

Madison Property Management, Inc. **RENTAL APPLICATION** Consultant \_\_\_\_\_  
 1202 Regent Street  
 Madison, WI 53715 Address applying for \_\_\_\_\_ Apt # \_\_\_\_\_  
 Phone (608) 251-8777  
 FAX (608) 255-0295 Expected Move-in date \_\_\_/\_\_\_/\_\_\_ Rent \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_  
 (Debit/Credit cards are not accepted)

**APPLICATION PROCEDURE**

Please fill out the following application completely and accurately. Falsification of any information is grounds for denial. All approved applicants are required to provide a valid driver's license or state identification card. Each application is valid for up to 30 days. After that time, a new application must be filled out. Please keep in mind that we do not hold apartments. Leases are signed on a first-come, first-served basis, in the order they are approved, not received. Therefore, it is extremely important to submit a complete application.

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. Employment references will be checked to verify income. Please list all sources of income. If an applicant receives an income subsidy, verification must be provided when turning in the completed application.

Madison Property Management, Inc. manages properties owned by different property owners. Each owner may have a specific credit score requirement or other tenancy requirements. A credit check may be conducted on your application. Please contact the application department prior to submitting your application should you have questions on those requirements.

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. If an applicant owes money to a previous landlord, this balance must be paid in full before the application will be processed.

A background check will be done on each submitted application. An applicant may be denied housing if there is a housing related conviction.

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 application fee is required.

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

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

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

<u>Other persons to occupy residence</u>	<u>Date of Birth</u>	<u>Relationship</u>	<u>Other persons to occupy residence</u>	<u>Date of Birth</u>	<u>Relationship</u>
_____	___/___/___	_____	_____	___/___/___	_____
_____	___/___/___	_____	_____	___/___/___	_____

**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 \_\_\_\_\_ Relationship \_\_\_\_\_  
 E-mail \_\_\_\_\_

**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 \_\_\_\_\_ Unit # \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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

Previous Address \_\_\_\_\_ Unit # \_\_\_\_\_ 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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Any false statements or omissions are grounds for immediate application rejection or future termination of any lease signed pursuant to this application.

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 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

**Parking is NOT Guaranteed:** Unless the unit you are applying for is advertised as "Parking Included", selecting "Yes" does not guarantee you a parking stall. You must enter into a separate parking contract before parking is permitted.

**ANIMALS/PETS:** There is no guarantee pets are permitted. \$25/cat per month \$40/dog per month \*Fees for other animals may apply  
Will you have any animals? Y / N # of Cats \_\_\_\_\_ # of Dogs \_\_\_\_\_ \*Other (please specify) \_\_\_\_\_  
Dog Breed(s): \_\_\_\_\_ Weight(s): \_\_\_\_\_

Do you have an emotional support or service animal? Yes \_\_\_\_ No \_\_\_\_ (Verification must be provided)

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 my application processing and are a pre-condition to approval by Madison Property Management, Inc. **I hereby authorize management to conduct routine housing reference checks, employment verifications, criminal background checks, public records checks, and/or financial reference investigations, and to obtain and rely on credit agency reports for the purpose of processing this application.** I authorize management to obtain my credit report for the purpose of collecting any amounts due pursuant to any future lease agreement with the landlord. I understand and acknowledge that my performance under any lease agreement I enter into with the landlord may be reported to such a credit agency.

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