

# NORTH CENTRAL COMMUNITY ACTION PROGRAM, INC.

2111 8<sup>TH</sup> St So. Suite 102 Wisconsin Rapids, WI 54494

## CAPISTRY TOWN HOMES RENTAL APPLICATION

PROPERTY LOCATION: 1009 W. Laurel St Marshfield, WI 54449

### FOR OFFICE USE ONLY

Address applying for: \_\_\_\_\_ Apartment: \_\_\_\_\_ # of bedrooms \_\_\_\_\_

Lease terms from: \_\_\_\_\_ to \_\_\_\_\_ Utilities provided: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Parking Spots: \_\_\_\_\_ Stall: \_\_\_\_\_

### APPLICANT INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present address: \_\_\_\_\_ Landlord: \_\_\_\_\_

\_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

\_\_\_\_\_ Landlord Email: \_\_\_\_\_

Rent per month: \_\_\_\_\_ Lease dates: \_\_\_\_\_

Previous address: \_\_\_\_\_ Landlord: \_\_\_\_\_

\_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

\_\_\_\_\_ Landlord Email: \_\_\_\_\_

Rent per month: \_\_\_\_\_ Lease dates: \_\_\_\_\_

Names of all other persons occupying the home:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

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: \_\_\_\_\_

\*\*\*\*\*Please include two (2) letters of recommendation cannot be a friend or family member.\*\*\*\*\*

### INCOME INFORMATION

Employed by: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Gross Income per month: \_\_\_\_\_ Length of employment: \_\_\_\_\_ Phone: \_\_\_\_\_

For additional employment or income other than employment (SSI, Section 8, financial aid, parents, child support, alimony, etc.), please list the source of income and monthly amount below.

Source: \_\_\_\_\_ Monthly amount: \_\_\_\_\_

Source: \_\_\_\_\_ Monthly amount: \_\_\_\_\_

Applicant's Total Monthly Income: \_\_\_\_\_

**RENTAL CRITERIA**

**Rental Application:**

The rental application must be completed and submitted with a minimum earnest money deposit of \$ 0.00 for each adult applicant. This deposit can be in the form of a personal check or money order. Applications will not be processed without the minimum deposit. 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 our income eligibility requirements. 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. Applications, which have questionable rental history 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) which must be verifiable. A relative or friend is not considered to be a satisfactory reference.

**Criminal Background Checks:**

Criminal background checks will be performed on applicants. Deniable offenses include, but are not limited to, the following: history of or current disturbance of neighbors, destruction of property,

drug related criminal activity, or criminal activity involving violence to persons or property, drug offenses, felony forgery, and party to a crime. A co-signor will not satisfy a denial based on criminal background.

**Credit History:**

Credit checks will be performed on all applicants. Individual proper- ties may have their own specific credit criterion. If you do not meet this criterion, you may obtain a co-signer if all other application criterion is satisfied. If money is owed to a prior landlord, an applicant must set up a written payment plan and show proof of the first payment made. In addition, they must obtain a qualified co-signor.

**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. Children under 2 are not counted. 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.

**Any falsified information may result in a denial for residency and/or eviction from residency IDENTIFICATION IS REQUIRED. MUST BE A PHOTO ID.**

(Check one)  Valid Drivers License,  State ID,  Passport,  Birth Certificate,  Other \_\_\_\_\_  
Drivers License/ID # \_\_\_\_\_ State of Issue \_\_\_\_\_

Expiration Date \_\_\_\_\_ Address Listed \_\_\_\_\_

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

Have you ever been convicted of a crime (not including traffic violations)?  YES  NO  
If "Yes", please explain \_\_\_\_\_

Have you ever been evicted or are currently in the process of being evicted?  YES  NO.  
If "Yes", please explain \_\_\_\_\_

Have you and a Landlord ever mutually agreed to terminate your Lease?  YES  NO.  
If "Yes", please explain \_\_\_\_\_

Do you wish to receive a written explanation of the denial of tenancy?  YES  NO\*  
\*Local ordinances require us to ask this question, state law does not require us to answer.

**SIGNATURE**

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

Present Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant email Address: \_\_\_\_\_