCOME:** We must be able to verify independently the amount and stability of your income such as through paycheck stubs, employer  
17 contact or tax record. If self-employed you will need to provide a business license, tax records, bank records, or a list of client  
18 references. If this landlord accepts rent assistance your assistance amount will be included when determining the amount of your income.

19 **YOU WILL BE DENIED RENTAL IF:**

20 1. You misrepresent any information on the application. If misrepresentations are found after the rental agreement is signed,  
21 your rental agreement will be terminated.

22 2. You have been convicted of any drug-related crime, violent criminal activity, or any other criminal activity that threatens the  
23 health, safety, and the right to peaceful enjoyment of the property by others, within the last (5) years.

24 3. You have had a money judgement taken against you within the last five (5) years which has not been satisfied.

25 4. Your credit check shows that you have accounts that are past due. Should you have an account that is only minimally past due  
26 you may still be accepted as long as you have a reasonable explanation for the late account. Accounts past due more than sixty  
27 (60) days will not be accepted.

28 5. You have been evicted within the last five (5) years for failure to pay rent or for any other breach.

29 6. Previous landlords report significant complaint levels of noncompliance activity such as: repeated disturbance of the  
30 neighbors peaceful enjoyment of the area; reports of gambling, prostitution, drug dealing, or drug manufacturing; reports  
31 of violence or threats to landlords or neighbors; allowing persons not on the rental agreement to reside on the premises;  
32 failure to give proper notification when vacating the property.

33 7. Reports from a prior landlord that they would not rent to you again because of your past behavior as a tenant.  
34 **See page 2 of Applicant Screening Criteria.**  
35 \_\_\_\_\_

36 **EARNEST MONEY DEPOSIT:** An earnest money deposit of \$ 0.00 is required along with your application. If  
37 your application is accepted the earnest money will be applied to your rent or security deposit or return to you. If you  
38 withdraw your application before it is accepted or denied by the landlord the earnest money will be returned to you by the  
39 end of the next business day. If you withdraw your application after the landlord has accepted it certain deductions may be  
40 made from your earnest money as set forth in ATCP 134.05 of the Wisconsin Administrative Code.

41 I understand that a copy of the rental agreement, nonstandard rental provisions, and rules and regulations, if written, are  
42 available for my review prior to my completing the application or paying any earnest money.

43 I have read and understand the above screening criteria.

44 (1) \_\_\_\_\_  
45 Signature Date

(2) \_\_\_\_\_  
Signature Date