

# KLEINMAN REALTY COMPANY

5301 EAST RIVER RD., SUITE 101 - MPLS., MN 55421 - TEL. (763) 572-9400 - FAX (763) 572-9404

APPLICATION  
FOR  
OCCUPANCY



RHR Information Services

10505 WAYZATA BLVD., SUITE 200 - MTRK., MN 55305  
PHONE (952) 545-3953 TOLL-FREE (888) 389-4023

Apartment Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_ Deposit Date \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Monthly Rental: \$ \_\_\_\_\_ Garage: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Date of Move In: \_\_\_\_\_ Deposit: \$400 Date Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_  
 NONREFUNDABLE Application Processing Fee: \$45 \* Date Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_  
 6-Month Lease (additional \$25/month) \_\_\_\_\_ 12-Month Lease \_\_\_\_\_ Roommate Application \_\_\_\_\_

**Security Deposit Disclosure.** By paying this Security Deposit, you are guaranteeing that you will rent this apartment (if approved) and are asking the Owner to cease efforts to rent this apartment to somebody else. Your Security Deposit **WILL NOT BE REFUNDED**, but will be retained by the Owner as Liquidated Damages if you fail to (a) complete necessary documents, (b) sign a Lease, or (c) take occupancy of the apartment. Your Security Deposit **WILL NOT BE REFUNDED** if your application is rejected because it contains false or misleading information. Your Security Deposit **WILL BE REFUNDED** (by mail within seven days) if your application is rejected for any other reason.  
**Resident Tenant Screening Service Disclosure.** A residential tenant report will be obtained on all applicants from RHR Information Services, Inc., 10505 Wayzata Blvd., Suite 200, Minnetonka, MN 55305. Telephone (952) 545-3953.

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Drivers License \_\_\_\_\_ State \_\_\_\_\_  
 \_\_\_\_\_

	Addresses	City, State & Zip	From / To	Landlord/Lender Name	Landlord/Lender Phone
Current	_____	_____	/	_____	( ) -
Previous	_____	_____	/	_____	( ) -
Previous	_____	_____	/	_____	( ) -

	Source(s) of Income (If Employment, Indicate Employer)	From / To	Verification Name/Phone #	Income
Current	_____	/	/( ) -	_____
Additional	_____	/	/( ) -	_____
Previous	_____	/	/( ) -	_____

List all Occupants	Relationship	Age	Additional Information
_____	_____	_____	Auto Make / Model / License Number: _____
_____	_____	_____	Pets (Yes / No): _____ Description of Pet _____
_____	_____	_____	
_____	_____	_____	

	Name	Address	Phone Number	Relationship
Party to Notify in Emergency	_____	_____	_____	_____
Nearest Friend or Relative	_____	_____	_____	_____

**Have You Ever**  
 Refused to Pay Rent When Due: Yes / No Filed for Bankruptcy Yes / No Been Evicted: Yes / No  
 Been Convicted of a Felony: Yes / No If Yes, Explain: \_\_\_\_\_

**How Did You Learn About Our Community?**  
 Newspaper \_\_\_\_\_ Driving By \_\_\_\_\_ Referral Svc. \_\_\_\_\_ Current Resident \_\_\_\_\_ Internet \_\_\_\_\_ Other \_\_\_\_\_

**Signed Release**  
 I/WE authorize Rental History Reports to do a complete investigation of all information provided above. I/we have personally filled in and/or reviewed all information listed above. I/we understand failure to complete this form 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 MHPA) and personal interviews with above references. 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 on information contained in the report. I/we authorize Rental History Reports to provide to the credit grantor federal and state records of employment and income history, including state employment security agency records. This authorization is for this transaction only and continues for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period allowed by law, not to exceed one (1) year. My signature below authorizes all above listed companies to release rental payment information, job history information (including salary) and criminal record information.  
 \*NOTICE: The application fee is NON-REFUNDABLE. Applicant acknowledges and understands the application policies printed on the reverse side of this form.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**-DO NOT WRITE BELOW-**  
 To Be Used By Leasing Agent Only

## APPLICATION POLICY

**Equal Housing Opportunity.** Kleinman Realty Co. ("KRC") is an equal housing opportunity provider. KRC does not discriminate on the basis of race, color, creed, national origin, religion, gender, age, marital status, sexual preference, familial status, status with regard to public assistance, handicap or any other protected status. KRC will review any complaint by any applicant who feels he or she has been treated unfairly or has been subject to discrimination by a KRC agent or employee.

**Application Fee.** a) KRC charges each adult applicant a \$45, NON-REFUNDABLE application fee. b) This fee must be submitted with the Application. A single application fee can be paid by legally married couples as our costs are lower for processing such applications.

**Security Deposit and Lease Requirement.** a) KRC requires a \$400 Security Deposit. b) The Security Deposit must be submitted with the application. c) The Security Deposit will not be refunded, but may be retained by the owner as Liquidated Damages, if an approved applicant fails to complete necessary documents, sign a Lease, take occupancy of the apartment, or if the applicant provides any false or misleading information. d) KRC has a winter move-out policy stated under **Additional Agreements** of the Lease. KRC's lease is available for review at the time of application.

**Income and Employment.** a) The applicant(s) must have gross (before taxes) monthly income of three times the monthly rent. b) An applicant must have verifiable, reliable and predictable sources of income. c) Verification of income source(s) must be submitted with the application. d) Applicants who fail to meet minimum qualifying income guidelines may be required to pay an Additional Security Deposit equal to one months rent.

**Rental History.** a) Each applicant must have a minimum of six months' satisfactory and verifiable rental history within the past 18 months. b) Applicants who fail to meet the minimum qualifying rental history guidelines may be required to pay an Additional Security Deposit equal to one months rent. c) KRC accepts references only from independent landlords, lenders or management companies. References from relatives or roommates will not be accepted. d) Failure to disclose any address of record within the past two years may result in denial of the application. e) Each applicant must provide a name, address, and phone number for each previous landlord, lender or management company.

**Credit History.** Bank and credit references will be checked. An adverse bank or credit reference, or the absence of a credit history, may be grounds for rejection of an application or for the requirement of an Additional Security Deposit equal to one months rent.

**Criminal History.** A criminal history, history of drug use or dealing, physical violence to persons or property, or other conduct which would adversely affect the health, safety or welfare of residents of the community or of management employees will result in the denial of the application.

**Business Relationship.** The relationship between a landlord and a tenant is a business relationship. A courteous and businesslike attitude is required from both parties. KRC reserves the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the apartment showing and application process that causes management to believe we would not have a positive business relationship.

**Age.** a) No person under 18 years of age may solely lease or take occupancy of an apartment. b) Any resident may be required to sign a Lease after reaching 18 years of age.

**Identification.** a) No Application will be accepted without a valid state-issued driver's license, Minnesota identification card or valid passport. b) No other form of identification will be accepted.

**Occupancy Limits.** Occupancy limits are necessary to promote clean, quiet and comfortable living.

- a) No more than two persons may occupy a studio (efficiency) apartment;
- b) No more than two persons may occupy a one-bedroom apartment;
- c) No more than four persons, only two of whom may be adults, may occupy a two-bedroom apartment;
- d) No more than six persons, only three of whom may be adults, may occupy a three-bedroom apartment.

Sections B.5 and G.30 of your Lease allow KRC to evict individuals for providing false or misleading information on this Application. ***KRC will PROMPTLY take legal action to evict any resident who violates this policy.***

**Payment Due Before Moving In.** a) Each approved applicant must complete payment in full of a minimum of one month's rent and any Deposit(s) before receiving keys or moving into an apartment. b) Any partial month's rent charge will be due on the *first full month* of occupancy.

**For Cities of Minneapolis and St. Paul Properties ONLY.** In accordance with the Minneapolis and St. Paul Codes of Ordinances, applicants are allowed to choose a method for return of the application fee when the property owner either (a) accepts more than one application and fee for a rental unit, or (b) rejects the applicant for any reason not listed in the owner's written application criteria. KRC is in compliance with these Ordinances because it does not accept more than one application and fee for a rental unit and the reasons for denial of an application are listed above. However, in the event that either should occur, please choose a method for return of your application fee:  mail the check to the address on the application;  destroy the check; or  hold the check for pickup by you (applicant) upon one business day's notice.