



2607 Monroe Street, Madison, WI 53711
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Rental Application

APARTMENT INFORMATION

Address: 2611 ½ - 2613 Monroe Street Apt # _____ Monthly Rent \$ _____

Lease Term: _____ - _____

Utilities Tenant is responsible to pay directly to service provider: *heat, electric, internet, cable*

Utilities Tenant is responsible to pay to Landlord: *water and sewer - \$20/month/person*

Interested in parking: Yes / No

If available, parking stalls are rented on a first come, first served basis. Tenant must request and sign a separate lease to secure a stall.

RESIDENT INFORMATION

First Name _____ Middle _____ Last Name _____

Phone () _____ Date of Birth ____/____/____

Email Address _____

GUARANTOR INFORMATION (Required if monthly wages are less than 3x monthly rent)

Name _____ Relationship _____

Address _____
 (Street) (City) (State) (Zip)

Home/Cell Phone _____ Work Phone _____

Employer _____ Email _____

EMPLOYMENT INFORMATION

Company _____ Position _____

Address _____ Phone _____
 (Street) (City) (State) (Zip)

Supervisor' Name _____ Hire Date _____ Monthly Income _____

RENTAL HISTORY

Current Address _____

Lease Dates From _____ To _____ Monthly Rent \$ _____

Current Landlord _____ Phone _____

Previous Address _____

Lease Dates From _____ To _____ Monthly Rent \$ _____

Previous Landlord _____ Phone _____

It is agreed and understood that by submitting this application, I understand and agree with the following terms:

1. This application is not a rental agreement, contract or lease. It is subject to approval of owner or managing agent.
2. Apartments are rented on a first come, first serve basis.
3. All applications for an apartment must be submitted together with payment totaling the equivalent of one month's rent for the security deposit.
4. Landlord will divide rent equally between the applicants for lease documents unless Applicant(s) provide Landlord with a specified rent breakdown at time applications are submitted.
5. If applicant withdraws applications prior to lease signing or application is denied, a \$100 application fee per applicant will be deducted from the deposit before it is returned.
6. If application is approved and a lease is signed, and applicant later decides not to execute the lease, Landlord will attempt to mitigate applicant's damages. Only after the apartment is re-rented will Landlord refund any monies paid, minus costs, including future lost rent. Applicant is responsible for all rental payments due under the terms of the contract until the apartment is re-rented.
7. Landlord retains the option to reject applications in the event of any of the following:
 - a. Applicant supplied information can not be verified and/or signed lease guarantee and payment plan are not returned to Landlord's office within 5 days from Landlord's first contact attempt. (Security deposit would be refunded within 10 business days from rejection notification minus \$100 fee per applicant)
 - b. All applicants have not signed all necessary lease documents within 3 business days of applicant's notification from Landlord of application approval. (Security deposit would be refunded within 10 business days minus \$100 fee per applicant)
8. The following fees will be charged for any modifications of lease documents:
 - a. Any lease changes in timeframe between applying and lease signing \$50/occurrence.
 - b. Rewrite Lease and Attachments \$300
 - i. Landlord may be unable to accommodate requests received 45 days or less prior to commencement of lease. If request is accommodated, this fee increases to \$600.
 - c. Rewrite Apartment Payment Plans \$25/per plan
9. If application is approved and a lease is signed, Tenant may request, not less than seven days after the start of the tenancy, to be provided with a list of physical damages or defects, if any, that were charged against the previous tenant's security deposit.
10. This application gives authorization for investigation of information listed herein.

Applicant Signature

Date

FOR OFFICE USE ONLY

Date Received: _____

Rental Agent: _____

Security Deposit Payment By: _____ with check # _____ in the amt of \$ _____

Approved: _____

Denied: _____

Withdrawn: _____