

# 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](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. 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-\$890.00; lower-\$860.00.
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 on the 1<sup>st</sup> 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

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

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

Owner/Agent Name: Footstep Properties LLC Address of Premises: 550 Braund St. Onalaska, WI 54650

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:** Your application will be denied for the following reasons: (1) 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); (2) you have been convicted of a felony or released from custody or supervision for a felony conviction, whichever occurred later, within the past six (6) years, and the crime shows a demonstrable risk to tenant safety and/or property; or (3) you have been convicted of a misdemeanor within the last three (3) years and the crime shows a demonstrable risk to tenant safety and/or property. For felony or misdemeanor convictions, other than for the manufacturing or distributing of a controlled substance, consideration will be given to the nature and severity of the crime, your age at the time of the criminal activity, and the amount of time that has passed since the criminal activity occurred. Additional factors may also be considered on a case by case basis. It is your responsibility to provide any supporting information or documentation regarding any prior criminal convictions that you would like to be considered.

**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 for their application to be accepted and what may cause their application 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: Footstep Properties LLC

## UNIT INFORMATION (TO BE COMPLETED BY LANDLORD)

Address \_\_\_\_\_ Unit No. \_\_\_\_\_

Monthly Rental Amount Upper \$890.00 Lower \$860.00 Security Deposit Amount \$900.00

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? \_\_\_\_\_  
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**

List any additional income to be considered – verification required

**CREDIT & FINANCIAL INFORMATION**

Bank \_\_\_\_\_ Account No. \_\_\_\_\_ Account Type \_\_\_\_\_

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

Type \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Account No. \_\_\_\_\_

Total Amount Owed \_\_\_\_\_ Monthly Payment Amount \_\_\_\_\_

Type \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Account No. \_\_\_\_\_

Total Amount Owed \_\_\_\_\_ Monthly Payment Amount \_\_\_\_\_

**OTHER INFORMATION**

**Automobiles and Other Vehicles**

Make and Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

Make and Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

Make and Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

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

**Emergency Contacts:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

CITY STATE ZIP  
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**

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. 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 previous tenants security deposit.

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

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

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

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

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

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.**

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