

# SMRMANAGEMENT

A Professional Apartment Management Company

201 North Broad Street, Suite 109  
Mankato, MN 56001  
507.345.1290  
FAX 507.387.6843  
smr@smrrental.com

## RESIDENT SELECTION CRITERIA

A rental application, credit, rental references and criminal report must be processed on all prospective residents 18 years of age or older. Applications will not be approved from un-emancipated minors and/or persons under the age of 18.

A **NON-REFUNDABLE Application Fee in the amount of \$35.00** will be required of each person of age unless prohibited by local governing agencies. No application will be processed without the non-refundable Application Fee(s). **This fee MUST be in the form of a money order/cashier's check payable to the project name.**

SMR will adhere to Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, familial status or disability.

Please review this information before completing the application and paying the application processing fee, which is non-refundable. Falsification of information on the application will result in denial of residency and loss of security deposit as liquidated damages for our time and expense.

Each applicant must provide an original and valid local, state or federal government issued photo identification at the point of application for verification purposes.

### Rental History/References

Applicants must provide verifiable present and past residency information including any out of state residences during the past two years (24 months). Each applicant's rental references, criminal/credit report will be reviewed. If applicant takes exception with the findings, the applicant is responsible and has the right to contact the credit reporting, rental reference agent/agencies. In the event the discrepancy can be cleared up, the applicant will be considered on the basis of the new information.

Applicant may be denied for the following:

#### Criminal Background History

- Applicant or Occupant will be denied for any conviction of a sexual crime when applicant is register as a sex offender.
- Applicant/Occupant may be denied for three consecutive convictions within 3 years (36 months).

#### Felony Conviction

Applicant or Occupant may be denied for any felony conviction for offenses against property, animals, persons, fraud, computers, family relations, government, public peace, gambling, firearms, organized crime, illegal drugs, sexual nature, alcohol, victimless offenses, public peace for minimum of 7 years and maximum of 50 years, from conviction date.

#### Gross Misdemeanor Conviction

Applicant or Occupant will be denied for any Gross Misdemeanor conviction for offenses against property, animals, persons, fraud, computers, family relations, sexual nature, government, public peace, firearms, organized crime, illegal drugs, victimless offenses, public peace for minimum of 5 years and maximum of 35 years, from conviction date.

**Misdemeanor/Petty Misdemeanor Conviction**

Applicant or Occupant will be denied for any Misdemeanor/Petty Misdemeanor conviction for offenses against property, animals, persons, fraud, computers, family relations, government, public peace, gambling, firearms, organized crime, illegal drugs, alcohol, victimless offenses, sexual nature, public peace for minimum of 2 years and maximum of 15 years, from conviction date.

**Credit/References/Past Behavior**

- Applicant or occupant may be denied for a history or not meeting financial obligations, or a history of disturbing neighbors, violations of previous rental agreements, or evictions.
- Applicant or occupant will be denied if previous landlord would not relet due to lease violations.

**Income Limit**

- Applicant (s) must meet the required income guidelines set forth by the project.

**Applicants may be denied for the following:**

- Adverse information received during the interview process related to eligibility, received on the application and the information contained in a rental references, consumer credit report or a criminal records report.
- The applicant does not meet the requirements of the Fair Housing/Tenant Selection Occupancy Policy.
- Anyone having been and/or in the process of being terminated/evicted from a previous landlord for just cause.
- Falsification, misrepresentation or withholding of information or submission of inaccurate and/or incomplete information on any application or during the interview related to eligibility, award of preference for admission, family composition, or rent.
- Refusal to comply with housing program requirements, policies, and/or procedures.

**The household characteristics/number of occupants per apartments exceeds the following guidelines:**

|            |             |
|------------|-------------|
| Studio     | 1 occupant  |
| 1 bedroom  | 2 occupants |
| 2 bedrooms | 4 occupants |
| 3 bedrooms | 6 occupants |

\*\*\*\*\*

I/WE HEREBY CONSENT TO ALLOW SMR, TO OBTAIN AND VERIFY MY CREDIT, CRIMINAL AND RELATED INFORMATION FOR THE PURPOSE OF DETERMINING WHETHER OF NOT TO LEASE TO ME AN APARTMENT OR TOWNHOME, I UNDERSTAND THAT SHOULD I LEASE AN APARTMENT OR TOWNHOME, THE COMMUNITY IN WHICH I HAVE APPLIED AND ITS AGENT/S SHALL HAVE A CONTINUING RIGHT TO REVIEW MY CREDIT INFORMATION, PAYMENT HISTORY AND OCCUPANCY HISTORY FOR ACCOUNT REVIEW PURPOSES AND FOR IMPROVING APPLICATION METHODS.

I/WE HAVE READ UNDERSTOOD AND AGREE TO THE ABOVE TERMS AND CONDITIONS THEREOF FROM WHICH MY/OUR APPLICATION WILL BE PROCESSED.

\_\_\_\_\_  
Prospective Resident                      Date

\_\_\_\_\_  
Prospective Resident                      Date

## APPLICATION FOR OCCUPANCY

Property Name: \_\_\_\_\_ Property City: \_\_\_\_\_

Unit size desired: \_\_\_\_\_  1 BR  2 BR  3 BR

**Professionally Managed by: SMR Management, Inc.**  
201 North Broad Street, Suite 109, Mankato, MN 56001

### APPLICANT 1 INFORMATION

Name: \_\_\_\_\_  
*(First)* *(Middle)* *(Last)*

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*(City)* *(State)* *(Zip)*

Employer Phone Number: \_\_\_\_\_

**HOUSING REFERENCES** – List all residences and landlord references (if applicable) for the past two (2) years. **FAMILY AND FRIENDS CANNOT BE USED AS A REFERENCE.**

**Current Address:** \_\_\_\_\_  
*(Street)* *(City)* *(State)* *(Zip)*

Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
*(Street)* *(City)* *(State)* *(Zip)*

Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

### QUESTIONNAIRE

1. Have you ever been convicted of a felony?  Yes  No
  - a. If yes, please explain: \_\_\_\_\_
2. Have you ever been evicted?  Yes  No
  - a. If yes, please explain: \_\_\_\_\_

### VEHICLE INFORMATION

| Year | Make | Model | Color | License Plate Number |
|------|------|-------|-------|----------------------|
|      |      |       |       |                      |
|      |      |       |       |                      |

### PETS/SERVICE ANIMALS

1. Do you have a pet?  Yes  No
2. If Yes, Is it an ESA/Service Animal?  Yes  No



### APPLICANT 2 INFORMATION

Name: \_\_\_\_\_  
*(First)*
*(Middle)*
*(Last)*

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*(City)*
*(State)*
*(Zip)*

Employer Phone Number: \_\_\_\_\_

**HOUSING REFERENCES** – List all residences and landlord references (if applicable) for the past two (2) years. FAMILY AND FRIENDS CANNOT BE USED AS A REFERENCE.

**Current Address:** \_\_\_\_\_  
*(Street)*
*(City)*
*(State)*
*(Zip)*

Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
*(Street)*
*(City)*
*(State)*
*(Zip)*

Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

**QUESTIONNAIRE**

1. Have you ever been convicted of a felony?  Yes  No
  - a. If yes, please explain: \_\_\_\_\_
2. Have you ever been evicted?  Yes  No
  - a. If yes, please explain: \_\_\_\_\_

**VEHICLE INFORMATION**

| Year | Make | Model | Color | License Plate Number |
|------|------|-------|-------|----------------------|
|      |      |       |       |                      |
|      |      |       |       |                      |

**PETS/SERVICE ANIMALS**

1. Do you have a pet?  Yes  No
2. If Yes, Is it an ESA/Service Animal?  Yes  No



### APPLICANT 3 INFORMATION

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(City) (State) (Zip)

Employer Phone Number: \_\_\_\_\_

**HOUSING REFERENCES** – List all residences and landlord references (if applicable) for the past two (2) years. FAMILY AND FRIENDS CANNOT BE USED AS A REFERENCE.

**Current Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

**QUESTIONNAIRE**

1. Have you ever been convicted of a felony?  Yes  No
  - a. If yes, please explain: \_\_\_\_\_
2. Have you ever been evicted?  Yes  No
  - a. If yes, please explain: \_\_\_\_\_

**VEHICLE INFORMATION**

| Year | Make | Model | Color | License Plate Number |
|------|------|-------|-------|----------------------|
|      |      |       |       |                      |
|      |      |       |       |                      |

### DEPENDENTS TO RESIDE IN RENTAL UNIT

| Name<br><small>(First, Middle, Last)</small> | Social Security Number | Date of Birth |
|--|------------------------|---------------|
|  |                        |               |
|  |                        |               |
|  |                        |               |

**PETS/SERVICE ANIMALS**

1. Do you have a pet?  Yes  No
2. If Yes, Is it an ESA/Service Animal?  Yes  No



By signing below, Applicant(s) certifies that this housing will be their primary and permanent residence. Applicant(s) will not maintain a separate rental unit in a different location.

Additionally, Applicant(s) affirms that all information in the application is true and correct and completed to the best of Applicant(s) knowledge. Applicant(s) understands that any intentional misrepresentation or false statements may result in a default of the rental agreement and termination of occupancy.

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*Applicant 1 Signature*

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*Date*

---

*Applicant 2 Signature*

---

*Date*

---

*Applicant 3 Signature*

---

*Date*





**Screening  
Reports**

220 Gerry Drive  
Wood Dale, IL 60191

Tel: 866.389.4042

Fax: 866.389.4043

www.screeningreports.com

## RELEASE OF INFORMATION



**COMMUNITY YOU ARE APPLYING FOR:** \_\_\_\_\_

I authorize Screening Reports, Inc. (SRI) to do a complete investigation of all information provided on my application. I have personally filled in and/or reviewed all information listed on my 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 application to release rental, job history (including salary) and criminal record information.

### ARBITRATION AGREEMENT("AGREEMENT")

I agree to arbitrate all disputes and claims arising out of or relating to actions taken by SRI or its 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 SRI, 220 Gerry Dr., Wood Dale, IL 60191 ("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 SRI 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 SRI 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.

\_\_\_\_\_  
Applicant Name

XXX - XX - \_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Today's Date



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Wood Dale, IL 60191

Tel: 866.389.4042  
Fax: 866.389.4043  
www.screeningreports.com

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|                     |                   |               |
|---------------------|-------------------|---------------|
| _____               | XXX - XX - _____  | _____         |
| Applicant Name      | Social Security # | Date of Birth |
| _____               |                   | _____         |
| Applicant Signature |                   | Today's Date  |



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## Authorization for Release of Information

By signing this form, I/we agree to have all of my/our income, assets, school statuses, and medical expense information verified by the Owner/Management Company that are necessary for the application and the recertification process.

The information obtained will be used only for determining eligibility and will be kept confidential.

I/We hereby authorize the release of the requested information. I/We also acknowledge that photocopies of this authorization may be used for the purposes stated above. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the Owner to verify information that is up to 5 years old, which would be authorized by me/us on a separate consent, attached to a copy of this consent.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Cotenant Signature

\_\_\_\_\_  
Cotenant Signature

\_\_\_\_\_  
Date

"Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the \*\*Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).\*\*"

1/2016

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## Security Deposit Agreement

I/We understand that I/We are securing an apartment at \_\_\_\_\_  
with a security deposit of \$\_\_\_\_\_.

I/We understand that the deposit will NOT BE REFUNDED if I/We choose to NOT rent the  
apartment as indicated.

Deposit will be refunded if:

I understand that my deposit will only be refunded if I am denied occupancy at  
\_\_\_\_\_ due to my background check or rental  
verification or any other reason indicated.

Signatures:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check or money order # \_\_\_\_\_