

Second Time Around Realty Inc.

APPLICANT SCREENING CRITERIA

The Applicant Screening Criteria below sets forth both the minimum requirements that must be met in order for your rental application to be accepted and what may cause your application to be denied. Screening criteria is used to assist in the evaluation of each application.

We provide equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age or ancestry.

REQUIREMENTS:

- 1. APPLICATION:** Each adult eighteen (18) years of age or older must complete a rental application in its entirety. Your application will be denied if all portions are not fully completed. If you misrepresent any information on the rental application your application will be denied.
- 2. PERSONAL IDENTIFICATION:** You must provide two (2) valid forms of personal identification. Form one (1); Driver's License, State ID, Passport. Form two (2); Debit or Credit Card, Work ID, School ID.
- 3. RENTAL HISTORY:** You must provide contact information for both your current and prior landlord. Your application will be denied if, after making a good faith effort, your current and prior landlord cannot be contacted to verify your rental history. If your current or prior landlord report that you or your guests or invitees engaged in behavior in violation of your rental agreement including, but not limited to, disturbing the quiet use and enjoyment of the premises by other tenants and/or neighbors, allowing persons not listed on your rental agreement to reside with you, and/or failure to give your landlord proper notice prior to vacating, your application will be denied. If you previously owned a home you must provide contact information for the mortgage company, if applicable, as well as proof of ownership.
- 4. PRIOR EVICTIONS:** Any court filed evictions against you within the last five (5) years your application will be denied.
INCOME: If you are employed your income must be verifiable. You must provide contact information for any and all employers for any job that you would like to be considered. Your application will be denied if, after making a good faith effort, your employer cannot be contacted to verify your income. You must also provide acceptable written documentation including, but not limited to, last 60 days of paycheck stubs, current award letter from social security administration or current letter on company letterhead stating name, number of hours worked weekly and pay rate. If you are self-employed you may have to provide a business license, tax records, and bank records. **Total take home income needs to be at least three times the amount of the rent in order to qualify.**
- 5. FINANCIAL BACKGROUND:** Your application will be denied if a money judgement has been entered against you within the last five (5) years and you have not satisfied the judgement by paying all monies owed.
- 6. CRIMINAL CONVICTIONS:** If you have been convicted of manufacturing or distributing a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U. S. C. 802) your application will be denied. If you have been convicted of any other crime that shows a demonstrable risk to tenant safety and/or property within the past six (6) years your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case by case basis. You should provide any mitigating information or documentation that you would like to be considered regarding any prior conviction along with your application.

I HAVE READ AND UNDERSTAND THE SCREENING CRITERIA: (Sign and date)

Applicant Signature

Date

For Office Use:

Date: _____ Time of completed app: _____ Initials: _____ Property: _____

Second Time Around Realty Inc
3121 W Wisconsin Ave Ste 3
Milwaukee, WI 53208



Leasing: 414-881-2027
Office: 414-539-6255

DISCLOSURES

Radon Gas-Notice to prospective Tenant: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in every state. Additional information regarding radon and radon testing may be obtained from your county public health unit.

Lead Paint-Every purchaser of any interest in residential and real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real estate is required to provide the buyer with any information on lead based paint hazards from risk assessments or inspection in the seller's possession and notify the buyer of any known lead based paint hazards. A risk assessment or inspection for possible lead based paint hazards is recommended prior to purchase.

NOTICE: You may obtain information about sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the internet at <http://offender.doc.state.wi.us/public/> or by phone at 877-234-0085.

Emergency Contact:

Name: _____
Relationship: _____
Phone Number: _____

****PETS ARE NOT ALLOWED**** _____ **(Initials)**

Do you receive Rent Assistance? YES OR NO
If so, voucher amount and award letter \$ _____
Do you receive food share? YES OR NO
If so, amount and award letter \$ _____
Scheduled Move In Date _____

MINOR Occupants of Home:

Name:	Relationship:	Date of birth:

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RENTAL APPLICATION	
Driver's License Verified by:	Second Form Verified by:
Driver's License Number:	2nd Form of ID:
APPLICANT INFORMATION	
<u>Applying for address:</u>	Date:
Name: (First)	(Last)
Maiden Name:	Phone:
Email Address:	Date of Birth:
Current Address:	City & State:
OWN RENT (Please Circle)	How Long:
Currently Monthly Rent:	Any Evictions:
Current Landlord Phone:	Landlord Name:
Previous Address:	City & State:
Previous Landlord Phone:	Landlord Name:
How Long:	Any Evictions:
EMPLOYMENT HISTORY	
Current Employer:	Phone Number:
Employer Address:	Supervisor:
How Long:	Job Title:
HOURLY SALARY (Circle One)	Monthly Income:
PERSONAL HISTORY/INFORMATION	
Ever file for bankruptcy:	Ever convicted of a crime:
Ever been on probation:	Ever been on parole:
Make/model of car:	License Plate #:
How many under 18 will live here:	How many over 18:
PERSONAL REFERENCES (NON RELATIVE)	
List Three Names	List their phone numbers
1.	()
2.	()
3.	()
I authorize verification of the information here on this form as	to my credit, employment, current/previous landlord.
Signature:	Date:

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CO-APPLICANTS (OR ANYONE WHO IS 18 YEARS OR OLDER)	
Driver's License Verified by:	Second Form Verified by:
Driver's License Number:	2nd Form of ID:
CO-APPLICANT INFORMATION	
<u>Applying for address:</u>	Date:
Name: (First)	(Last)
Maiden Name:	Phone:
Email Address:	Date of Birth:
Current Address:	City & State:
OWN RENT (Please Circle)	How Long:
Currently Monthly Rent:	Any Evictions:
Current Landlord Phone:	Landlord Name:
Previous Address:	City & State:
Previous Landlord Phone:	Landlord Name:
How Long:	Any Evictions:
EMPLOYMENT	
Current Employer:	Phone Number:
Employer Address:	Supervisor:
How Long:	Job Title:
HOURLY SALARY (Circle One)	Monthly Income:
PERSONAL HISTORY/INFORMATION	
Ever file for bankruptcy:	Ever convicted of a crime:
Ever been on probation:	Ever been on parole:
Make/model of car:	License Plate #:
How many under 18 will live here:	How many over 18:
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