



RENTAL APPLICATION

Date _____ Property Name & Address _____ Apartment # _____

To expedite your application it is important to provide information in ALL the categories. Please fill out Rental History Information for the past 3 years, including landlord phone numbers, Employment Information with phone numbers

Applicant: (full name) _____

Social Security # _____

Birthdate _____

Home Phone # () _____ Cellular Phone # () _____

Work Phone # () _____ Email Address _____

Present address _____ Apt # _____ City _____ State _____ Zip _____

Name of Apartment _____ Length of Tenancy _____ to _____

Landlord Phone # () _____

Previous address _____ Apt # _____ City _____ State _____ Zip _____

Name of Apartment _____ Length of Tenancy _____ to _____

Landlord Phone # () _____

Have you even been convicted of a crime (except driving citation)? Yes _____ No _____

Have you ever been evicted or asked to vacate? Yes _____ No _____

If you answered Yes to either of these questions please explain:

Present employer _____

Previous employer _____

Complete Address _____

Complete Address _____

Phone # () _____

Phone # () _____

Contact Person _____

Contact Person _____

Monthly Gross Income _____

Monthly Gross Income _____

Date of Hire _____

Date of Hire _____

Date of Termination _____

Date of Termination _____

Other Sources of Income (Assistance, Part-Time Job, Etc.)

Source/Contact _____ Amount/Month _____ Phone: _____

Bank Reference (indicate Bank Branch and services used)

Name _____ City _____ State _____ Phone _____

Personal Reference:

Name: _____

Full Address _____

Relationship _____

Phone # Home () _____ Wk () _____

Contact in case of Emergency:

Name: _____

Full Address _____

Relationship _____

Phone # Home () _____ Wk () _____

List all people who will occupy the apartment

<u>Name</u>	<u>Relationship</u>	<u>Birthdate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vehicle Registration:

<u>Make/Model</u>	<u>Color</u>	<u>Plate #</u>	<u>State</u>
_____	_____	_____	_____

How did you hear about us? _____

Were you referred by anyone? _____

Authorization to Release Information

Is there any information that might appear on your credit, rental or criminal history that you wish to disclose and/or address up front, knowing that failure to disclose such information may be considered grounds for denial of this application? Yes _____ No _____
(You may use the back side of this application to provide additional information.)

Applicant understands and agrees that if he/she makes incorrect or misleading statements or omissions on this form, Applicant will forfeit his/her deposit.

Application processing is done by:

Screening Reports, Inc. 729 N. Route 83, #321, Bensenville, IL 60106 Toll Free (866)389-4042 Fax (866)389-4043

Applicant hereby grants to Management full authorization necessary to verify the information on this form, included but not limited to credit history, rental history, income verification, criminal record, information from public agencies and other information relevant to this application for a residential tenancy. **Management is a fair housing provider and will grant equal opportunity to all persons under the law.**

Management/Owner Signature

Applicant Signature



Thank you for choosing INH Property Management, Inc. We are more than happy to assist you in locating your new rental home. **We are an Equal Opportunity Housing Provider.** We fully comply with all federal, state and local fair housing, civil rights and equal opportunity laws. As a professional management company there are criteria that our applicants must meet. All applicants must be 18 years of age or older, or a legally emancipated minor.

INH Property Management, Inc. Resident Selection Criteria

- **Occupancy Limits**

Two (2) people may occupy a 1 bedroom apartment.

Four (4) people may occupy a 2 bedroom apartment. A maximum of two (2) adults may occupy a 2 bedroom apartment.

Six (6) people may occupy a 3 bedroom apartment. A maximum of three (3) adults may occupy a 3 bedroom apartment.

(Property Specific: the addition of one (1) adult may be allowed with an additional cost of \$100.00 per month)

- **Credit**

A credit score of 600 or higher is required for all applicants. An applicant with a score lower than 600 may be considered with a) a qualified guarantor and/or b) advance payment of one (1) or more month's rent. Negative items on credit reports may be grounds for denial of an application.

- **Criminal Background**

An applicant with a felony will not be considered for residency. A gross misdemeanor or other negative items on a criminal background history may be grounds for denial of an application.

- **Rental History**

A minimum of 1 year verifiable rental history is required of all prospective lessees. If there is no rental history, or less than 1 year, an applicant may be considered with a) a qualified guarantor and/or b) advance payment of one (1) or more month's rent. Negative items (i.e. evictions, non-renewals,

unlawful detainers, etc.) on one's rental history may be grounds for denial of an application.

- **Income Requirements**

Applicant's income must be 2.5 times the amount of the apartment rent. If the income is less than 2.5 times, an applicant may be considered with a) a qualified guarantor or b) advance payment of one (1) or more month's rent. (Section 8, Rural Development or individuals receiving rental assistance of some sort, excluded)

- **Photo Identification**

Prior to viewing an apartment and or applying for residency, all adults will be required to show valid photo identification. Acceptable identification includes: personal driver's license, state-issued photo identification card, passport or other federally issued photo identification.

- **False Information** Any Applicant found to have knowingly falsified, misrepresented, or withheld any information on an application will be denied residency.

INH Property Management, Inc. Application Requirement

Security Deposit \$400 - \$600 or equal to 1 month's rent. Additional adult occupants may increase deposit amount. Deposit amount is property specific. (Section 8 project based properties - deposit is determined by income)

Application Fee \$35/adult applicant (Section 8 project based properties are excluded)
All application fees are non-refundable!

Acknowledgement: I have read the above information and fully understand its contents.

Printed Name: _____ **Bldg./Apt. applied for:** _____

Signature: _____ **Date:** _____



CREDIT/CRIMINAL BACKGROUND CHECK CONSENT FORM

A Local Records Check of the St. Cloud Police Department /Any MN County Sheriff's Department and A Search of the Minnesota State Criminal Records and or the Federal Bureau of Investigations Criminal Justice Information files will be performed on you pursuant with the lease agreement of the apartment complex to which you are applying. By signing this form you are allowing the St. Cloud Police Department and/or Screening Reports, Inc. to release the criminal data maintained in those files which applies under Statues & Ordinance.

1. You have the right to be informed that **INH PROPERTY MANAGEMENT** is requesting Criminal Background Check to determine if you have been convicted of a Crime.
2. You have the right to be informed by **INH PROPERTY MANAGEMENT** of the results of a criminal background check and to obtain a copy of the results.
3. You have the right to obtain from St. Cloud Police Department / Stearns County Sheriff's Department and /or The Bureau of Criminal Apprehension, any records that forms the basis for the report obtained.
4. You have the right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, sub.4.
5. You have the right to be informed by **INH PROPERTY MANAGEMENT** if your application for acceptance has been denied because of the results of this Background Check.

Applicant/Employee Information - PLEASE PRINT CLEARLY

Last Name _____ First Name _____ Middle Name _____

Have you ever been known by another Name? (Maiden, Aliases) _____

Date of Birth _____ Gender: Male _____ Female _____ Race: _____

Driver's Lic. # _____ State: _____ Social Security # _____

Current Address _____ Apt. # _____ City _____ State & Zip _____ County _____

Have you lived in Minnesota for at least the Past 10 Years? Yes ___ No ___ Please List Complete Address If Lived Anywhere Other Than Minnesota:

Prior Address _____ Apt # _____ City _____ State & Zip _____ County _____

This Release shall be effective for ONE (1) year from the date signed.

Applicant Signature

Date

All Applicants over the age of eighteen (18) Must Fill out an individual Criminal Background Check

*For a free copy of your credit/criminal report, please contact Screening Reports, Inc.,
729 N Route 83, Suite 321, Bensenville, IL 60106 Toll Free Phone (866)389-4042.*



INH COMPANIES

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St. Cloud, MN 56304
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Fax: (320) 258-5270
www.inhproperties.com

GUARANTY OF LEASE

In order to permit **INH Property Management, Inc.**, (d.b.a. _____) to enter into a lease agreement with _____, (Resident), I grant permission to check my credit rating to determine my suitability as I am the guarantor of the above named leasor. I hereby guarantee prompt payment of all sums due from Resident to Landlord by virtue of and the full performance by Resident of all conditions and covenants contained in said lease agreement or any renewal or extension thereof. I understand that this is a binding agreement between the management company and myself.

It shall not be necessary for Landlord, in order to proceed against me in this Guaranty, to first institute suit or to pursue or exhaust its remedies against Resident.

\$15.00 PROCESSING FEE REQUIRED

Guarantor's Printed Name: _____

Date Of Birth: _____ Social Security #: _____ - _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Monthly Income: _____

Present Employer*: _____ Work Number: _____

*If self employed, your bank and phone number. If retired, pension or social security information.

May we contact you by e-mail? No Yes: _____

Guarantor's Signature: _____ (Sign with Notary present)

THIS FORM MUST BE NOTARIZED

STATE OF MINNESOTA SS. COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Signature _____ Seal



\$15 Processing Fee Received

Date: _____ Check # _____ Receipt/Money Order # _____