

MadMetroRentals.com
cindy@heberlinghomes.com
6406 Odana Rd
Madison, WI 53719
608•770•2141 • Cindy cell

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 608-276•6400. cindy@heberlinghomes.com

Cindy Heberling is both a property owner/landlord and a licensed realtor with Heberling Homes at Lannon Stone Realty, LLC. She will be happy to help with your real estate needs •• both rental and purchase.

RENTAL APPLICATION

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

Application of Rental of:	Property Address	Monthly Rent
Desired Date of Occupancy:		

PERSONAL INFORMATION

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

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

Other Residents:	Relationship:	Age:

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

RESIDENCE HISTORY

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

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

Any false statement or omissions are grounds for immediate rejection or future termination of any lease signed pursuant to this application.

Has an eviction action ever been filed against you or someone you were living with at the time? Yes No
 Do you owe money to your current landlord or any former landlord? Yes No

Have you been found guilty of drug-related offenses? Yes No
 Have you been found guilty of an offense involving violence to persons or property? Yes No
 If yes, by whom, and for what reason?

EMPLOYMENT INFORMATION

Employed by:		How Long?
Employer's Address:		Telephone:
Position Held:	Gross Income:	/ Month
Supervisor:	Other Income: :	/ Source / Amount
Email address:		

Co-Resident's Employer:		How Long?
Employer's Address:		Telephone:
Position Held:	Gross Income:	/ Month
Supervisor:	Other Income: :	/ Source / Amount
Email address:		

OTHER INFORMATION

Number of Automobiles (including company cars):		Driver's License Number: State:		
Make/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.)	

Closest Relative Not Living With You:	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 information reviewed 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 non-refundable application fee of \$100.00, whether approved or denied. Applications are processed in the order they are received. 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. If this application is not processed, the \$100.00 will be returned.

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 _____

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