

EXCELSIOR

The Excelsior Group

Application for Apartment Occupancy Agreement

How did you hear of us?

INTERNET

- Apartments.com
- craigslist.com
- MyNewPlace.com
- ForRent.com
- Rent.com
- ApartmentFinder.com
- SeniorOutlook.com
- Move.com

RENTAL MAGAZINE

- For Rent
- RENT411
- Apartment Finder
- After 55

NEWSPAPER

- Star Tribune
- Pioneer Press
- Local Paper

REFERRAL

- Friend
- Resident
- Employer

OTHER (Please specify)

- Signage/Banners
- Yellow Pages
- Direct Mailing

REFERRAL SERVICES

Service Used _____

Date: _____ Community Name: _____ Building No.: _____ Unit No.: _____

Full Month Rent: \$ _____ Expected Move-In Date: _____

Deposit: \$ _____ Paid Check # _____ Date _____ Move-In Fee: \$ _____ Paid Check # _____ Date _____

Application Processing Fee: \$ _____ Paid Check # _____ Date _____

Leasing Consultant _____

The application processing fee is non-refundable should this application for rental be accepted or not. All applicants over 18 years of age must complete separate applications. The Excelsior Group accepts this pre-lease deposit of \$ _____ and move-in fee of \$ _____. These will be deposited immediately. In the event the rental application is not approved, the pre-lease deposit and move-in fee will be returned to the Applicant(s) within 10 business days at the address(es) provided below. In the event the rental application is approved, the pre-lease deposit and move-in fee will be applied to the applicant's account.

| Complete Legal Name of Applicant(s) | Birth Date | Driver's License # | Social Security # |
|-------------------------------------|---------------|--------------------|-------------------|
| 1) | | | |
| 2) | | | |
| List Additional Occupants (Names) | Relationship | | Age |
| | | | |
| | | | |
| Present Address | | Apt. # | Home Phone |
| City | State | Zip Code | How Long? |
| E-Mail Address | | | |
| Present Management or Mortgage Co. | | Monthly Payment | Phone |
| Previous Address | | Apt. # | Home Phone |
| City | State | Zip Code | How Long? |
| Previous Management or Mortgage Co. | | Monthly Payment | Phone |
| Source of Income | | | |
| 1) Employer | Annual Salary | Position | Phone |
| Address | | Supervisor's Name | Dates |
| Previous Employer | | Phone | Dates |
| Address | | Reason for Leaving | |

*****Please provide most recent paystub or 1099 if self employed*****

| | | | |
|-------------------------------------|---------------|--------------------|--------|
| 2) Employer | Annual Salary | Position | Phone |
| E-Mail Address | | | |
| Address | | Supervisor's Name | Dates |
| Previous Employer | | Phone | Dates |
| Address | | Reason for Leaving | |
| Additional Sources of Income | | | |
| Source | | | Amount |
| Source | | | Amount |
| References | | | |
| Name of personal reference | | Address | Phone |

- PETS Yes No Type _____ Breed _____ Number _____
- I/We authorize The Excelsior Group to do a complete investigation of all information provided within my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MPHA), Unlawful Detainer/Eviction Investigation, and Personal Interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize The Excelsior Group to produce to the credit granter Federal and State records of employment and income history, including State Employment Security Agency records. This authorization is for this transaction only, and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year.
- Should applicant(s) desire to cancel this application, the security deposit and move-in fee will be retained as partial payment of the first month's rent unless the application is ultimately denied by The Excelsior Group.
- If management does not notify applicant(s) to the contrary within five working days (ten working days for out of state applications), this application will be considered accepted, in which case it is understood that said apartment is being held for applicant(s) and made ready for occupancy. If applicant(s) do not take possession of said apartment on date specified, the first month's rent is due and payable. In this event applicant(s) security deposit will apply against the rent due.
- The payment of a Deposit holds the apartment for the Applicant subject only to the Applicant successfully being screened and accepted for occupancy. By paying the Deposit, Applicant is asking Owner to take the apartment off the market and to lose the opportunity to market and/or rent the apartment to others. If Applicant changes his or her mind about the apartment, the Deposit will be applied as Liquidated Damages to Owner's loss of marketing time and will not be refunded to the Applicant.
 - o Your Deposit will also be retained by Owner, and not refunded, if (1) the Rental Application is not accepted because it contains false or misleading information or (2) you sign the lease, but fail to fulfill the terms of the lease.
 - o The Deposit will be returned to the Applicant by mail within seven (7) days of Owner rejecting the Rental Application for reasons other than Applicant supplying false or misleading information.

APPLICATION GUIDELINES

- AGE:** Primary applicants must be 18 years of age and screened individually.
- INCOME:** Total monthly household income must be verifiable and at least the amount of three times the monthly rent.
- HOUSING:** Negative housing/rental history may be grounds for denial.
- CRIMINAL:** A criminal history may be grounds for denial.
- CREDIT:** A negative credit history may be grounds for denial. An additional deposit may be required.
- FAIR HOUSING:** No applicant will be denied for the following reasons: race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or familial status.

CREDIT REQUIREMENTS

A credit report is used to determine an applicant's payment history. Items to consider when evaluating credit are: number of late payments to other creditors, number of accounts reported to a collection agency, current past due balances, public records, and credit score. Applicants with poor credit may be denied, approved with a co-signer, or approved with an increased security deposit.

OCCUPANCY

Maximum number of persons to occupy: Studio – 2 people 1 Bedroom – 2 people 2 Bedroom – 4 people 3 Bedroom – 6 people

Signature Applicant #1

Date

Signature Applicant #2

Date