



BACKGROUND SCREENING AND RENTAL CRITERIA

Fair Housing Statement We are a fair housing provider. We fully comply with all federal, state and local fair housing, civil rights and equal opportunity laws.

Application Requirements Your application must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any applicant found to have knowingly falsified, misrepresented, or withheld any information on an application will be denied residency, whether or not discovered before you move into the building is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be checked out and verified, this is a reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

Identification and Application Process Every person over 18 must be screened and must provide a government-issued photo ID.

Housing History At time of application, applicants are requested to have a positive housing history. We require the name and the last known telephone number of each landlord/property manager/mortgage payee for each address you have had for the last 3 years. Roommate references are not acceptable. A positive housing history is one of the most important things considered in screening an applicant. The refusal of a prior landlord to give a reference or a negative reference may be grounds for rejection. A minimum of one year verifiable rental history is required of all perspective applicants. If there is no rental history, or less 1 year, an applicant may be considered with qualified co-signer.

Eviction Filings Unlawful detainers or evictions may be a basis for rejection of an application.

Credit A positive credit history is required. An adverse bank or credit reference, high debt, past due or dishonored debt, or the absence of a credit history may be grounds for rejection.

Criminal History An applicant with a criminal history may be denied. This includes most felonies, gross misdemeanors, or other violent crimes. Please feel free to discuss any criminal history with management.

Income Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable.

Business Relationship The relationship between landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.

Occupancy Maximum number of residents equal to two persons per bedroom and also conforming to local rental code.

\$35 application fee is required at the time you apply for the property. One application per adult is required. The property will not be held until the security deposit is paid in full. **THE APPLICATION FEE IS NON-REFUNDABLE.**

Please fill out the application clearly with blue or black ink only. Be sure to fill out your application thoroughly to insure timely processing.

By signing the application I have read and understand the Background Screening & Rental Criteria.



BACKGROUND CHECK GUIDELINES

Homicide – Never

Rape – Never

Arson / Sexual Assault – Never

Robbery - Not if occurred in last 10 years

Aggravated Assault - Not if occurred in last 10 years

Burglary - Not if occurred in last 10 years

Larceny / Theft - Not if occurred in last 5 years

Issued Dishonored Check - Not if occurred in last 5 years

Auto Theft - Not if occurred in last 5 years

Misdemeanor Assault - Not if occurred in last 5 years

Forgery / Counterfeit - Not if occurred in last 5 years

Vandalism / Criminal Damage to Property - Not if occurred in last 5 years

Weapons – Never

Criminal Sexual Assault – Never

Prostitution - Not if occurred in last 5 years

Narcotics – Gross misdemeanor not in last 5 years / Felony Never

Disturbing the Peace - Not if occurred in last 3 years

Disorderly Conduct - Not if occurred in last 3 years

Violation of Order for Protection - Not if occurred in last 5 years

Above offenses may range from misdemeanor to felony dispositions.



RENTAL APPLICATION

- Each adult (18 or older) must fill out a separate application
- Provide copy of government issued ID
- \$35 Application fee

<u>Rental Address</u>

<u>Desired Move In Date</u>

First	Middle (full)	Last	Birth Date	Social Security #	Driver's License #

Any Other Names You've Used In The Past	Cell Phone	Email Address

All Other Proposed Occupants

RENTAL HISTORY – Applicants must have 1 year rental history otherwise required to have co-signer

	Current Residence	Previous Residence
Street Address		
City		
State & Zip		
Owner/Manager		
Phone Number		
Reason for leaving		
Is/Was rent paid in full?		
Did you give notice?		
Were you asked to move?		
Name(s) in which your utilities are now billed		
	From/To	From/To
Date of Residency		

EMPLOYMENT HISTORY

	Current Employment	Previous Employment
Employed By		
Address		
Name of Supervisor		
Employer's Phone Number		
Job Description		
Monthly Gross Pay		
	From/To	From/To
Dates of Employment		

PARENT/GURDIAN INFORMATION

	Parent 1	Parent 2
Name		
Street Address		
City		
State & Zip		
Home Phone		
Cell Phone		

VEHICLE

Make	Model	Color	Year	License Plate

REFERENCES & EMERGENCY CONTACT

	Reference 1	Reference 2	Emergency Contact
Name			
Street Address			
City			
State & Zip			
Phone Number			
Cell Phone			

GENERAL INFORMATION

Have you ever been served a late rent notice?	Do you have or will you have renters insurance?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	When would you be able to move in?	Have you ever been served an eviction notice? If so, when?
Have you had any reoccurring problems with your current residence or landlord? If yes, please explain.		
If you have been convicted of a crime, please explain?		
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you money? If so, provide the person's name, address, & phone number so we can use them as a reference for you.		
Have you been a party to a lawsuit in the past? If yes, please explain why?		

We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?	
How did you hear about us?	Do you have any pets that will be living with you?
Do you know of anybody else looking for a residence? Please provide their name and number. If you refer a friend and you each end up renting separate residences from us then we will pay you a referral reward.	

AGREEMENT & AUTHORIZATION SIGNATURE	
<p>I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a residence and does not constitute a rental or lease agreement in whole or part. I further understand that there is a non-refundable fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the residence. By signing the application you grant us permission to communicate with all the contacts listed in the references and emergency contacts section in the event we can't locate you throughout the application process and tenancy.</p>	
Signature: _____	Date: _____

Did you remember the following?

- Application is completely filled out
- Attach a copy of government issued ID
- Mail to HOM Property Management, LLC, PO Box 4182, Mankato, MN 56002-4182 or rent@homp.com
- \$35 has been submitted Check Cash Credit Card

Visa / Discover / Master Card (please circle type card)

 Security Code on Back of Card _____ Expiration Date _____
 Billing Street Address Number _____ Billing Zip Code _____
 You will notice the charge on your card will show up as CCL Properties

FOR OFFICE USE

- APPROVED NOT APPROVED-reason _____

Date Received: _____