

# *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-\$790.00; lower-\$760.00.
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 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.

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# 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 \$790.00 Lower \$760.00 Security Deposit Amount \$800.00

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

Current Address \_\_\_\_\_ How Long? \_\_\_\_\_

CITY STATE ZIP

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

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

Previous Address \_\_\_\_\_ How Long? \_\_\_\_\_

CITY STATE ZIP

Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

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

## EMPLOYMENT HISTORY

Current Employer \_\_\_\_\_ Starting Date \_\_\_\_\_

Address \_\_\_\_\_

CITY STATE ZIP

Job Title \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
(before deductions)

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Other Employer \_\_\_\_\_ Starting Date \_\_\_\_\_

Address \_\_\_\_\_

CITY STATE ZIP

Job Title \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
(before deductions)

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 \_\_\_\_\_

**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.**

# 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 applicant.

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 . ONLY

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