

# *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](http://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. A current Utility Bill from your current residence.
3. Last two pay stubs must accompany your application or a 1099.
4. Current rent for 1962 State Road 35, Onalaska is \$1,500.00 for 3 bedrooms with 4 tenants, 5 tenants; \$1,575.00, 6 tenants; \$1,650.00.
5. **NO pets allowed** (no puppies, kittens, parrots, ferrets, gerbil's snakes, reptiles, or the like are not permitted in the unit).
6. Renter's insurance will be required of each tenant.

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. **\*\*\*\*\*All checks must come ONLY from one applicant. No other checks will be accepted.**
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# APPLICANT SCREENING CRITERIA

Applicant Name: \_\_\_\_\_  
*Print Name*

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

Owner/Agent Name: \_\_\_\_\_ Address of Premises: \_\_\_\_\_

The Applicant Screening Criteria below sets forth both the minimum requirements that must be met in order for your rental application to be accepted and what may cause your application to be denied. Screening criteria is used to assist in the evaluation of each rental application.

## **REQUIREMENTS:**

1. **APPLICATION:** Each adult eighteen (18) years of age or older must complete a rental application in its entirety. Your application will be denied if all portions are not fully completed. If you misrepresent any information on the rental application your application will be denied.
2. **PERSONAL IDENTIFICATION:** You must provide two (2) forms of personal identification one of which must contain a photo. You must also provide a copy of a utility bill (or other bill acceptable to landlord) with your name and current address on it dated within the last two (2) months.
3. **RENTAL HISTORY:** You must provide contact information for both your current and prior landlord. Your application will be denied if, after making a good faith effort, your current and prior landlord cannot be contacted to verify your rental history. If your current or prior landlord report that you or your guests or invitees engaged in behavior in violation of your rental agreement including, but not limited to, disturbing the quiet use and enjoyment of the premises by other tenants and/or neighbors, allowing persons not listed on your rental agreement to reside with you, and/or failure to give your landlord proper notice prior to vacating, your application will be denied. If you previously owned a home you must provide contact information for the mortgage company, if applicable, as well as proof of ownership.
4. **PRIOR EVICTIONS:** If a judgment of eviction has been entered against you within the last five (5) years your application will be denied.
5. **INCOME:** If you are employed your income must be verifiable. You must provide contact information for any and all employers for any job that you would like to be considered. Your application will be denied if, after making a good faith effort, your employer cannot be contacted to verify your income. You must also provide acceptable written documentation including, but not limited to, a paycheck stub dated within the last 30 days or your most recent tax records. If you are self-employed you may have to provide a business license, tax records, bank records, and/or client references.
6. **FINANCIAL BACKGROUND:** Your application will be denied if a money judgment has been entered against you within the last five (5) years and you have not satisfied the judgment by paying all monies owed. Your application will also be denied if your credit report indicates that you have an account that is past due more than sixty (60) days. If you have only one minimally past due account your application may still be considered if a reasonable explanation for the delinquency is provided.
7. **CRIMINAL CONVICTIONS:** If you have been convicted of manufacturing or distributing a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. 802) your application will be denied. If you have been convicted of any other crime that shows a demonstrable risk to tenant safety and/or property within the past six (6) years your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case by case basis. You should provide any mitigating information or documentation that you would like to be considered regarding any prior conviction along with your application.

**I have read and understand the above screening criteria.**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

**When To Use:** This form may be given to a rental applicant and sets forth both the minimum requirements that a rental applicant must meet in order to become a tenant and what may cause the rental applicant to be denied.

# 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/Agent: Jeff Pralle Footstep Management LLC

## UNIT INFORMATION (TO BE COMPLETED BY LANDLORD)

9 Address 1962 State Road 35, Onalaska, WI 54650 Unit No. NA

10 Monthly Rental Amount \$1,500 to \$1,850 Security Deposit Amount \$1200.00

11 Type of Tenancy (i.e. 12 month lease, month to month, etc.) Ask for details

12 Utilities Included Trash and Recycling.

## PERSONAL INFORMATION

14 Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

15 List any prior names  
16 that you have used: \_\_\_\_\_

17 Address \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

18 City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

19 D.L. No. \_\_\_\_\_ E-mail \_\_\_\_\_ Other Phone \_\_\_\_\_

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

## RENTAL HISTORY

25 Current Address \_\_\_\_\_ How Long? \_\_\_\_\_  
CITY STATE ZIP

26 Current Landlord \_\_\_\_\_ Phone \_\_\_\_\_

27 Reason for Moving? \_\_\_\_\_ Current Rent Amount \_\_\_\_\_ / \_\_\_\_\_

28 \_\_\_\_\_

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 \_\_\_\_\_  
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? \_\_\_\_\_  
58 Do you own furniture? \_\_\_\_\_ Do you smoke? \_\_\_\_\_  
59 Have you ever been evicted? \_\_\_\_\_ If yes, please provide circumstances: \_\_\_\_\_  
60 \_\_\_\_\_

61 **Emergency Contact:**  
62 Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
63 Address \_\_\_\_\_

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

66 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.  
67 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  
68 previous tenants security deposit.

69 I enclose the sum of \$ **20.00** (not to exceed \$20) for the purpose of purchasing my consumer credit report.  
70 I understand that if I have misrepresented any information on this application that my application will be denied.  
71 I authorize Landlord to do the following: (1) contact any individuals and/or businesses listed above and verify all of the information provided  
72 in this application before, during, and/or after my tenancy, and (2) obtain a copy of my consumer credit report.  
73 I acknowledge being furnished copies of the Rental Agreement, Rules & Regulations, and if applicable, any Nonstandard Rental Provisions.  
74 I agree to sign the Rental Agreement, Rules & Regulations and Nonstandard Rental Provisions, if applicable, prior to taking occupancy of  
75 the unit.  
76 I certify that all of the information provided in this application is true and accurate to the best of my knowledge.

77 \_\_\_\_\_  
78 \_\_\_\_\_  
79 Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
80 \_\_\_\_\_  
81 \_\_\_\_\_

**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.**

82 **Please Note: Landlord is using public records provided by a third party service to determine your eligibility to rent. Neither Landlord, nor**  
83 **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**  
84 **applicant to check the accuracy of their own public records.**