



GRANITE CITY REAL ESTATE

58 - 10TH AVENUE SOUTH
WAITE PARK, MN 56387

PHONE: (320) 253-0003
FAX: (320) 253-0006

SCREENING CRITERIA

Office Use Only

Approved _____ Not Approved _____

Size of Unit _____

Property Name _____

Bldg/Apt # _____

Date of Occupancy _____

Length of Lease _____

Application Fee Paid \$ _____

Amount of Deposit Received \$ _____

Total Deposit \$ _____

Monthly Rent Amount \$ _____

In order to be considered for residency, applicants must be at least eighteen (18) years of age and meet the following screening criteria with regard to income, credit, criminal and rental histories. Applicants will be considered on a case by case basis if a minimum of two (2) of the income, rental and credit standards are met:

INCOME

- Total gross income of applicants must be at least two and one half (2 1/2) times the amount of rent. All sources of income must be verifiable. Equity and assets may be considered for individuals with monthly incomes less than two and one half (2 1/2) times the rent.

CREDIT

- Credit reports: Credit reports containing history of late payments, liens, judgments, bankruptcies, charge-offs and accounts closed by credit grantor are all grounds for denial of the application. Applicants with a history of three (3) or more NSF checks will be denied.
- Collections/Judgments: Applicants with outstanding (unpaid) collections or judgments will be denied. Extenuating circumstances will be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Bankruptcy: Applicants who have filed a chapter 7 bankruptcy will be denied. Applicants with a bankruptcy on their records, which are not discharged, will be denied. All applicants with a discharged bankruptcy that is not Chapter 7 will be evaluated on a case-by-case basis and extenuating circumstances will be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Any applicant that is accepted based on extenuating circumstances will be required to provide an additional security deposit equal to a minimum of one months rent and / or may be required to provide a credit worthy co-signer.

CRIMINAL HISTORY

- Applicants with arrest and conviction of felony (if over 10 years old, reviewed on an individual basis), gross-misdemeanor, two (2) DUIs within one (1) year or misdemeanor charge for assault or drug related activity will be denied.
- Applicants with dependents in the household with a record of offenses listed above will be denied.

RENTAL/HOUSING HISTORY

- Applicants with an unlawful detainer (eviction) will be denied.
- Applicants must provide verifiable housing history for the past three (3) years.
- Applicants with a history of three (3) late rental or mortgage payments within one (1) year may be denied.
- Applicants with a negative rental reference, including but not limited to, lease violations, behavior problems, housekeeping problems, history of disturbing the peace, history of property destruction, rental history that cannot be verified and/or omission of an address on the rental application will be denied.

OCCUPANCY STANDARDS

- Only the individuals listed on the lease are allowed to reside in the apartment.
- One Bedroom A maximum of two (2) people may occupy.
- Two Bedroom A maximum of three (3) adults, no more than four (4) total occupants.
- Three Bedroom A maximum of three (3) adults, no more than six (6) total occupants.

FALSE INFORMATION

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

This property complies fully with all federal, state and local Fair housing, Civil Rights and Equal Opportunity Laws.

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

SIGNATURE

DATE



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RENTAL APPLICATION

Fair Housing and Equal Opportunity

Under federal law it is illegal to discriminate against any person or group of persons because of color, race, religion, familial status, disability, sex or national origin.

The Minnesota Human Rights Act prohibits discrimination because of race, color, creed, religion, national origin, sex, sexual preference, familial status, marital status, status with regard to public assistance, or disability. In addition owners/agents must comply with local fair housing and civil rights laws.

APPLICANT INFORMATION: All adult applicants must complete separate applications. Please complete all questions, insert "N/A" for non-applicable items.

Full Legal Name (last, first, middle) _____ Date of Birth _____

Social Security Number _____ Driver's License Number _____

U.S. Citizen Yes or No Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

RENTAL/HOME OWNERSHIP HISTORY (3 year history required)

****If you do not have rental history, you are still required to list your current address**

Present Address _____ City, State Zip, _____

Present Landlord or Management Company _____

Address _____ Phone _____

Current Rent _____ Length of Residency From _____ To _____

Previous Address _____ City, State Zip, _____

Previous Landlord or Management Company _____

Address _____ Phone _____

Rent Amount _____ Length of Residency From _____ To _____

Previous Address _____ City, State Zip, _____

Previous Landlord or Management Company _____

Address _____ Phone _____

Rent Amount _____ Length of Residency From _____ To _____

EMPLOYMENT INFORMATION

Future/Present Employer _____ Position _____

Address _____ Phone _____

Fax _____

Salary _____ Length of Employment From _____ To _____

Previous Employer _____ Position _____

Address _____ Phone _____

Fax _____

Salary _____ Length of Employment From _____ To _____

ADDITIONAL SOURCES OF INCOME

Source _____ Amount _____ Phone _____
Source _____ Amount _____ Phone _____

BANKING INFORMATION

Bank Name _____ Type of Account _____ Amount _____
Bank Name _____ Type of Account _____ Amount _____

REFERENCES

Name of Parent or Sibling _____ Phone _____
Address _____
Personal Reference (no relatives) _____ Phone _____
Address _____
Emergency Contact _____ Phone _____
Address _____

OCCUPANT INFORMATION

Name of Occupant _____ Date of Birth _____ Relationship _____
Name of Occupant _____ Date of Birth _____ Relationship _____
Name of Occupant _____ Date of Birth _____ Relationship _____
Name of Occupant _____ Date of Birth _____ Relationship _____

VEHICLE INFORMATION

Make _____ Model _____ Year _____ License Number _____
Make _____ Model _____ Year _____ License Number _____

ADDITIONAL INFORMATION

How did you hear about us? Newspaper () Personal Reference () Drive By () Phone Book ()
GCRE Website () Other () _____

Have you ever:

- | | | |
|---|-----------|----------|
| 1. Been sued for non-payment of rent? | Yes _____ | No _____ |
| 2. Been evicted or had an unlawful detainer served against you? | Yes _____ | No _____ |
| 3. Been asked to voluntarily move out? | Yes _____ | No _____ |
| 4. Broken a Rental Agreement or Lease? | Yes _____ | No _____ |
| 5. Been sued for damage to rental property? | Yes _____ | No _____ |
| 6. Declared bankruptcy? | Yes _____ | No _____ |
| 7. Been convicted of a felony? | Yes _____ | No _____ |

The foregoing information is supplied to the management company to induce them to rent to me and I hereby certify that the information above is accurate and complete to the best of my knowledge. I authorize ASP or other background reporting agency to verify this application on behalf of Granite City Real Estate. This investigation may include the exchange of information from current and previous landlords, a report from a credit reporting agency, criminal background reporting agency and federal and state records of employment and income history. Any misrepresentation may disqualify this application.

Applicant understands and agrees that he/she has only applied for a tenancy. This form is not a lease, but an application and offer to lease which may be accepted or rejected by Management. If Management does not accept this application, the deposit will be refunded within 7 days. Application fee is always non-refundable. If Management notifies the applicant that the application has been accepted, applicant must enter into tenancy applied for or the deposit will be forfeited.

Management is a fair housing provider and will grant equal opportunity to all persons under the law.

Applicant Signature

Date



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Authorization for Release of Information

Consent

I have applied for housing managed by Granite City Real Estate and authorize whatever investigation which you may consider appropriate. I direct any Federal, State, or local agency, organization, business or individual to release to Granite City Real Estate any information or materials needed to complete and verify my application for housing.

Information Covered

I understand that past and present verifications and inquiries that may be requested include but are not limited to:

- | | |
|-------------------------------|--------------------|
| Residency and Rental Activity | Criminal Activity |
| Credit History | Employment History |
| Earnings History | Financial History |

Groups or Individuals That May be Asked

- | | |
|--------------------|---------------------------|
| Previous Landlords | Law Enforcement Agencies |
| Present Landlords | Credit Reporting Agencies |
| Previous Employers | Courts & Post Offices |
| Present Employers | Banks & Credit Unions |

Use and Disclosure

Use of data obtained as defined in Minnesota law is private and is limited to that necessary for administration and management properties managed by Granite City Real Estate.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

I agree that a photo copy of this authorization may be used for the purpose stated above.

(PLEASE PRINT)

Last Name First Middle Maiden

Date of Birth: _____ Security Number: _____

Drivers License Number: _____

Signature

Date

Management is a fair housing provider and will grant equal opportunity to all persons under law.

Granite City Real Estate Use Only

Apartment # _____

GRANITE CITY REAL ESTATE EMPLOYMENT VERIFICATION

Name(s) _____ S.S# _____

Authorization for Release of Information

I authorize the release of the information requested.

Signature _____ Date _____

FOR MANAGEMENT USE ONLY

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____ SUPERVISOR: _____

HIRE DATE: _____

CURRENTLY EMPLOYED? YES NO

STATUS: FULLTIME PARTTIME HOURS PER WEEK _____

JOB POSITION OR TITLE: _____

MONTHLY INCOME: _____

Your Name: _____ Date: _____

Signature: _____ Tel. #: _____

Company Name: _____

Thank you for your cooperation. All information is confidential.

Fax at (320)251-4828

GRANITE CITY REAL ESTATE CURRENT/PREVIOUS RENTAL VERIFICATION

Name(s) _____

MOST CURRENT PROPERTY NAME: _____ PHONE # _____

CURRENT ADDRESS: _____ APT# _____

CITY, STREET, ZIP: _____

Authorization for Release of Information

I/we authorize the release of the information requested.

Signature _____ Date _____

Signature _____ Date _____

FOR MANAGEMENT USE ONLY

Residency Dates: FROM: _____ TO _____

of individuals on lease _____

Rent amount paid monthly \$ _____

Subsidized Lease? Yes No

Resident pays \$ _____ per month

Was rent paid in a timely manner?

Yes No

If no, how many late? _____

Proper notice received?

Yes No

If no, when does the lease end? _____

Lease violations/infractions?

Yes No

If yes, please explain: _____

Will/Did you withhold any of the damage deposit? Yes No

If yes, explain _____

Would you re-rent?

Yes No

Additional Comments: _____

Verification by: _____ Title: _____

Phone #: _____

Thank you for your cooperation. All information is confidential.
Please return this form via **Fax to (320)251-4828**