



# APPLICATION FOR RESIDENCY

WE SUBSCRIBE TO ALL FEDERAL, STATE & LOCAL FAIR HOUSING LAWS

This is NOT a lease or a rental agreement.



**LANDLORD** \_\_\_\_\_  
Address: 1741 Commercial Ave.  
Madison, WI 53704  
Phone #: 608-255-3753  
Email: [info@apexrents.com](mailto:info@apexrents.com)

**MANAGER: Apex Property Management, Inc.**  
Address: 1741 Commercial Ave.  
Madison, WI 53704  
Phone #: 608-255-3753  
Email: [info@apexrents.com](mailto:info@apexrents.com)

## UNIT INFORMATION

The undersigned hereby makes application to rent apartment \_\_\_\_\_ (Unit Number) located at \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_ Lease Term: \_\_\_\_\_  
Security Deposit: \_\_\_\_\_ Earnest Money Paid: \_\_\_\_\_

Move in Date: \_\_\_\_\_  
(Preferred)

## HOUSEHOLD INFORMATION

**Each Adult Applicant Must Complete a Separate Application** YES \_\_\_\_\_ NO \_\_\_\_\_

Complete the following information for each household member that will occupy the unit at the time of move-in and throughout the term of the lease. **APPLICATION MUST BE COMPLETED IN FULL. FALSIFICATION OF INFORMATION IS GROUNDS FOR DENIAL.**

NAME: First, Middle, Last (Maiden)	M/F	Social Security Number	Driver's License Number	Birthdate: Month/Day/Year

**WHERE CAN YOU BE REACHED?** Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_  
Email (Optional): \_\_\_\_\_

- YES \_\_\_\_\_ NO \_\_\_\_\_
- Do you expect any additions to the household within the next 12 months? Name & Relationship: \_\_\_\_\_
  - Have you, or any other person named on this application, ever been convicted of a crime related to disturbance of neighbors, destruction of property, drug-related felonious criminal activity or violence to persons or property? Explanation: \_\_\_\_\_
  - Do you have or do you anticipate having any pets? Explanation: \_\_\_\_\_
  - Do you owe past due rent or other monetary obligations to your current landlord or a previous landlord? \_\_\_\_\_
  - Do you wish to receive a written explanation of denial of tenancy? \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**APPLICANT'S RENTAL HISTORY**

[For the Last \_\_\_\_\_ Years]

Have you ever refused to pay rent? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted or asked to leave? Yes \_\_\_\_\_ No \_\_\_\_\_

1. **CURRENT ADDRESS** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent: \_\_\_\_\_ From (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_
2. **PREVIOUS ADDRESS** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent: \_\_\_\_\_ From (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_
3. **PREVIOUS ADDRESS** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent: \_\_\_\_\_ From (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**VEHICLE INFORMATION**

- Car # 1: Primary Driver's Name: \_\_\_\_\_  
 Make/Model/Yr./Color: \_\_\_\_\_  
 Plate #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_
- Car # 2: Primary Driver's Name: \_\_\_\_\_  
 Make/Model/Yr./Color: \_\_\_\_\_  
 Plate #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**APPLICANT'S INCOME/CREDIT:** *Include all sources of income you want considered in this application.*

**PLACE OF EMPLOYMENT:** \_\_\_\_\_ How many hours per week? \_\_\_\_\_  
 Address: \_\_\_\_\_  
 How long have you been employed here? (Give dates): From \_\_\_\_\_ To: \_\_\_\_\_  
 Gross Monthly Income: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

**PLACE OF EMPLOYMENT:** \_\_\_\_\_ How many hours per week? \_\_\_\_\_  
 Address: \_\_\_\_\_  
 How long have you been employed here? (Give dates): From \_\_\_\_\_ To: \_\_\_\_\_  
 Gross Monthly Income: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

**PLACE OF EMPLOYMENT:** \_\_\_\_\_ How many hours per week? \_\_\_\_\_  
 Address: \_\_\_\_\_  
 How long have you been employed here? (Give dates): From \_\_\_\_\_ To: \_\_\_\_\_  
 Gross Monthly Income: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

ADD ADDITIONAL EMPLOYMENT INFORMATION ON A SEPARATE SHEET IF APPLICABLE

**OTHER SOURCES OF INCOME**

Will you be receiving any other income that you want considered with this application (e.g., Section 8 Rental Assistance, SSI, Social Security, public assistance, W-2, alimony, child support, savings, trust funds, scholarships, or any other type of income)? If so, please provide the following information for verification.

<b>Source of Income (Name of Agency):</b> _____		
<b>Address of Agency:</b> _____		
<b>Contact Person's Name:</b> _____	<b>Phone #:</b> ( ) _____	
<b>Amount of Income:</b> _____		
<b>Source of Income (Name of Agency):</b> _____		
<b>Address of Agency:</b> _____		
<b>Contact Person's Name:</b> _____	<b>Phone #:</b> ( ) _____	
<b>Amount of Income:</b> _____		
<b>Self Employed Applicants:</b> If you are self employed you will need to provide the following information: Tax returns, business license, bank records and/or vendor names, with addresses and phone numbers for verification		
<i>ADD ADDITIONAL INCOME INFORMATION ON A SEPARATE SHEET IF APPLICABLE</i>		

<b>APPLICANT'S CREDIT REFERENCES</b>	<b>Have you ever filed for bankruptcy?</b>	
<b>Credit Reference</b>	<b>Address &amp; Phone #</b>	<b>Yes _____ No _____</b>

**SIGNATURE CLAUSE**

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the Landlord and I shall sign a written lease. I have no rental agreement with the Landlord before the time of the lease signing.

I have paid the earnest money deposit indicated on this application. The earnest money deposit will be applied to my security deposit or my first month's rent if the Landlord enters into a lease or rental agreement with me. If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. If this application is rejected or withdrawn or if no action is taken by the end of the \_\_\_\_\_ calendar day following receipt of the earnest money, the earnest money and any subsequent payments will be refunded by the end of the next business day.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, rental and eviction history, conviction record and the statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such reporting agency.

I acknowledge that the Manager and the agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with fair housing law, and to disclose material adverse facts about the property.

I warrant and represent that I am at least 18 years of age and that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties. I understand that my occupancy is contingent on meeting management's resident selection criteria.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LANDLORD DISCLOSURES AND REQUIREMENTS -- APPLICANT ACKNOWLEDGES HAVING BEEN ADVISED:**

1. A receipt for earnest money collected has been given applicant.
2. Copies of the proposed lease and rules and regulations of the landlord have been made available to applicant for inspection.
3. I/we have been given the name and address of the person authorized to receive rent, manage, and maintain the premises, who can readily be contacted, and an owner or agent with an address within the state authorized to receive and receipt for notices and demands, and at which service of process can be made in person.
4. I/we have been advised of my/our right to inspect the dwelling unit and notify the landlord of any damage or defect that exist before the beginning of my/our tenancy.
5. I/we have been advised of my/our right to request, in writing, a written list of the physical damage and defects, for which the landlord deducted money from the previous tenant's security deposit.
6. I/we have been advised of utility charges not included in the rent.

Utility Charges	Electric	Heat	Sewer/Water	Gas	Air Conditioning	Hot Water	Trash Pick-Up
Included in Rent							
Metered Separately							
Cost Allocation							

7. I/we have been advised of uncorrected building and housing code violation notices on the attached list.
8. I/we have been advised that the premises contain(s) the following conditions adversely affecting habitability.

Adverse Condition:	Yes (Explain)	No
No Hot or Cold Running Water		
Plumbing Facilities Not in Good Operating Condition		
Sewage Disposal Facilities Not in Good Operating Condition		
Unsafe Heating Facilities Capable of Maintaining a Temperature of 67°F		
Electrical Wiring, Outlets, Fixtures Not in Safe Operating Condition		

9. I/we have been advised of structural or other conditions in the dwelling unit or premises that present a substantial health or safety hazard, or create an unreasonable risk of personal injury.
10. Landlord promises to repair, clean, or improve the premises as follows by the completion dates noted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Security deposits may be withheld only for tenant damages, waste or neglect of the premises or the non payment of rent, utility services or mobile home parking fees for which the Landlord becomes liable and other reasons specifically and separately negotiated and agreed to by the tenant in writing in a Nonstandard Rental Provision.

*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.*

**LANDLORD DISCLOSURES AND REQUIREMENTS (City of Madison Ordinances)**

12. I/we have been advised that I/we may submit a written request to the landlord within 30 days to view the photographs maintained by the landlord which document the physical damages or defects that were charged to the security deposit of the previous tenant(s).
13. That a copy of notice of eligibility for rent abatement, if any, which affects the rental unit or common areas has been provided the tenant.
14. That the occupancy limit imposed upon the dwelling unit by 27.06 of the City of Madison General Ordinance is \_\_\_\_\_. However, occupancy is restricted to those persons named in the application and the rental agreement.
15. That the definition of a "family" pursuant to 28-03(2) Madison General Ordinances, is as follows: "A family is an individual of two or more persons related by blood, marriage, or legal adoption living together as a single housekeeping unit in a dwelling unit, including foster children, and not more than four (4) roomers except that the terms "family" shall not in R1, R2, R3, R4A and R4L residence districts include more than one (1) roomer except where dwelling unit is owner occupied. For the purpose of this section "children go means natural children, grandchildren, legally adopted children, stepchildren, foster children, or a ward determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or a physical or mental disability, need assistance with activities or daily living shall be considered part of the "family". Such services may include personal care, housekeeping, meal preparation, laundry or companionship.
16. That the zoning district in which the dwelling unit is located is \_\_\_\_\_.
17. That the off-street parking requirements of the dwelling unit pursuant to 28-11 Madison General Ordinances is \_\_\_\_\_ except in the central area as per section 28.07(1)(g) of the Madison General Ordinances.

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

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

*This application has been prepared for use by members of the Apartment Association of South Central Wisconsin and the Wisconsin Apartment Association. The Associations are unable to provide representations or warranties that this application form complies with all current laws or regulations relating to the rental of property. Landlords/agents are advised to consult with legal counsel for local ordinance compliance requirements.*



## Application Process

***Please remember applications can only be accepted if they are completely filled out and turned in with the correct earnest money!***

***\*A complete application is needed for each adult 18 years of age or older. This includes each spouse and adult child.***

***\*Falsification or incomplete information is grounds for denial.***

***\* All adult applicants must fill out a separate application.***

***\*All approved applicants are required to provide a valid driver's license or state identification card.***

### **Housing Verification:**

Please complete your current and prior landlord information, 2(two) years un-biased sources are needed. We reserve the right to deny your application if after a good faith effort, we are unable to verify your rental history. Satisfactory housing history does not include time residing in student housing, or residing with parents or relatives. Applicants with less than two years of housing history may be required to obtain a co-signer to guarantee the financial obligations of the lease. If an applicant owes money to another landlord, the money must be paid in full before the application will be processed.

If you do not have rental verification please still put your full complete address under rental history and make a notation of it not being a rental property.

### **Income Verification:**

Please list all sources of income. Applicants must demonstrate an ability to pay the monthly rent. Employment references may be checked to verify income. If an applicant receives an income subsidy, the applicant must provide verification when turning in the completed application. If an applicant has a payee or other contact person at a specific agency, please provide their name and telephone number. If an applicant does not demonstrate the ability to pay the monthly rent, a co-signer may be required to guarantee the financial obligations of the lease.

### **Credit Report:**

A credit check will be conducted on your application. Unpaid medical records and student loans will not be cause for denial but poor credit records may result in denial of your application or request for a qualified co-signer to be added.

### **Conviction Records Check:**

Any criminal records may be grounds for denial. Drug offenses, violent crimes and any other convictions that may endanger other tenants are examples of reasons for denial.

### **Miscellaneous Criteria:**

Social security number disclosure is voluntary and your application will not be denied on the basis that it is not provided. If your application is otherwise not complete, one telephone call will be placed to the applicant to obtain the information in order to further the process. If this call does not provide the needed information, rejection may be based on an incomplete application.



**Application Process time:**

Apex Property Management, Inc. manages properties owned by different property owners. Each owner has different acceptable qualifications for tenancy. **Apex Property Management, Inc. rents to applicants in the order that their applications are approved.** Application processing may take up to 72 business hours. Apex will contact you within 72 hours to inform you of the status of your application. Please contact us if you believe you have not been contacted.

**Earnest Money:**

Earnest money must accompany this application before it will be processed. Applicant understands that if they are approved they will be contacted to schedule a lease signing and the earnest money will be immediately deposited and applied to the security deposit. If this application is approved, and applicant fails to enter into a lease, the earnest money and any subsequent payments may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. **If you are denied earnest money is fully refundable within 1 business day.**

**Apex Property Management, Inc. does not hold apartments.** By providing an application and earnest money applicant understands that they will be expected to execute a lease if they are approved. Apex manages apartments for many different owners. It is not always possible to switch your application to a different unit. Please be aware that you are applying for the unit listed on your application.

***\*\*To complete the application please initial and sign below. Now is the time to ask any questions that you have. You can contact us at 608-255-3753 or [info@apexrents.com](mailto:info@apexrents.com)***

\_\_\_\_\_ (Initial) Completed application (6 pages)

\_\_\_\_\_ (Initial) Paid earnest money of 1/2 of the security deposit.

Apex will process applications even if all roommates have not applied. Applicant understands that if they are approved and their roommates fail to provide applications or enter into a rental agreement that they will still be held responsible. If you are unsure about your roommates please wait to apply.

Applicant acknowledges receiving a copy of the lease and applicable lease addendums for the apartment they are applying for. Please read it carefully and look specifically at the rental amount, lease dates and utility information. If you believe any of these to be wrong please contact Apex immediately.

**Applicants Signature(s):**

\_\_\_\_\_  
\_\_\_\_\_