

*To be completed by management:*

PROPERTY: \_\_\_\_\_

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_ Landlord/Agent: Resident Services, Inc.

Lease Term: \_\_\_\_\_ to \_\_\_\_\_ Move in date: \_\_\_\_\_ Address: 7602 Mid Town Road  
Madison, WI 53719

Phone: (608)-848-1178 Fax: (608)-848-8385

Monthly Rent: \$ \_\_\_\_\_ + Parking \$ N/A + Pet Fee: \$ \_\_\_\_\_ = \$ \_\_\_\_\_ UG + Fee: \$ \_\_\_\_\_ Rental Agent: \_\_\_\_\_

Earnest Money Deposit: \$ \_\_\_\_\_ Utilities Paid by Tenant: Heat \_\_\_\_\_ Elect. YES Water/Sewer \_\_\_\_\_ Softener Rental \_\_\_\_\_

**NAME(S) OF ALL PERSONS TO OCCUPY APARTMENT: (Full legal names, including middle initials – no nicknames.)**

| First Name | Middle Initial | Last Name | Date of Birth* | Social Security # | Driver's License # |
|------------|----------------|-----------|----------------|-------------------|--------------------|
| 1. _____   | _____          | _____     | _____          | _____             | _____              |
| 2. _____   | _____          | _____     | _____          | _____             | _____              |
| 3. _____   | _____          | _____     | _____          | _____             | _____              |
| 4. _____   | _____          | _____     | _____          | _____             | _____              |
| 5. _____   | _____          | _____     | _____          | _____             | _____              |
| 6. _____   | _____          | _____     | _____          | _____             | _____              |

How did you first learn of us? \_\_\_\_\_

**HOUSING REFERENCES:**

Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_ Rent \_\_\_\_\_ Zip \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ Length of stay \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ Length of stay \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**INCOME REFERENCES:**

Employer (if applicable): \_\_\_\_\_ Position \_\_\_\_\_ How Long \_\_\_\_\_ Office Phone \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

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Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Other sources of Income (please explain) \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Do you have a Section 8 voucher? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**CREDIT REFERENCES:** Resident Services, Inc. will request a credit report through a credit reporting agency.

**DO YOU HAVE PETS?:** Cat/s \_\_\_\_\_ If so, how many? \_\_\_\_\_ Dog \_\_\_\_\_ Breed \_\_\_\_\_ Lbs. \_\_\_\_\_

WRITTEN AUTHORIZATION REQUIRED FOR PETS, SEE RULES AND REGULATIONS.

**VEHICLE/S:** How many? \_\_\_\_\_ CERTAIN VEHICLES ARE RESTRICTED; SEE RULES AND REGULATIONS.

**IN CASE OF EMERGENCY CONTACT:** (Must be someone other than a co-occupant of the apartment for which you are applying.)

Name: \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

**Have you been convicted of an offense which must be reported under the Sex Offender Reporting Requirement in Wis. Stat. s. 973.048:** Yes \_\_\_\_\_ No \_\_\_\_\_

Receipt of earnest money in the sum of \$ \_\_\_\_\_ is hereby acknowledged. The undersigned agree (s) that the landlord shall have up to twenty-one (21) calendar days from the acceptance of the earnest money deposit to approve or deny the rental application. This deposit is to be returned if this application is not approved. If approved this sum will be applied to the security deposit and/or first month's rent. At the time of entering into a rental agreement the applicant agrees to pay the balance of the security deposit, if any. If the applicant refuses to enter into a rental agreement after this application has been approved, actual costs and damages incurred will be deducted from the deposit. Deposits may be withheld as compensation for lost rent if the landlord makes reasonable efforts to mitigate the rental loss in accordance with 704.29 Wis. Statutes. The applicant consents to a routine inquiry of references and credit agencies and criminal background. This inquiry will provide information concerning the applicant's character, credit-worthiness and reliability. At applicant's request, landlord will advise if a credit report is requested and the name and address of the credit reporting agency. Applicant acknowledges receipt of a copy of this application with reverse side disclosures as part thereof which may be applicable. THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE LANDLORD OR AGENT. FALSE, INACCURATE, OR INCOMPLETE INFORMATION MAY RESULT IN THE REJECTION OF THIS APPLICATION. IF A MATERIAL MISREPRESENTATION IN THE APPLICATION IS DISCOVERED AFTER A LEASE IS EXECUTED, LANDLORD MAY TERMINATE THE TENANCY. \*DATE OF BIRTH IS NECESSARY FOR BACKGROUND CHECKS AND WILL NOT BE USED IN ANY DISCRIMINATORY MANNER.

By signing below I hereby authorize my references (including current or past housing; current, past, or future employment; banking, credit agencies and personal references) to provide Resident Services, Inc. and the properties they manage with any information needed pertaining to the approval of my application for tenancy.

APPLICANT(S) SIGNATURE(S): \_\_\_\_\_ Please print email addresses: May we contact you by email? \_\_\_Yes\_\_\_ No\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ email: \_\_\_\_\_

**NOTICE:** You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections at <http://offender.doc.state.wi.us/public/> or at 1-877-234-0085 or 1-608-240-5830.

APPLICATION VERIFIED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

**LANDLORD DISCLOSURES AND REQUIREMENTS**

Items -one through ten are required of a landlord/agent by the State of Wisconsin and all items are required by the City of Madison prior to entering into a rental agreement with a tenant and/or prior to accepting earnest money or a security deposit. Other governmental jurisdictions may have additional laws and regulations that apply.

**TENANT/APPLICANT ACKNOWLEDGES HAVING BEEN ADVISED:**

1. A receipt for money collected has been given Tenant (see page 1).
2. That copies of the proposed lease and rules and regulations of the Landlord have been made available to Tenant for inspection.
3. Of the name and address of the person authorized to receive rent, manage and maintain the premises who can readily be contacted and an owner or agent with an address within the state authorized to receive and receipt for notices and demands and at which service of process can be made in person (see page 1).
4. Tenant has seven days after the beginning of tenancy to inspect the dwelling unit and notify Landlord of any damages or defects existing prior to the beginning of tenancy.
5. Of utility charges not included in the rent (see page 1).
6. Of the following uncorrected building and housing code violations, for which the Landlord has received notice from code enforcement authorities and which affect the entire premises (in the City of Madison) or, only the dwelling unit and common areas (State of Wisconsin):  
None.
7. That the premises contain the following conditions adversely affecting habitability: None.
8. That the Landlord has actual knowledge of the following uncorrected building code or housing code violations that present a significant threat to the prospective tenant's health or safety: None.
9. Within seven (7) days after the start of the tenancy, Tenant may request, in writing, that Landlord provide Tenant with a list of physical damages or defects, if any, charged to the previous tenant's security deposit.
10. Landlord promises to repair, clean, or improve the premises as follows by the completion dates noted: \_\_\_\_\_.
11. Security deposits may be withheld only for Tenant damage, waste or neglect of the premises or the nonpayment of rent, utility services or mobile home parking fees for which the Landlord becomes liable and other reasons specifically and separately negotiated and agreed to by the Tenant in writing other than in form provision.

**THE FOLLOWING APPLY TO THE CITY OF MADISON ONLY**

12. That a copy of notice of eligibility for rent abatement, if any which affects the rental unit or common areas has been provided to the tenant.
13. That the definition of "family" pursuant to s. 28.211, Madison General Ordinances is as follows: "A family is one of the following:
  - (1) an individual: or
  - (2) Two (2) or more people related by blood, marriage, domestic partnership, or legal adoption, living together as a single household in a dwelling unit, including foster children; and up to four (4) roomers and their dependents; or
  - (3) Up to five (5) adults and dependents of each, living together as a single household in a dwelling unit; or
  - (4) Up to six (6) unrelated people who have disabilities under the Fair Housing Amendment Act ( FHAA) or the Americans with Disabilities Act (ADA), who are living together as a single household because of their disability and requiring assistance from a caregiver.
    - (b) Up to two (2) personal attendants who provide assistance or support to people with disabilities under the FHAA or ADA shall be considered part of a family. Such Services may include support and assistance with activities, daily living or independence, including but not limited to, personal care, housekeeping, meal preparation, laundry and companionship.

(Am. By ORD-23-00008, 1-12-23, Am. By ORD-23-00022, 3-10-23)

14. That the off-street parking requirements of the dwelling unit pursuant to 28.11 Madison Ordinances is at least one (1) except in the "central area" as per section 28.07(1)(g) of the Madison Ordinances.

**Resident Services, Inc.**  
**Criteria for Acceptance of Rental Application**

**We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local fair housing laws.

**1. Apartment Availability Policy.** We update our list of available apartments as each becomes available. Therefore, an apartment that was unavailable in the morning may become available later that same day.

**2. Application Process.** We evaluate every apartment application in the following manner. You must submit a rental application and earnest money deposit and answer all questions on the form. We will pre-qualify your application based on the information you provide. If you do not qualify, your application will be denied, and your earnest money will be refunded. If you pre-qualify, we will continue to screen your application by checking your credit history and verifying the remaining information to confirm it meets our criteria. The verification/approval process usually takes one to two business days, provided we are able to obtain all necessary verifications in a timely manner. We will process fully completed applications in the order they are received.

Occupancy of any dwelling is restricted to those persons named on the application and rental agreement. Resident Services, Inc. reserves the right to require identification if we question whether a person named on the application is an adult or minor.

**3. Lease Signing.** Once we notify you that your application has been approved you must sign the lease within 3 days. If you are unable to sign in person, we will provide you with an electronic or faxed copy of the lease which you must sign and return to us electronically or by fax within 3 days of approval of your application.

**4. Rental Criteria.** To qualify for an apartment with Resident Services, Inc., you must meet the following criteria:

**a. Income.** Our minimum monthly income standard is three times the monthly rent. You must provide proof of your ability to pay the rental amount. To verify the source and amount of your income we may review one or all of the following: employment references, bank statements, tax returns, or other legal documents.

All legal income sources will be recognized, other than funds received from private third parties.

**b. Rental History.** You must have satisfactory rental references from at least two prior landlords—your most recent landlords. If you have ever been evicted or sued for a lease violation, your application will be denied, regardless of the fulfillment of other criteria. Eviction records are checked in compliance with the Fair Credit Reporting Act (FCRA). The following incidents will result in the denial of your application:

- Rent or damages owed to a landlord in excess of security deposit
- Unauthorized pets or roommates
- Pattern of late payments
- Pattern of complaints or police calls against applicant as tenant
- Concurrent lease in effect elsewhere without approved sub-lease, unless applicant demonstrates ability to pay rent for both leases

**c. Credit history.** Credit checks are completed through TransUnion Rental Screening Solutions (TURSS). Resident Services, Inc. will rely on the Resident Scoring supplied by TURSS when evaluating applicants. Credit checks are completed in compliance with the FCRA.

**d. Criminal background.** Criminal background records are checked as part of our applicant screening process. Arrest records are not considered in this process. If the circumstances of the conviction bear a substantial relationship to tenancy, your application will be denied. These offenses may include, but are not limited to:

- Disorderly conduct involving disturbance of neighbors and/or destruction of property.
- Convictions for violations relating to disturbance of neighbors or injury to persons or property.
- Criminal activity involving violence to or destruction of property, such as arson, vandalism, theft, burglary, criminal trespass to a dwelling.
- Drug-related convictions related to the manufacture, delivery or sale of a controlled substance or any drug-related felonious criminal activity.
- Criminal activity involving violence to persons such as murder, child abuse, sexual assault, assault with a deadly weapon.
- Registry on the Wisconsin or National Sexual Offenders Registry.

Our process will give consideration, where appropriate, to the length of time since conviction, the nature of the conviction, and the behavior and record of the applicant since the conviction.

**e. Earnest money deposit.** Full payment of the earnest money deposit must be made at the time the rental application is submitted for verification. If your application is denied, the deposit will be returned to you. If your application is accepted, the earnest money will be applied to the security deposit, which will be retained on account by the landlord during your tenancy.

**f. Pets.** No pets are allowed unless authorized in writing by Landlord. A written pet lease must be signed by both parties.

**g. Guarantor(s).** If the applicant is unable to fulfill the income requirement, provide housing references, and/or has no credit report on file, the lease may be guaranteed by a qualified third party who resides in the United States, at the sole discretion of the landlord. The guarantor must pass the same application screening process you pass, except that we will deduct the guarantor's own housing costs before guarantor's income to our standard.

**h. Reserving apartment.** We will attempt to verify the information on your application immediately upon receipt. If we encounter delays beyond our control in verifying your application due to lack of verifiable information, inability to contact references, or unresolved credit report inaccuracies, we will continue to show the apartment to other qualified prospects. The first application fulfilling our criteria will be approved. We will not reserve the apartment for you or remove the apartment from our availability list until all application criteria are satisfactorily fulfilled.

**Resident Services, Inc.**  
**Criteria for Acceptance of Rental Application**

- i. Rescinding/approving the application. Lease signing.** We will notify you when your application is approved. You may rescind your application prior to our notifying you of its approval. If you fail to enter into a lease agreement after your application has been approved, we may retain up to 100% of your earnest money deposit. We will retain the deposit to the extent of actual costs incurred by your failure to enter into a lease and the removal of the apartment from our availability list while it was being reserved for you. Once your application is approved, we will require you to sign the lease and related paperwork as soon as possible. Once you sign the lease, you are legally bound to fulfill its terms.
- j. Vehicles.** Residents are permitted a maximum of two (one at Highland Terrace) operable, licensed vehicles per apartment. All vehicles must be registered with the management office. No recreational vehicles (boats, campers, snowmobiles, jet-skis, or similar vehicles) may be kept or stored on the premises, either in the garage or in any of the parking lots. No commercial type vehicles are allowed on the premises, including panel trucks, semi-tractors/trailers, except those belonging to contractors hired by the landlord. “Junk” or unsightly vehicles are prohibited, at the discretion of the landlord.
- k. Miscellaneous.** All residents must abide by reasonable guidelines and policies set forth in the resident handbook. Policies may be revised during your tenancy upon prior notification.