

**RENTAL APPLICATION AND POLICIES ADDENDUM OF HIGHLAND MANAGEMENT GROUP, INC.** Page 1 of 3

Community: \_\_\_\_\_ Bldg. & Apt/TH # \_\_\_\_\_ Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Housing Opportunity.** Highland Management Group, Inc. is a fair housing provider. Highland Management Group, Inc. does not discriminate on the basis of race, creed, color, ancestry, national origin, religion, sex, marital status, familial status (having children under age 18), status with respect to receipt of public assistance, disability, affectional preference, or other protected class as may be defined by law.

**Application Requirements.** Each adult applicant must produce a valid government issued photo identification and fill out a rental application. There is a non-refundable application fee per adult applicant.

Information on the application must be complete, verifiable, and legible. If application information cannot be verified, this is a basis for denial. Submission of a misleading or incomplete application is a basis for denial or termination of a lease approved based on a misleading or incomplete information.

**Minimum Income.** Total household **income should be at least three times the monthly rent.** For example: To rent a \$1000 per month apartment, household income should be \$3000 per month.

**Housing History.** Each applicant should have **two years of continuous and verifiable housing history** with no adverse rental or ownership references. References must be from a prior landlord, management company, or lender not from relatives, family members, or roommates. Eviction records are reviewed.

**Occupancy Limits.** Occupancy limits at Highland Properties are generally two persons per bedroom. Check with the individual site for specifics, exceptions, and limits on multiple adults.

**Application Process.** In taking an application and showing an apartment, we are contemplating an ongoing business relationship. We are dedicated to treating you with professionalism and respect. In turn, we request a businesslike and courteous attitude. If any comments or behaviors during the application process lead us to conclude that this will not be a positive business relationship, this is grounds for denial of an application or cancellation of an approved application before a lease has been signed.

**Credit History.** A credit history is requested for each adult applicant. Applicants must have a credit score of 625 or higher. If an applicant has a credit score of 575-624, or no credit score, an exception may be made at the sole discretion of Management depending on the overall strength of the applicant's application and that of any co-applicant. Management may also require an Additional Deposit. Outstanding housing debt, including a record of unpaid utilities, is grounds for denial.

**Criminal/Public Record History.** Highland Management Group, Inc., reserves the right to reject an applicant who has a criminal/public record history including but not limited to offenses against persons, property, drugs, or contrary to rental licensing ordinances.

**Exceptions.** Exceptions are not made in our occupancy limits. Exceptions may be considered for applicants who do not have a housing history because they are first time renters or applicants that are acceptable but for household income and credit reasons. An exception will usually require the applicant to supplement the application with additional documentation and to provide greater financial security to management, such as payment of an additional deposit.

The non-refundable application fee charged by Highland Management Group, Inc., is applied to the costs of our applicant screening. We will not charge an application fee unless we have a unit available, or reasonably believe that a unit will be available in the future.

Highland will return the non-refundable application fee if it rejects the applicant for a reason not stated in these or rental policies, if we do not order a consumer credit report or tenant screening report, or if we take more than one application fee on one apartment. If your application fee is to be refunded, tell us how to return the application fee:

- Mail it to your address on this form
- Destroy it
- Hold it for retrieval by you.

I authorize Highland Management Group, Inc. as the authorized managing agent of the subject property (properties) for this application, and Rental History Reports (RHR) located at 7900 West 78th Street - Suite 400, Edina, MN 55439 | 888-389-4023 to perform a complete investigation of all information provided with my application for residency. I have personally filled in and/or reviewed all information on the application. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References (including MPHA), Employment Verification, Eviction Records and Personal Interviews with references. This authorization is for this transaction only and continues for (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed (1) year, allowed by law. I authorize Rental History Reports to use my Visa/MasterCard/American Express account number in Payment of Services Rendered (Merchandise purchased is a resident screening report).

I acknowledge that RHR provides reports by written, electronic or verbal instructions to property managers of my choice and does not participate in the approval or denial process, and does not guarantee an approval. My submitting this application below acknowledges and agrees with all terms above and authorizes reference providers to release rental, job history (including salary), eviction, credit, criminal, and any other relevant record information pertinent to the tenant screening criteria.

**ARBITRATION AGREEMENT**

I agree to arbitrate all disputes and claims arising out of or relating to actions taken Highland Management Group, Inc., (HMG) and by RHR or their agents and assigns in acquiring and reporting information relating to my application. Before I seek arbitration, I will first provide written Notice of Claim or Dispute ("Notice") to HMG/RHR, 7900 West 78th Street - Suite 400, Edina, MN 55439/("Notice Address"). The Notice must: (a) describe the nature and basis of my claim or dispute; and (b) include all supporting documentation to substantiate the basis for my claim or dispute. If I do not reach an agreement with HMG/RHR to resolve the claim or dispute within 30 days after the Notice is received, I may commence an arbitration proceeding. To the fullest extent permitted by applicable law, no arbitration under this Agreement shall be joined to an arbitration involving any other party subject to this Agreement, whether through class arbitration proceedings or otherwise. I may bring claims against HMG/RHR in my individual capacity only and not as a plaintiff or class member in any purported class or representative proceeding. The arbitration shall be governed by the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer Related Disputes of the American Arbitration Association ("AAA"), as modified by this Agreement, and shall be administered by the AAA. The AAA rules are available at [www.adr.org](http://www.adr.org) or by writing to the Notice Address.

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



# RENTAL APPLICATION

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Community \_\_\_\_\_ Building \_\_\_\_\_ Apt./TH # \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT (PLEASE PRINT CLEARLY)

Last Name		First Name		Middle							
Date of Birth / /		Drivers License / ID Number		Social Security Number - -							
Area Code/Phone ( )		Cellular: Area Code/Phone ( )		E-Mail Address							
Present Address (Street & Apt.#)		City		State		Zip		From: (mo/yr)		To: (mo/yr)	
Present Landlord/Mortgage Company				Monthly Rent \$		Area Code/Phone ( )					
Previous Address (Street & Apt.#)		City		State		Zip		From: (mo/yr)		To: (mo/yr)	
Previous Landlord/Mortgage Company				Monthly Rent \$		Area Code/Phone ( )					

## SOURCES OF INCOME

Employer		Salary		Per:		Position		Hours Per Week		Area Code/Phone ( )	
Address						How Long? yrs. mos.		Supervisor			
2nd or Past Employer (circle)		Salary		Per:		Position		Hours Per Week		Area Code/Phone ( )	
Address						How Long? yrs. mos.		Supervisor			

## OTHER SOURCES OF INCOME

Source		Amount \$		per		Area Code/Phone ( )			
Source		Amount \$		per		Area Code/Phone ( )			

## BANK ACCOUNT/SAVINGS/CHECKING & LOANS

Name		Address		Type of Account		Account Number	
Name		Address		Type of Account		Account Number	

## VEHICLES

Make/Model		Year		Color		Plate #	
Payment Paid To		Area Code/Phone ( )				Monthly Payment \$	

## PARENTS OR CLOSEST LIVING RELATIVE

Name		Relationship to Applicant		Area Code / Phone ( )			
Address		City		State		Zip	

## IN CASE OF EMERGENCY NOTIFY

Name		Relationship to Applicant		Area Code / Phone ( )			
Address		City		State		Zip	

## MISCELLANEOUS

Do you have any animals? YES ( ) NO ( )		If yes, what type?			
Have you ever had an Eviction Action filed on you? YES ( ) NO ( )		If yes, when (date)?			



# RENTAL APPLICATION

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Community: \_\_\_\_\_ Bldg. & Apt/TH # \_\_\_\_\_ Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

List All Occupants	Relationship	Date of Birth

**APPLICANTS PROMISES AND AUTHORIZATIONS:** By completing this Rental Application, paying the non-refundable Application Fee and Performance Deposits\*, Applicant agrees:

- A. They have read and agreed to the following: Rental Policies and Disclosure of Information on Lead-Based Paint Hazards.
- B. The information supplied in the Rental Application is true, correct, and complete in all respects.
- C. Management may rely upon the complete Rental Application in deciding whether or not to rent an apartment to Applicant.
- D. Management is authorized to contact and verify all information written in the Rental Application: and
- E. By providing these phone numbers which includes all (cell, landline, etc.) numbers currently held and, in the future, Applicant gives authorization to Management and its agents to contact Applicant at current and future phone numbers.
- F. Management may obtain records and information about Applicant from any credit bureau or rental reference service.
- G. If Applicant is accepted with conditions, such as supplementing the application with additional documentation, or paying an additional deposit, Applicant will have three business days to accept or reject the additional conditions. If the additional conditions are rejected, the Performance Deposit will be returned as described below. If Applicant agrees to the additional conditions, then Applicant must meet the conditions and the Performance Deposit will not be refunded if Applicant fails to do so.
- H. The Performance Deposit will be returned to the Applicant by mail within seven (7) days of Management denying the Rental Application for reasons other than misleading or omitted information.
- I. The Performance Deposit will NOT be refunded in the following situations:
  - 1. If Rental Application is denied due to misleading or omitted information.
  - 2. If Applicant changes his or her mind, asks to withdraw or cancel application or otherwise decides not to take the apartment/townhouse and/or fails to sign a Lease.
  - 3. If all Terms and Conditions of the Lease are not fulfilled.
- J. Upon approval of your Rental Application, you will be contacted to set up a time for completing all Apartment/Townhouse Lease Paperwork. A copy of the Apartment Lease, Terms and Conditions, and Community Rules are available upon request.

\*Payment of a Performance Deposit holds the Apartment/Townhome for the Applicant subject only to the Applicant successfully being screened and accepted for occupancy. By paying the Performance Deposit, Applicant is asking Management to take the Apartment/Townhome off the market and to lose the opportunity to market and/or rent the Apartment/Townhome to others. If Applicant changes his or her mind about the Apartment/Townhome, or otherwise does not complete the Apartment/Townhome Lease paperwork and/or move into the Apartment/Townhome, the Performance Deposit will be applied as Liquidating Damages to Management's loss of marketing and will not be refunded to the Applicant.

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

Date \_\_\_\_\_

Upon approval of Application, your new address will be: \_\_\_\_\_  
 \_\_\_\_\_

### FOR OFFICE USE ONLY

Marketing Source: _____ Lease Term _____ Move-In Date _____ Rent Begins _____ Lease Dates From: _____ To: _____ Rental Payment (Apt/TH) _____ Rental Payment (Gar.) _____ Other _____ Other _____ Total Rent _____	Comments:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Application Fee</td> <td>\$ _____</td> <td>Date Pd</td> <td>_____</td> <td>Ck #</td> <td>_____</td> </tr> <tr> <td>Deposit Amt.</td> <td>\$ _____</td> <td>Date Pd</td> <td>_____</td> <td>Ck #</td> <td>_____</td> </tr> <tr> <td>Deposit Amt.</td> <td>\$ _____</td> <td>Date Pd</td> <td>_____</td> <td>Ck #</td> <td>_____</td> </tr> <tr> <td>LMR Amt.</td> <td>\$ _____</td> <td>Date Pd</td> <td>_____</td> <td>Ck #</td> <td>_____</td> </tr> <tr> <td>Pct Deposit</td> <td>\$ _____</td> <td>Date Pd</td> <td>_____</td> <td>Ck #</td> <td>_____</td> </tr> </table> Bank Name: _____ Application Received by: _____ Reviewed by: _____ Accepted: _____ Denied: _____ Date: _____	Application Fee	\$ _____	Date Pd	_____	Ck #	_____	Deposit Amt.	\$ _____	Date Pd	_____	Ck #	_____	Deposit Amt.	\$ _____	Date Pd	_____	Ck #	_____	LMR Amt.	\$ _____	Date Pd	_____	Ck #	_____	Pct Deposit	\$ _____	Date Pd	_____	Ck #	_____
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