



Dear Applicant,

Country Meadows Apartments asks that each prospective resident fill out a complete application. Each application is thoroughly reviewed and accepted or rejected based on the criteria listed below:

Income - The applicant must show a verifiable monthly income of three times the amount of the rent each month

OR **ability to pay comparable rent with two or more of the following documentation for the past 24 months:**

1. Rental references for the past 24 months from a rental housing provider not related to you.
2. References from the past 24 months from employers.
3. A statement from your current employer that you will continue to be paid the same amount for the coming year that you were paid for the last 24 months.
4. Other written documentation of rent payment history for the past 24 months.
5. Other written documentation of income history for the past 24 months.
6. Prior leases for the past 24 months.
7. Cancelled checks or receipts for the past 24 months.
8. Proof of governmental assistance.
9. Wage statements for the past 24 months.
10. Pay stubs for the past 24 months.
11. Tax returns for the past two years.
12. List any expenses you have incurred or will incur over the rental period which you did not have during the previous 24 months.

Credit History - A credit report will be requested from the Madison Credit Bureau.

Current and previous rental history - Verification will be completed to determine timely rental payments, current lease expiration, noise complaints, and if a renewal was offered.

All prospective tenants will be informed of the availability of apartments, tenant selection criteria, and rental policies. Each adult applicant (over 18 years of age) must fill out an application completely.

Management reserves the right to reject any application that is incomplete, falsified, or does not meet qualifying criteria. Management reserves the right to modify the criteria subject to current market factors.

None of the following factors will be used to assess an application: race, color, national origin, gender, religion, disability, age (over 18), family status, marital status, lawful source of income, ancestry, sexual orientation, physical appearance, political beliefs, military discharge, student status, and arrest/conviction records (excluding applications who have certain conviction records - City of Madison only - or an offense that would cause a reasonable person to have a justifiable fear for the safety of other residents or employees).

**** Please sign back ****

We will make every reasonable effort to check an application promptly but please remember that the time required depends upon the availability and cooperation of your reference sources. Notification of the acceptance or denial will be given no more than 21 calendar days from date of application.

We require an earnest money deposit of \$100.00 to accompany the application. If your application is not accepted, the earnest money deposit will be returned to you. If your application is accepted, the earnest money is applied towards the security deposit.

With signing this document, the applicant gives permission for Country Meadows apartments to investigate all statements on the application. This includes verification of employment, rental history and credit report.

Applicant

Date

APPLICATION FOR RESIDENCY AT COUNTRY MEADOWS APARTMENTS

Each prospective resident must fill out a separate application

Name of Applicant _____ Soc. Sec. # _____ **

Total number of occupants _____ Date of Birth _____

Present Phone Number _____ OR Cell Phone # _____

HOUSING REFERENCE

Present Address _____ Rent _____

City _____ State _____ Zip _____

Landlord _____ Landlord's Phone# _____

Landlord's Address _____

Length of Residency _____ Reason for Leaving _____

Previous Address _____ City _____ State _____ Zip _____

Landlord _____ Landlord's Phone # _____

Landlord's Address _____

Length of Residency _____ Rent _____ Reason for Leaving _____

INCOME

Present Employment _____ Employment Dates _____

Business Address _____ Business Phone # _____

Position Held _____ Supervisor _____

Wage per Hour/Week/or Month \$ _____ Hours per week _____
(please circle)

Previous Employment _____ Employment Dates _____

Business Address _____ Business Phone # _____

If you are not presently employed or have additional sources of income, please indicate the source and monthly amount you receive: (i.e. pensions, social security, disability, grants, loans)

| Source | Monthly Amount |
|----------|----------------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |

Approximate TOTAL ANNUAL Income: \$ _____

Have you ever declared bankruptcy? Yes _____ No _____ If Yes, When? _____

Have you ever been evicted from an apartment? Yes _____ No _____ If Yes, When? _____

** Not required

**** PLEASE COMPLETE BACK OF FORM ****

VEHICLE/DRIVER IDENTIFICATION

License Plate # _____ State Issued _____
Type and Make of Car _____ Year _____

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____ Home Phone # _____
Address _____ Work Phone # _____

THIS APPLICATION IS NOT A RENTAL AGREEMENT, CONTRACT OR LEASE. ALL APPLICATIONS ARE SUBJECT TO THE APPROVAL OF THE OWNER AND/OR MANAGING AGENT.

RECEIPT in the sum of \$ _____ is hereby acknowledged. This deposit is to be returned to the undersigned if the application is not accepted. If accepted, this sum will be applied to the security deposit. If you do not enter into a lease after we accept the application, actual expenses incurred in the processing this application will be deducted from the deposit and the balance will then be refunded.

THE FAIR CREDIT REPORTING ACT, PUBLIC LAW 91-508, REQUIRES THAT WE NOTIFY YOU THAT, AS A PART OF OUR NORMAL PROCEDURE, A ROUTINE INQUIRY MAY BE MADE. UPON WRITTEN REQUEST, ADDITIONAL INFORMATION AS TO THE NATURE AND SCOPE OF THE REPORT, IF ONE IS MADE, WILL BE PROVIDED.

The application hereby certifies that the information given herein is true and complete to the best of his/her knowledge and further authorizes investigation of all statements contained in this application for residency as may be necessary. If any information provided is false or misleading, the landlord will refuse to rent to such applicant and refund all earnest money deposited.

Applicant's signature _____ Date _____