

FOOTSTEP MANAGEMENT LLC

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PLEASE READ ALL FORMS CAREFULLY BEFORE FILLING OUT A RENTAL APPLICATION AND APPLYING

A copy of the Lease with Non-Standard rental provisions and Rules and Regulations are available for you to review before lease signing (if you are accepted). You can review on line at www.werentnow.com or ask to have a copy printed and presented to you when you turn in this application.

1. A photocopy of your driver's license must accompany each application
2. Last two pay stubs must accompany your application or a 1099.
3. Include unit applying for and rate: \$930/940 for Standard 2 bedroom, \$998.00 for King size 2 bedroom and \$1115.00 for 3 bedrooms with 4 tenants, 5 tenants; \$1,190.00, 6 tenants; \$1,265.00.
4. If you are applying to have a pet (one only) in the unit, it must accompany your application. Review pet policy before applying. (no puppies, kittens, parrots, ferrets, gerbil's snakes, reptiles, or the like are not permitted in the unit)
5. Renter's insurance will be required of each tenant.
6. All rent payments by ACH Debit only!! Call for explanation.

Also include with your application the following:

- A. Signed applicant screening criteria (one for each)
- B. \$20.00 per person application fee; made out to: Footstep Management LLC
- C. earnest money of \$100.00 per applicant made out to: Valley View Associates
- D. All checks must come ONLY from applicant. No other checks will be accepted. *****
- E. ONE CHECK TOTAL FOR ALL APPLICANTS

**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. Rent payments are required to be by ACH Deposit only. This means your rent payment
7. will be automatically deducted from your checking account. Call for an explanation.

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 you 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 application.

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 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. An application is needed from each adult applying/occupying the unit. Anyone 18 and over must apply. One check for
35. earnest money for all applying.

36. **EARNEST MONEY DEPOSIT** An earnest money deposit of \$100.00 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

RENTAL APPLICATION

- Each adult applicant (18 years of age or older) must complete an application.
- Incomplete applications will not be considered.
- Your application will be denied if you misrepresent any information in this application.
- Please print legibly.
- Proof of identification is required.

Proof of Identification is required.

Date _____ Name of Landlord: VALLEY VIEW ASSOCIATES

UNIT INFORMATION (TO BE COMPLETED BY LANDLORD)

Address _____ Unit No. _____

Monthly Rental Amount 2 Bdrm. \$915-1,000. 3 Bdrm. \$1115-1275 Security Deposit Amount 900.00

Type of Tenancy (i.e. 12 month lease, month to month, etc.) 12 month: First term 360 Days (11.8 Month). Yearly thereafter

Utilities Included Trash and Recycling, RE Taxes, lawn care, plowing, all repairs except light bulbs and batteries.

PERSONAL INFORMATION

Applicant's Full Name _____ Date of Birth _____

List any prior names that you have used: _____

Address _____ Soc. Sec. No. _____

City, State, Zip _____ Phone _____

D.L. No. _____ E-mail _____ Other Phone _____

OTHER OCCUPANTS <i>include full names.</i>	RELATIONSHIP	DATE OF BIRTH	SOC. SEC. NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RENTAL HISTORY

25 Current Address _____ How Long? _____
CITY STATE ZIP

26 Current Landlord _____ Phone _____

27 Reason for Moving? _____ Current Rent Amount _____ / _____

29 Previous Address _____ How Long? _____
CITY STATE ZIP

30 Previous Landlord _____ Phone _____

31 Reason for Moving? _____ Current Rent Amount _____ / _____

EMPLOYMENT HISTORY

33 Current Employer _____ Starting Date _____

34 Address _____
CITY STATE ZIP

35 Job Title _____ Gross Monthly Income _____
(before deductions)

36 Supervisor _____ Phone _____

37 Other Employer _____ Starting Date _____

38 Address _____
CITY STATE ZIP

39 Job Title _____ Gross Monthly Income _____
(before deductions)

40 Supervisor _____ Phone _____

OTHER SOURCES OF INCOME

41 _____
42 List any additional income to be considered -- verification required _____
43 _____

CREDIT & FINANCIAL INFORMATION

45 Bank _____ Account No. _____ Account Type _____

46 Bank _____ Account No. _____ Account Type _____

Credit References (auto loans, personal loans, credit cards)

48 Type _____ Name of Creditor _____ Account No. _____

49 Total Amount Owed _____ Monthly Payment Amount _____

50 Type _____ Name of Creditor _____ Account No. _____

51 Total Amount Owed _____ Monthly Payment Amount _____

OTHER INFORMATION

Automobiles and Other Vehicles

54 Make and Type _____ Year _____ Color _____ Lic. No. _____

55 Make and Type _____ Year _____ Color _____ Lic. No. _____

56 Make and Type _____ Year _____ Color _____ Lic. No. _____

57 Do you have any pets? _____ If yes, what type and how many? _____ Do you own furniture? _____

Emergency Contacts:

59 Name _____ Phone _____ Relationship _____

60 Address _____

CITY STATE ZIP

61 Name _____ Phone _____ Relationship _____

62 Address _____

CITY STATE ZIP

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

65 The rental of this property is limited to the use and occupancy by the individuals listed above without any right to sublet any or all of the property.
66 Tenant may request in writing within seven days after delivery of the rental unit a list of physical damages or defects, if any, charged to the
67 previous tenants security deposit.

68 I enclose the sum of \$ 20.00 (not to exceed \$20) for the purpose of purchasing my consumer credit report.

69 I understand that if I have misrepresented any information on this application that my application will be denied.

70 I authorize Landlord to do the following: (1) contact any individuals and/or businesses listed above and verify all of the information provided
71 in this application before, during, and/or after my tenancy, and (2) obtain a copy of my consumer credit report.

72 I acknowledge being furnished copies of the Rental Agreement, Rules & Regulations, and if applicable, any Nonstandard Rental Provisions.
73 I agree to sign the Rental Agreement, Rules & Regulations and Nonstandard Rental Provisions, if applicable, prior to taking occupancy of
74 the unit.

75 I certify that all of the information provided in this application is true and accurate to the best of my knowledge.

76 _____
77 _____
78 Signature of Applicant

_____ Date

NOTE: A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES AND THE SECURITY DEPOSIT CANNOT BE USED FOR THE LAST MONTH'S RENT.

81 **Please Note: Landlord is using public records provided by a third party service to determine your eligibility to rent. Neither Landlord, nor**
82 **the third party service, can vouch for the accuracy of the records as they have no control over such records. It is the responsibility of the**
83 **applicant to check the accuracy of their own public records.**