

# RENTAL APPLICATION

Page 1 of 3

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

### Equal Housing Opportunity:

Highland Management Group, Inc. supports and follows the State and Federal Fair Housing laws. Highland Management Group, Inc. does not discriminate on the basis of race, creed, ancestry, national origin, religion, sex, marital status, familial status, with respect to receipt of public assistance, or affectional preferences.

### Application Requirements:

Each adult applicant must produce a photo ID and fill out an application. There is a non-refundable fee for processing the application. Applicants are encouraged to read the Rental Policies to determine if they will qualify for occupancy before paying this fee.

### Application Process:

In taking an application and showing an apartment / townhouse, we are each contemplating an ongoing business relationship. Highland Management Group, Inc. is 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 leads us to believe this will not be a positive business relationship, this is also grounds for rejection of an application.

### **AUTHORIZATION:**

I authorize Screening Reports, Inc. (SRI) to do a complete investigation of all information provided on the Rental Application. I have personally filled in and/or reviewed all information listed on this application. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References, and Personal Interviews with references. I acknowledge that SRI provides reports to apartments and does not participate in the approval or denial process. I acknowledge that SRI monitors criminal activity and reports it promptly to the community. My signature below authorizes all entities listed on the Rental Application to release rental, job history (including salary) and criminal record information.

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

### **APPLICANT (PLEASE PRINT CLEARLY)**

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

### **VEHICLES**

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



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Page 2 of 3

Applicant: \_\_\_\_\_ Community: \_\_\_\_\_ Date: \_\_\_\_\_

Parents or Closest Living Relative		Area Code / Phone (      )	
Address	City	State	Zip
In Case of Emergency Notify:		Relationship to Applicant	
Area Code / Phone (      )			
Address	City	State	Zip

List All Occupants	Relationship	Age

Do you have any pets? YES (    ) NO (    )	If yes, what type?
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Have you ever had an Unlawful Detainer filed on you? YES (    ) NO (    )
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**LEASE ADDENDUM FOR A DRUG / CRIME FREE HOUSING**

In consideration of the execution or renewal of a Lease of the dwelling unit identified in the Lease, Owner and Resident agree as follows:

- Resident, any members of the Resident’s household or a guest or other person under the resident’s control shall not engage in illegal activity, including drug-related illegal activity on or near the said premises. “Drug-related criminal activity” means the illegal manufacture, sale, distribution, purchase, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act (21 U.S.C.802) or possession of drug paraphernalia (MN Statue 152.092).
- Resident, any member of the Resident’s household or a guest or other person under the Resident’s control **shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the said premises.**
- Resident or members of the household or a guest **will not permit the dwelling to be used for, or to facilitate illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.**
- Resident or members of the household or a guest will not engage in the manufacture, sale or distribution of illegal drugs at any locations, whether **on** or **near** the dwelling unit premises or otherwise.
- Resident, any member of the Resident’s household, or a guest or other person under the Resident’s control **shall not engage in acts of violence or threats of violence,** including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety or welfare of the landlord, his/her agent(s) or Residents.
- VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** *A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the Lease.*
- It is understood and agreed that a **single violation** shall be good cause for termination of the Lease. Unless otherwise provided by law, **proof of violation shall not require criminal conviction,** but shall be by the preponderance of the evidence.
- In case of conflict between the provisions of this addendum and any other provisions of the Lease, the provisions of the addendum shall govern.
- This LEASE ADDENDUM is incorporated into the Lease executed or renewed this day between Owner and Resident.



**RENTAL APPLICATION**

Applicant: \_\_\_\_\_ Community: \_\_\_\_\_ Date: \_\_\_\_\_

**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, Disclosure of Information on Lead-Based Paint Hazards, and Lease Addendum for Drug / Crime Free Housing.
- B. The information supplied in the Rental Application is true, correct, and complete in all respects.
- C. Owner may rely upon the complete Rental Application in deciding whether or not to rent an apartment to Applicant.
- D. Owner is authorized to contact and verify all information written in the Rental Application: and
- E. Owner may obtain records and information about Applicant from any credit bureau or rental reference service.
- F. The Performance Deposit will be returned to the Applicant by mail within seven (7) days of Owner rejecting the Rental Application for reasons other than Applicant supplying false or misleading information.
- G. The Performance Deposit will NOT be refunded in the following situations:
  - 1. If Rental Application is not acceptable because it contains false or misleading 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 enter into a Lease with Owner.
  - 3. If all Terms and Conditions of the Lease are not fulfilled.
- H. 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 Owner 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 Owner's loss of marketing and will not be refunded to the Applicant.

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

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

<b>FOR OFFICE USE ONLY</b>	
Marketing Source: _____	Comments: _____
Lease Term _____	
Move-In Date _____	
Rent Begins _____	Application Fee \$ _____ Date Pd _____ Ck # _____
Lease Dates From: _____	Deposit Amt. \$ _____ Date Pd _____ Ck # _____
To: _____	Deposit Amt. \$ _____ Date Pd _____ Ck # _____
Rental Payment (Apt/TH) \$ _____	LMR Amt. \$ _____ Date Pd _____ Ck # _____
Rental Payment (Gar.) \$ _____	Pet Deposit \$ _____ Date Pd _____ Ck # _____
Other _____ \$ _____	Bank Name: _____
Other _____ \$ _____	Application Received by: _____ Reviewed by: _____
Total Rent \$ _____	Accepted: _____ Denied: _____ Date: _____

5290 Villa Way  
Edina, MN 55436  
Phone: (952) 405-7830  
Email: callcenter@highlandapts.com

**Highland Management  
Group, Inc.**

# Fax

**To:** Leasing Center **From:** \_\_\_\_\_

**Fax:** (952) 746-5939 or (866) 825-9221 **Date:** \_\_\_\_\_

**Phone:** (952) 405-7830 **Pages:** \_\_\_\_\_

**Re:** Rental Application - Website \_\_\_\_\_

**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

**Property Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone # :** \_\_\_\_\_

**Comments:**