

FOOTSTEP MANAGEMENT LLC

Jeffery and Johanna pralle

575 Lester Street
P.O. Box 325
Onalaska, WI 54650
608.783.7763
footstepmgt@aol.com

POLICY STATEMENT

The following are the established policies for **Footstep Management** as adopted by the owner, and by which all applicants will be accepted for residency; no person(s) will be denied occupancy based on membership in any protected class according to local, state, and federal fair housing laws.

1. All information on the application form must be complete; any falsification of information shall be grounds for rejection.
2. All tenant applicant(s) must be eighteen (18) years of age.
3. Good housing reference(s), with a minimum of two years immediate past history, will be required. Home mortgage payment history is acceptable in the absence of rental housing history. If applicant(s) has no prior rental or home mortgage history, a co-signer will be required. Co-signers shall qualify by virtue of credit references and record of timely payment of debts. Past housing reference(s) shall include: a) record of timely payment of rent or mortgage, b) record of abiding by housing rules, c) record of not disturbing other residents, d) record of respect for property.
4. No person(s) will be accepted for residency that poses a direct threat to other persons or property. Persons with violent or repeat non-violent criminal conviction history will not be accepted.

5. Applicant's(s) credit report shall reflect a habit of prompt payment of debts and no unsatisfied judgments. A co-signer will be requested in the absence of required credit report or in the case of a poor credit history. Co-signers shall qualify by virtue of credit references and record of timely payment of debts.

6. Applicant (s) shall not pay more than 30% of gross monthly income (combined) for rent. In the absence of appropriate income, a co-signer will be required.

7. No more than two (2) adults or two (2) persons shall occupy a one (1) bedroom unit. No more than four (4) adults or four (4) persons shall occupy a two (2) bedroom unit. No more than six (6) adults or six (6) persons shall occupy a three (3) bedroom unit. This policy shall be applied consistently to ALL qualified applicants, regardless of their membership in any protected class. This policy has been formulated by the management as appropriate for the overall size of the unit and the size of the bedrooms.

These policies are hereby established for Valley View Associates by Footstep Management and will be review annually. Policy is applied to all equally.

Date of this Policy Statement: February 1, 2010