

Madison Property Management, Inc. **RENTAL APPLICATION** Consultant \_\_\_\_\_  
 1202 Regent Street  
 Madison, WI 53715 Address applying for \_\_\_\_\_ Apt # \_\_\_\_\_  
 Phone (608) 251-8777  
 FAX (608) 255-9656 Expected Move-in date \_\_\_\_/\_\_\_\_/\_\_\_\_ Rent \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_  
 (Credit cards are not accepted)

**APPLICATION PROCEDURE**

Please fill out the following application completely and accurately. Falsification of information is grounds for denial. All approved applicants are required to provide a valid driver's license or state identification card. If an application is incomplete, our staff will call the applicant one time to obtain the information needed in order to complete the application. If this call does not provide the necessary information, rejection may be based on an incomplete application. Each application is valid for up to 30 days. After that time, a new application must be filled out. Please note: current tenants of MPM are required to fill out a new application when moving to a different unit.

Applicants must demonstrate an ability to pay the monthly rent. Information about your current employer, including names and telephone numbers of references, must be provided if applicable. Please list all sources of income. Employment references may be checked to verify income. If an applicant receives an income subsidy, verification must be provided when turning in the completed application. If an applicant has a payee or other contact person at a specific agency, that payee's name and telephone number must be provided. If an applicant does not demonstrate the ability to pay the monthly rent, a co-signer may be required to guarantee the financial obligations of the lease. A credit check may be conducted on any submitted application. Poor credit does not always result in application rejection; however, it may be a factor used in processing the application, and may be grounds for denial.

A rental history check may be conducted on your application. Applicants are required to have at least two years of satisfactory housing history including rental history and/or home ownership. Please complete your current and prior landlord information. If you own or have owned a home, please make note of this. Satisfactory housing history does not include time residing in student housing (dorms) or residing with parents or relatives. Applicants with less than two years of housing history may be asked to obtain a co-signer to guarantee the financial obligations of the lease. If an applicant owes money to a previous landlord, this balance must be paid in full before the application will be processed.

Madison Property Management, Inc. manages properties owned by different property owners. Each owner has different requirements for tenancy. Madison Property Management, Inc. rents to applicants in the order that their applications are approved. Application processing may take up to 72 hours. We will contact you after your application has been processed. We provide copies of the lease agreement and lease rules upon request. No Earnest Money Deposit is required.

**Applicant's First Name** \_\_\_\_\_ **M** \_\_\_\_\_ **Last** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DL#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

<b>Other persons to occupy residence</b>	<b>Adult</b>	<b>Relationship</b>	<b>Other persons to occupy residence</b>	<b>Adult</b>	<b>Relationship</b>
_____	Y / N	_____	_____	Y / N	_____
_____	Y / N	_____	_____	Y / N	_____

**Note: Everyone 18+ years of age must submit an individual application.**

**EMPLOYMENT INFORMATION**

**Current Employer** \_\_\_\_\_ **Start Date** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City/State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Fax** \_\_\_\_\_  
**Gross Income \$** \_\_\_\_\_ / Month

**Other income sources and amounts:** (Verification must be provided) \_\_\_\_\_

**In case of an emergency, contact:** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_ **Relation** \_\_\_\_\_

**Please complete and sign the reverse side.**

**HOUSING HISTORY** Please supply your most recent housing history. A minimum of the past 2 years is required.

Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Current Landlord \_\_\_\_\_ Landlord Phone ( ) \_\_\_\_\_ Fax \_\_\_\_\_

Landlord's Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Rent paid / Month \$ \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_\_ Utilities you pay \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Landlord Phone ( ) \_\_\_\_\_ Fax \_\_\_\_\_

Landlord's Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Rent paid / Month \$ \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Utilities you paid \_\_\_\_\_

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Has an eviction action ever been filed against you or someone you were living with at the time? Yes \_\_\_\_ No \_\_\_\_  
If yes, by whom, when, and for what reason? \_\_\_\_\_

Have you been found guilty of an offense involving violence to persons or property? Yes \_\_\_\_ No \_\_\_\_

Have you been found guilty of any drug-related offenses? Yes \_\_\_\_ No \_\_\_\_

Do you owe money to your current landlord or any former landlord? Yes \_\_\_\_ No \_\_\_\_

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In the event that you don't meet our minimum requirements for approval please name a co-signer: \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_ Relationship \_\_\_\_\_

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**AUTOMOBILE PARKING** Is parking desired? Y / N

Please note: Unless the unit you are applying for is advertised as including off-street parking, selecting "Yes" will not guarantee you a parking stall. Please inquire about parking availability.

**PETS** (There is no guarantee pets are permitted.) \$15/cat per month \$25/dog per month Fees may apply  
Will you have a pet? Y / N # of Cats \_\_\_\_\_ # of Dogs \_\_\_\_\_ Other (please specify) \_\_\_\_\_  
Dog Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Do you wish to receive a written explanation of a denial of tenancy? Yes \_\_\_\_ No \_\_\_\_

**I found out about Madison Property Management, Inc. from \_\_\_\_\_.**

I, the undersigned, hereby acknowledge that I have read and understand this application, and all information that has been submitted, including the information listed on this application, is true and correct. I understand that all application information and materials are being relied upon in application processing and are a pre-condition to approval by Madison Property Management, Inc. Any false statements or omissions are grounds for immediate application rejection or future termination of any lease signed pursuant to this application. **I hereby authorize management to conduct routine housing references, employment verification, criminal background checks, public records checks, financial reference investigations, and to obtain and rely on credit agency reports for the purpose of processing this application.** I understand and acknowledge that my performance under any lease agreement I may enter into with the landlord may be reported to such credit-reporting agency, and authorize management to obtain my credit report for the purpose of collecting any amounts due pursuant to any future lease agreement with the landlord.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_