

BANYAN MANAGEMENT GROUP
6527 NORMANDY LANE SUITE 201 MADISON, WI 53719
(608)-234-4870 1-855-347-7368 FAX 608-234-4875

Address applying for : _____ Apartment: _____
 Lease terms from: _____ to _____ Utilities provided: _____
 Monthly Rent: _____ Security Deposit: _____ Pet Deposit: _____
 Parking Spots: _____ Stall: _____ Pets: Cat: _____ Dog: _____ Other: _____
 Parking rent per month: _____ If pet is a dog, number of pounds: _____
 Driver's License: _____ Does the pet have references: _____
 State of issue and expiration: _____ Rent increase, per month, for pet: _____
 Car make, year and license: _____

	Birthdate (Month/Day/Year)
Names of persons occupying the home :	
1. _____ Relationship _____	_____
2. _____ Relationship _____	_____
3. _____ Relationship _____	_____
4. _____ Relationship _____	_____
5. _____ Relationship _____	_____
6. _____ Relationship _____	_____

Present address: _____ Landlord: _____
 _____ Landlord's Phone: _____
 _____ Landlord Email: _____
 Rent per month: _____ Lease dates: _____
 Previous address: _____ Landlord: _____
 _____ Landlord's Phone: _____
 Rent per month: _____ Lease dates: _____
 _____ Landlord Email: _____

Source of Funds for rent payment: Savings: (Y / N) Work: (Y / N) Source: _____
 Parents: (Y / N) Amount: _____

Employed by: _____ Address: _____
 Position: _____ Supervisor: _____
 Gross Income per month: _____ Length of employ: _____ Phone: _____
 Employed by: _____ Address: _____
 Position: _____ Supervisor: _____
 Gross Income per month: _____ Length of employ: _____ Phone: _____

Other Income: SSI: _____ Financial aid: _____ Child support/alimony: _____
 Savings: _____ Parents: _____ Other _____

Applicant's income: _____ Other income: _____ Total Gross Income: _____

If references or income are not adequate, a co-signer may be required. Please list the name, address and phone number of the person to whom the co-sign information should be sent if necessary.

Name: _____ Relationship to Applicant: _____
 Address: _____ Phone: _____

In case of an emergency, please give the name of your nearest living relative:
 Name: _____ Relationship to Applicant: _____
 Address: _____ Phone: _____

In order for an apartment to be held, a full earnest money deposit must be paid with an application. If the application is not approved, the full deposit will be refunded. Upon acceptance, the deposit becomes the security deposit, which will be held for the entire term of the lease. If the applicant is accepted and later decides to not take the unit, the Landlord reserves the right to withhold the deposit in accordance with the appropriate statutes and reserves the right to charge a minimum of \$25.00 per applicant.

Earnest money in the amount of \$ _____ is hereby acknowledged. THIS APPLICATION IS AUTHORIZATION FOR THE INVESTIGATION OF THE REFERENCES LISTED HEREON. This application is not a rental agreement, contract, or lease. It is subject to the approval of the owner or management. Disclosure of an applicant's Social Security Number (SSN) is voluntary, and housing may not be denied solely on the applicant's decision to withhold their SSN.

Applicant Signature _____ Date: _____ Social Security: _____
Applicant Signature _____ Date: _____ Social Security: _____
Present Phone: Home: _____ Work: _____
Applicant email address: _____

Rental Criteria

Rental Application:

The rental application must be completed and submitted with a minimum earnest money deposit of \$25.00 for each adult applicant. This deposit can be in the form of a personal check or money order. Applications will not be processed without the minimum deposit. If the application is denied, the full deposit will be refunded. If the application is accepted, the earnest money will be applied towards the security deposit.

Income Requirements:

The combined gross income of the prospective tenants must meet or exceed three times the amount of rent. Only income that is VERIFIABLE can be put towards this requirement. Employment with a friend or relative, as well as self-employment, may require further inquiry. Applicant must have continual employment for at least one full year. Applications, which do not meet these criteria, may obtain a qualified co-signer, if all other application criteria are satisfied or be able to show ability to pay rent.

Rental History:

Applications must have a satisfactory current and past landlord history (i.e. timely payments and no eviction record) which must be VERIFIABLE. A relative or friend is not considered to be a satisfactory reference. Applicants who do not have a previous rental history may obtain a qualified co-signer, if all other application criteria are satisfied.

Criminal Background Checks:

Criminal background checks may be performed on applicants. Individual properties will determine if this criteria is performed. In the city of Madison, anyone with a conviction record within the past two years for the following: history of or current disturbance of neighbors, destruction of property, drug-related felonious criminal activity, or criminal activity involving violence to persons or property, drug offenses, felony forgery, party to a crime will be automatically denied. Outside of the city of Madison, each individual property will have separate criteria.

Credit History:

Credit checks will be performed on all applicants. If Social Security Number (SSN) is not provided, a certified copy of your credit report dated within 30 days of application date from the credit bureau is required. If the report is not provided your application will not be processed. APPLICANTS WHICH HAVE DELINQUENT BALANCES WITH ANY PRIOR LANDLORD WILL AUTOMATICALLY BE DECLINED. Individual properties have its own specific credit criterion. If you do not meet this criterion, you may obtain a co-signer if all other application criteria is satisfied.

Living Requirements:

There may not be more than two persons living in a one-bedroom apartment. A maximum of four people may live in a two-bedroom apartment, with two persons in each room. This includes children. Individual properties may have different occupancy limits.

Security Deposits:

Security deposits must be paid in full prior to the move-in date.

Co-Signers

Co-signers must meet or exceed all the requirements as stated above.

Earnest Money:

Management is able to extend holding of earnest money for up to, but not to exceed, 21 days in order to complete application process fully.

*****ANY FALSIFIED INFORMATION WILL RESULT IN APPLICATIONS DENIAL FOR RESIDENCY AND/OR EVICTION FROM RESIDENCY. *****

TWO FORMS OF IDENTIFICATION ARE REQUIRED. ONE MUST BE A PHOTO ID.

(Circle two) Valid Drivers License, Passport, Birth Certificate, Credit Card, Other

Drivers License # _____ List other ID _____
State of Issue _____ Account # _____
Expiration Date _____ Expiration Date _____
Address Listed _____ Address Listed _____

QUESTIONS THAT MUST BE COMPLETED

- 1.) Have you ever been convicted of a crime (not including traffic violations)? YES/NO (Please circle answer).
If "Yes", please explain _____.
- 2.) Have you ever been evicted or are currently in the process of being evicted? YES/NO (Please circle answer).

If "Yes", please explain _____.

- 3.) Have you and a Landlord ever mutually agreed to terminate your lease? YES/NO (Please circle answer).

If "Yes", please explain _____.

- 4.) Do you wish to receive notification in writing if your application is denied? YES/NO (Please circle one)