

Rental Application

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, color, ancestry, national origin, religion, sex, marital status, familial status, with respect to receipt of public assistance 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 Application Disclosure Policies to determine if they will qualify for occupancy before paying the non-refundable

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 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 applicant

APPLICANT (PLEASE PRINT CLEARLY)

Last Name	First Name	Middle	Date of Birth / /	Drivers License Number	Social Security Number - -
Present Address (Street & Apt.#)	City	State	Zip	Area Code/Phone ()	From: (mo/yr) To: (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: (mo/yr) To: (mo/yr)
Previous Landlord/Mortgage Company				Monthly Rent \$	Area Code/Phone ()
Previous Address	City	State	Zip	Apt. #	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	
Past Employer	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	Area Code/Phone	Address	Type of Account	Account Number
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 ()	
Make/Year	Color	Plate #	Monthly Payment \$	Account Number
Payment Paid To			Area Code/Phone ()	

OTHER

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



CREDIT REFERENCES (LIST ALL MONTHLY FINANCIAL OBLIGATIONS)			
Account Name	Monthly Pymt.	Account Name	Monthly Pymt.
	\$		\$
	\$		\$
	\$		\$
Have you ever had an Unlawful Detainer filed on you? Yes () No ()			
List All Occupants	Relationship	Age	
Pets?		If yes, what type of pet?	

APPLICANT'S 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 Policy, Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards and Lease Addendum for a 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; or
 - 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.

* The payment of a Performance Deposit holds the apartment/townhouse 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/townhouse off the market and to lose the opportunity to market and /or rent the apartment /townhouse to others. If Applicant changes his or her mind about the apartment/townhouse, or otherwise does not complete the Apartment/Townhouse Lease paperwork and/or move into the apartment/townhouse, the Performance Deposit will be applied as Liquidated Damages to Owner's loss of marketing and will not be refunded to the Applicant.

Applicant Signature **Date**

Upon approval of the application, your new address will be: _____

FOR OFFICE USE ONLY			
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: _____

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:

1. 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).

2. 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.**

3. 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 or whether the individual engaging in such activity is a member of the household.**

4. 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.

5. 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 tenants.

6. **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 <u>single violation</u> shall be good cause for termination of the lease. Unless otherwise provided by law, <u>proof of violation shall not require criminal conviction,</u> but shall be by the preponderance of the evidence.
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7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

HIGHLAND MANAGEMENT GROUP, INC. _____
(Resident)

_____ (Resident)

by: _____ (Resident)

_____ (Resident)

Date Signed: _____

Date Signed: _____

*Resident acknowledges receipt of this addendum by signature of this document.

CRIMINAL HISTORY REQUEST

Date _____

Community _____

Phone _____

APPLICANT INFORMATION: (Please Print)

Building/Apartment # _____

Move-In Date _____

Last Name _____ First Name _____

Middle Name (Full) _____ Maiden, Alias or Former _____

Date of Birth (M/D/Y) _____ Sex (M or F) _____

Social Security Number _____

Current Address _____ City/State/Zip _____

List all Cities/States/Zip where you have lived for the past 10 years

City/State/Zip _____

City/State/Zip _____

City/State/Zip _____

City/State/Zip _____

City/State/Zip _____

City/State/Zip _____

I, the undersigned, authorize the Minnesota Bureau of Criminal Apprehension and/or all Counties to disclose all criminal history record information to _____ for the purpose of screening a prospective resident.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Applicant Signature

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: