

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 or applying, 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.
3. Your most previous utility bill MUST, with your name, also be attached!!!!
4. Include unit applying for and rate; upper-\$720.00; lower-\$690.00.
5. Renter's insurance will be required of each tenant.
6. Rent payments are required to be by ACH Deposit only. (This is a rent deduction directly from your checking account the 1st business day of each month).
7. Read the Screening Criteria page and Policy Statement carefully

ALSO, INCLUDE WITH YOUR APPLICATION THE FOLLOWING:

- A. SIGNED APPLICANT SCREENING CRITERIA (ONE FOR EACH)
- B. \$20.00 PER PERSON APPLICATION FEE AND EARNEST MONEY OF \$100.00 PER APPLICANT. (\$120.00 total to be submitted per applicant with your application)
- C. MAKE CHECK PAYABLE TO: FOOTSTEP PROPERTIES LLC,
- D. Checks are accepted from the actual applicants ONLY!!! Application will be rejected if coming from source other than applicant. ONE check for both if two applicants.

FYI: This is a Smoke Free Property. Smokers do not apply. Smokers are not accepted as tenants at this property.

No Pets allowed on this Property. Assistance/Service animals are allowed with proof of need.

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.

7

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 **This is a Smoke Free Property. Smokers are NOT accepted as tenants at this property.**
 35 **If TWO are applying an application is required of each. Submit one check for both applicants, if their are two**

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

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: Footstep Properties LLC

UNIT INFORMATION (To be Completed by Landlord)

Address _____ Unit No. _____

Monthly Rental Amount: Upper \$720.00 Lower \$690.00 Security Deposit Amount \$700.00

Type of Tenancy (i.e. 12 month lease, month to month, etc.) First term 360 Days (11.8 Month) 12 month 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 include full names.	RELATIONSHIP	DATE OF BIRTH	SOC. SEC. NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RENTAL HISTORY

25 Current Address _____ How Long? _____

26 Current Landlord _____ Phone _____

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

28 _____

29 Previous Address _____ How Long? _____

30 Previous Landlord _____ Phone _____

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

32 _____

EMPLOYMENT HISTORY

33 Current Employer _____ Starting Date _____

34 Address _____

35 Job Title _____ Gross Monthly Income _____

36 Supervisor _____ Phone _____

37 Other Employer _____ Starting Date _____

38 Address _____

39 Job Title _____ Gross Monthly Income _____

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 _____

47 **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

53 **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? _____

58 **Emergency Contacts:**

59 Name _____ Phone _____ Relationship _____

60 Address _____

61 Name _____ Phone _____ Relationship _____

62 Address _____

63 **NOTICE: You may obtain information about sex offender registry and persons registered with the registry by contacting the**
64 **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.**

FOOTSTEP Management LLC

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POLICY STATEMENT **APPLICATION PROCEDURES AND SCREENING CRITERIA**

Thank you for your interest in our apartments. We feel it is important to maintain safe, clean, and comfortable housing for our residents. To that end, we have a through screening process. If you meet the application criteria and are accepted, you can have peace of mind knowing that other renters in this and other buildings are being screened with the same care.

Please note that we provide equal housing opportunity. We do not discriminate on the basis of any federal, state and local protected class including race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age or ancestry. 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 tenant applicant(s) must be eighteen (18) years of age. **A photocopy of each applicant's driver's license must accompany the application. Plus, a copy of a utility bill (or other acceptable to the landlord) with your name an current address, dated within the last two months.** ***** **DO NOT Forget a copy of that utility bill when applying!!!!**
2. **I do NOT** accept cosigners; you need to be qualified on your own merit to be able to rent our properties. See Applicant Screening Criteria #5 and #6.
3. **List all sources of income.** Applicants must demonstrate the ability to pay the monthly rent. **A copy of the applicant's last two paychecks must accompany the application, if self-employed a copy of last year's Federal tax return. If new employment, an engagement letter from that employer must accompany the application.** If the applicant receives an income subsidy, the applicant must provide verification when turning in the completed application. We use the guideline that tenants rent should not exceed 1/3 of gross monthly income for or have a total debt to income ratio that shows you may have trouble paying rent.
4. 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.
5. False or incomplete information is grounds for denial/rejection of your application, so please fill out the application honestly and completely.
6. Your Application may take as little as one day up to three days to complete. If your application is not approved your Earnest Money will be refunded. Once applicant(s) are approved/accepted, **the lease must be signed within three days and the balance of the security paid, or the next qualified applicant will be taken and a portion or all of the earnest money can be legally retained.**

7. **Pet Policy:** We accept one pet a year old and fixed, with proof of updated vaccines and a current pet license. Dogs must be 30 pounds and under, **no exceptions**. Additional security deposit and additional monthly rent is required. **Pets are taken only at the following unit:** Rhyme St duplex. **Pets are not allowed in** 1-bedroom apartments or Hwy 35 single family home, Victoria twin homes. Under no circumstances are puppies, rabbits, parrots, ferrets, gerbils or reptiles (snakes) permitted in your apartment! Nothing that crawls on the floor! **ESA AND SERVICE DOGS ARE WELCOMED WITH PROOF OF NEED, IN ADVANCE, as is the same with regular pets. (No rent or deposit are charged to ESA or Service Animals- Service Animals are defined only as a dog by HUD)**
8. **Rent Payments:** Tenants are jointly and severally liable, this means we take one check for the total monthly. All rental payments that are required by ACH Debit are drawn from only one account. An accepted applicant (one if a group) must bring a voided check and sign a form. This means that rents are automatically deducted from your checking account on the first of every month. Any payments that do not clear are subject to the NSF fee and the late rent fee per the lease agreement.
9. **Smoking:** Smoking **is not** allowed inside any of our units, including the garages, Rhyme St., Hwy 35, or Victoria Lane. Any smoking must be done at least 6 feet from the apartments.
10. **Smokers are not accepted as tenants in the one-bedroom Braund St. units. The property is a smoke free property, inside and out.**

SEX OFFENDER REGISTRY: Obtain information about the 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 1-877-234-0085.

***These policies and screening criteria are hereby established by *Footstep Management LLC* for the *Landlords we represent* and will be review annually. These policies are applied equally to all.

Date of this Policy/Screening criteria Statement: April 1, 2021

Jeffery Pralle - Property Manager/Broker/Owner