

# Rental Application Criteria

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Please review our screening criteria and rental policy prior to submitting a rental application.

## 1600TOSA Rental Policy:

We are working to keep our community safe and pleasant for our residents. We use screening procedures to evaluate each prospective resident before we rent. In order to reside in our community we require that each applicant and /or co-signer meet our rental criteria. Note that the term “Applicant” applies to all residents to be identified on the Apartment Rental Agreement and/or co-signers and guarantors. Nothing contained in these criteria shall constitute a guarantee or representation by 1600TOSA prior to these criteria going into effect. Our ability to verify whether these criteria have been met is limited to the information we receive from the resident credit reporting service used. If applicants do not collectively meet all criteria, an application will not be approved.

**Applicant(s) must be a minimum of eighteen (18) years of age.**

## Occupancy Guidelines:

| <u>Type of Apartment</u> | <u>Maximum Number of Occupants</u> |
|--------------------------|------------------------------------|
| 1 Bedroom                | 2 occupants                        |
| 2 Bedroom                | 4 occupants                        |

## Employment History:

Verifiable employment with an annual gross income of at least two and one-half times the rental amount. Current students must provide proof of enrollment. Self-employed applicants must provide previous year’s tax statement. Applicants that do not meet the income requirements may have a co-signer apply on their behalf. A student ID will be required from all persons claiming student status. International students are required to produce a current I-20 and/or IAP-66 form from the school being attended. International students with internship status must produce an Employment Authorization Document. Green Card Holders must produce a copy of their Permanent Resident Card.

## Residency History:

Applicants must provide current and previous verifiable residential history. An application will not be approved if there is an outstanding balance due to an apartment community. Should an applicant have a balance, or failed to fulfill a rental agreement with another apartment community, the applicant will need to provide a written statement from the rental or management company that the balance has been paid. Additionally, all applicants must have an acceptable rental history with no prior history of default in lease obligations or community policies.

The following information must be able to be verified: (a) length of residency (b) consistent and timely payments (c) adherence to community policies (d) proper notice given (e) no damages charged at the time of move out. Unlawful Detainer(s) or eviction(s) filed in the last three years will be reason(s) for immediate denial of an application. Unlawful detainers or evictions filed prior to the last three years may additionally be reason for denial of an application.

**Credit and Criminal Background Check, Applicant Requirements:**

- (a) A positive credit risk score of 575 or more.
- (b) Collections or judgement must have a zero (0) balance or written payment arrangement(s).
- (c) No case of bankruptcy filed within the last 5 years. Any adverse credit ratings must be included in the bankruptcy.

A criminal background check will be conducted and must be able to be completed on each applicant. Any decision based on conviction record will be made in compliance with applicable Federal, State, and Local laws.

**Rental Agreement Signing:**

All parties must be physically present for rental agreement signing. No personal belongings will be permitted in an apartment prior to rental agreement signing. Payments due at rental agreement signing include: security deposit, first month's rent, and a non-refundable Amenity Fee of \$150 (facilities fee for maintenance of community space, HDTV's, WIFI, and fitness center)

My performance under any rental agreement that I may enter into with the Landlord may be reported to such reporting agency. Upon submission of this Application, I will be given the opportunity to review a sample rental agreement, and the Landlord's rules and regulations prior to signing the rental agreement. I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.

**Notices:**

1600 Tosa is fully committed to equal housing opportunity. We do not discriminate on the basis of race, color, creed, religion, gender, disability, familial status, national origin, affection preference, marital status, or receipt of public assistance. 1600 Tosa is an equal housing opportunity community.

You may obtain information about the sex offender registry and persons registered with registry by contacting the Wisconsin Department of Corrections on the Internet at [www.widocoffenders.org](http://www.widocoffenders.org) or by phone at 877-234-0085.

**Signature:**

I understand that Application forms incompletely filled out, not submitting an Application form for every individual proposed resident, and the submission of incomplete earnest money can all invalidate the application process and that any Application(s) submitted containing such omissions may be rejected at Landlord's sole option. My signature authorizes all above listed companies to release rental payment history, job history information, including salary and criminal information.

A Summary of Your Rights Under the Fair Credit Reporting Act, can be found by clicking [here](#).

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

New York/Maine applicants only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Landlord by contacting the consumer reporting agency identified directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

### Rental Application Terms:

**Application Fee:** A Non-Refundable Fee of \$20.00 per person will be charged.

**Earnest Money Deposit:** An earnest money deposit of \$500.00 is required following an accepted application to hold an apartment throughout the approval process.

1. If the information provided by Applicant is verified to Management's satisfaction and Applicant has an acceptable rental and credit history, Management agrees to rent the apartment applied for to the Applicant. Management will notify the Applicant within two (2) business days whether or not the Applicant has been accepted.
2. If Applicant and Landlord enter into a rental agreement, the earnest money deposit will become part of the security deposit.
3. If Applicant, after being accepted, fails to enter into a rental agreement, Management will retain the entire deposit as reimbursement for any rent lost due to Applicant's failure to enter into the rental agreement. In addition, the Applicant may be charged for reimbursement of general costs including administrative and advertising costs, and for removing the apartment from the market.
4. If an application is cancelled within 24 hours of approval the \$500.00 deposit will be refunded. 1600 Tosa may keep all, or a portion, of the earnest money deposit if an approved application is cancelled after one 24 hour business day of approval notification.
5. A Guarantor may be requested if Applicant does not meet Management's qualification requirements. If requested, a Co- Signor/Guarantor application must be signed, returned and approved before occupancy.
6. If Applicant is not accepted for residency, the earnest money deposit will be returned to Applicant within seven (7) days of notification that the Applicant is not accepted for residency.
7. In addition, there are no administrative fees for completing the rental agreement signing process provided there is no change in residents or terms from the time of the initial submission of (an) application(s) until the signing of the Rental Agreement (and guarantor copies if applicable). I also understand that there is a schedule of fees for re-writing rental agreements, completing a second signing process, or creating addenda to modify the rental agreement, either before or after the initial rental agreement signing.