

Dear Applicant,

Thank you for considering www.MadMetroRentals.com for your new home. The following information explains our criteria for acceptance by which all applicants must qualify. All prospective adult tenants must complete a separate application. Once your applications are received we will:

- Review all applications to make sure that they are complete. Incomplete applications or falsified information on applications will be denied. All members of the household (all members who will be occupying the home, including minors) must be listed on each application. A driver's license or other government issued identification with photo will be required from each adult when you submit your application.
- Review, evaluate and verify the past two years of housing history for all adult applicants. We will review for timely rent/mortgage payments. We will contact your previous housing providers with whom you have established a rental history to verify that you are in good standing. If you currently own a home or have recently sold your home we will need to verify payment history if not established on your credit report. A good housing reference might consist of, but not be limited to, timely rental payments, abiding by lease policies, not disturbing neighbors, showing respect for property, and willingness of previous provider to renew the lease with you.
- Review, evaluate and verify the past two years of income for all adult applicants. You will be required to show enough income to support the rent and any outstanding debt. We will contact all listed sources of income to verify your household's annual income as well as obtain documentation. We will verify income for all adult applicants. If you are unemployed or self-employed, we will ask for documentation to support the income on the application from sources such as tax returns. All income must be supported by a lawful source.
- Review, evaluate and verify credit history. We will obtain this through Transunion and evaluate it against our credit criteria. Other housing related expenses may be evaluated such as utility bills. Judgments, collections or delinquent accounts may result in automatic denial.
- All applicants must have acceptable criminal history in accordance to Madison's Equal Opportunities Ordinance.
- Applicants that may not meet the income or credit criteria may have the opportunity to secure a qualified co-signer.
- Pets may be considered.

We will make every reasonable effort to check an application promptly, but please remember that the time required largely depends upon the availability and cooperation of your reference sources.

We appreciate your interest in becoming a resident. We hope this information has been helpful to you. Please don't hesitate to contact us with any questions at (608) 770-2141.

Owner holds a WI Real Estate License.

RENTAL APPLICATION

MadMetroRentals.com

Please complete the requested information on the front and back of this form.

Application of Rental of:
Desired Date of Occupancy:

PERSONAL INFORMATION

Applicant's Full Name:		Marital Status:
Present Address:	Zip Code:	Length of Time at Present Address:
Home Telephone: - -		Work Telephone: - -
Date of Birth: - -		Social Security #: - -

Applicant's email:

Co-Applicant's Full Name:		Marital Status:
Present Address:	Zip Code:	Length of Time at Present Address:
Home Telephone: - -		Work Telephone: - -
Date of Birth: - -		Social Security #: - -

Co-Applicant's email:

Other Residents:	Relationship:	Age:

Do You Own Pets?	List Breed and Size:
Other Remarks:	

RESIDENCE HISTORY

Present Landlord or Mortgage Company:		Phone:
Length of Time at Present Address:		
Amount of Rent: \$	Reason for Moving:	

Previous Address:		
Length of Time at Previous Address:		
Previous Landlord or Mortgage Holder:		Phone:
Amount of Rent: \$	Reason for Moving:	

EMPLOYMENT INFORMATION

Employed by:		How Long?
Employer's Address:		Telephone:
Position Held:	Salary:	
Supervisor:		

Co - Resident's Employer:		How Long?
Employer's Address:		Telephone:
Position Held:	Salary:	
Supervisor:		

BANKING AND CREDIT REFERENCES

Bank:	Branch:
Checking Account #:	Saving Account #:

Credit Reference:	Account #:
Address:	

Credit Reference:	Account #:
Address:	

OTHER INFORMATION

Number of Automobiles (including company cars):		Driver's License Number:		
		State:		
e/Model:	Year:	Color:	License #:	State:
Make/Model:	Year:	Color:	License #:	State:
Make/Model:	Year:	Color:	License #:	State:

Additional Household Income: \$	Per:	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Other Income: (Social Sec., Maintenance, Child Support, etc.)			

Person to call in an emergency:	Relationship:
Address:	Telephone:

I hereby apply to lease the above-described premises for the term of and upon the conditions set forth above. I understand and agree that inquires may include information related to credit, employment, rental, and criminal records. I further agree that verification of all information and references, including all sources of income and assets, may be conducted and I release all parties for any liability for disclosing factual information obtained by the landlord.

I have paid the earnest money deposit of \$50.00. The earnest money will be applied to my security deposit or my first month's rent if the landlord enters into a lease or rental agreement. If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money may be retained to compensate the landlord's costs and damages.

I understand that this form is an application for residence only and that submission of this application in no way reserves or guarantees a rental unit.

Applicant's Signature _____

Co – Applicant Signature _____

Date Signed _____

Cynthia Heberling
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Fax: (608) 276-3380