

CROWN PROPERTIES SCREENING CRITERIA

Community: _____

Application fee: \$50.00 /Adult- Non-Refundable

Holding deposit: \$400.00

Total Deposit Amount: Contingent on Criminal/Credit Report

Email: _____

Building/Apartment #: _____

Phone: _____

Approval Decision: Yes No

Monthly Rent: _____

Length of Lease: _____

(Approx.) Move In Date: _____

Screening criteria:

Applicants must be at least eighteen (18) years of age. Applicants must meet the following criteria with regard to income, credit, criminal and rental histories. Applicants will be considered on a case-by-case basis if a minimum of two (2) of the income, rental and credit standards are met:

Income:

- Total gross monthly income of applicant(s) must be at least 2 ½ times the amount of rent. If a government or nonprofit will be paying part of the rent total gross monthly income must be 2 ½ times the amount of the rent and estimated utilities that will be paid by the applicant(s), with a minimum of \$400 per month of income. All sources of income must be verifiable. Equity and assets may be considered for individuals with monthly incomes less than 2 ½ times the rent.

Credit:

- Credit reports: Credit reports containing history of late payments, liens, judgments, bankruptcies, charge-offs and accounts closed by credit grantor are all grounds for denial of the application. Applicants with a history of 3 or more NSF checks may be denied.
- Collections/Judgments: Applicants with outstanding (unpaid) collections or judgments may be denied. Extenuating circumstances will be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Bankruptcy: All applicants with a bankruptcy will be evaluated on a case-by-case basis and extenuating circumstances may be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Any applicant that is accepted based on extenuating circumstances may be required to provide an additional security deposit equal to a minimum of one month's rent and/or may be required to provide a credit worthy co-signer. Total gross monthly income of co-signers must be at least 4 times the amount of rent. All sources of income must be verifiable

Criminal History:

- Applicants with a felony conviction less than 7 years old will be denied; those with older felonies, or a gross-misdemeanor, 2 DUIs within 1 year or misdemeanor for assault, sexual or drug related activity may be denied.

Rental/Housing History:

- Applicants who have an unlawful detainer (eviction) may be denied.
- Applicants must provide verifiable housing history for the past 10 years or past 3 residences.
- Applicants with a negative rental reference may be denied. Rental history must be verifiable.

Occupancy Standards:

- **Only the individuals listed on the lease are allowed to live in the apartment.**
- One Bedroom: Maximum of 2 people may occupy.
- Two Bedroom: Maximum of 4 people may occupy.
- Three Bedroom: Maximum of 6 people may occupy.

False Information:

- Any applicant giving false information, misrepresenting or purposely withholding information will be denied.

Acknowledgment: I have read the above information and fully understand its contents.

Signature

Date

Crown Properties is a fair housing provider and complies with all federal, state, and local fair housing laws.

Crown Properties, 1411 West St. Germain, Suite #103, St. Cloud, MN 56301 Phone: (320) 774-1323



CROWN PROPERTIES RENTAL APPLICATION -

Applicant information: All adult applicants must complete separate applications. Please complete all questions; insert N/A for non-applicable items.

Full Legal Name (First, Middle, Last): _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____, State _____ U.S. Citizen? (Circle) Yes No

Cell Phone: _____ Home phone: _____ Work phone: _____

Email Address: _____

Please indicate whether you have a pet (circle): YES I have a pet NO I don't have a pet

RENTAL/HOME OWNERSHIP HISTORY – 10 year history is required. Current and previous two (2) addresses required. If you do not have a rental history list current address.

Present Address _____ City, State, Zip _____

Present Landlord or Management Company _____

Their Address _____ Current rent _____

Their Phone _____ Length of residency _____

Past # 1 Address _____ City, State, Zip _____

Past Landlord or Management Company _____

Their Address _____ Monthly rent _____

Their Phone _____ Length of residency _____

Past # 2 Address _____ City, State, Zip _____

Past Landlord or Management Company _____

Their Address _____ Monthly rent _____

Their Phone _____ Length of residency _____

EMPLOYMENT INFORMATION

Present/Future Employer _____ Position _____

Address _____ Phone _____

Salary/Hourly Wage _____ Length of Employment _____

Previous Employer _____ Position _____

Address _____ Phone _____

Salary/Hourly Wage _____ Length of Employment _____

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Others living in the dwelling with you who are under 18 years of age:

Name: _____ Date of Birth: _____ Relationship: _____

Name: _____ Date of Birth: _____ Relationship: _____

Name: _____ Date of Birth: _____ Relationship: _____

Name: _____ Date of Birth: _____ Relationship: _____

Other Sources of Income:

Type	Amount	How Often W = Weekly M = Monthly	Name of Company or Place Contact Person Phone #
Unemployment			
Public Assistance			
Child Support			
Social Security or SSI			
Disability			
Other			

Banking Information:

Bank Name: _____ Type of Account: _____ Amount: _____

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Bank Name: _____ Type of Account: _____ Amount: _____

Additional Information:**Have you ever;**

- | | | |
|---|-----|----|
| 1. Been sued for non-payment of rent? | Yes | No |
| 2. Been evicted or had an unlawful detainer served against you? | Yes | No |
| 3. Been asked to voluntarily move out? | Yes | No |
| 4. Broken a Rental Agreement or Lease? | Yes | No |
| 5. Been sued for damage to rental property? | Yes | No |
| 6. Declared bankruptcy? | Yes | No |
| 7. Been convicted of a felony? | Yes | No |

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**Authorization for Release of Information**

Consent:

I have applied for housing at _____ and authorize whatever investigation which you may consider appropriate. I direct any Federal, State, or local agency, organization, business or individual to release to Crown Properties any information or materials needed to complete and verify my application for housing.

Information Covered:

I understand that past and present verifications and inquiries that may be made include but are not limited to:

Residency and Rental Activity	Criminal Activity
Credit History	Employment History
Earnings History	Financial History

Groups or Individuals That May be Contacted:

Previous Landlords	Law Enforcement Agencies
Present Landlords	Credit Reporting Agencies
Previous Employers	Courts & Post Offices
Present Employers	Banks & Credit Unions
Government Agencies	

Use and Disclosure:

Use of data obtained as defined in Minnesota law is private and is limited to that necessary for administration and properties managed by Ridgedale Square.

This authorization is for this transaction only and continues in effect for 1 year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed 1 year, allowed by law.

I agree that a photocopy of this authorization may be used for the purposes stated above.

(PLEASE PRINT)

_____ Last Name	_____ First	_____ Middle	_____ Maiden
_____ Signature		_____ Date	

Crown Properties is a fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and/or sexual or affectional orientation. The Minnesota Human Rights Act prohibits discrimination because of race, color, creed, religion, national origin, sex, sexual preference, familial status, marital status, status with regard to public assistance or disability. In addition, owners/agents must comply with local Fair Housing and Civil Rights Laws.

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Verification by Employer

Please fill out and return this verification to:

Community: _____

Or Email: _____

Applicant:

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Social Security #: _____

Employer Name: _____ **Contact Person:** _____

Phone #: _____ **Email:** _____

Authorization for Release of Information by Employer

I authorize the release of the information requested. I have applied for housing and need your response soon.

Applicant Signature

Date

For employer use only:

Company Name: _____

Company Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number:(_____) _____ - _____ **Supervisor name:** _____

Hire Date: _____

Currently Employed: Yes No

Status: Fulltime Part-time Seasonal Sporadic **Average Hours per Week:** _____

Job Position or Title: _____

Monthly Gross Income: _____

Name of person completing form: _____

Signature

Date

Thank you for your cooperation. All information is confidential.

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Verification by Current Landlord



Applicant Last Name: _____ First Name: _____ Middle Initial: _____

Social Security #: _____

Current Landlord: _____ Phone #: _____

Address: _____ Email: _____

Authorization for Release of Information by Current Landlord

I/we authorize the release of the information requested.

Applicant Signature

Date

Applicant Signature

Date

For current landlord use only:

Residency Dates: From: _____ To: _____ # of individuals on the lease: _____

Monthly Rent Paid: \$ _____ Subsidized Lease? Yes No

Was rent paid on time? Yes or No If no, how often was it late? _____

Proper Notice Received? Yes or No

Lease Violations? Yes or No If yes, please explain: _____

Will the deposit be returned in full? Yes or No If no, please explain: _____

Would you re-rent? Yes or No

Additional Comments:

Verification completed by: _____ Title: _____

Phone: _____ Date: _____

Thank you for your cooperation. All information is confidential.

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Verification by Previous Landlord



Applicant Last Name: _____ First Name: _____ Middle Initial: _____

Social Security #: _____

Previous Landlord: _____ Phone #: _____

Address: _____ Email: _____

Authorization for Release of Information by Previous Landlord

I/we authorize the release of the information requested.

Applicant Signature

Date

Applicant Signature

Date

For previous landlord use only:

Residency Dates: From: _____ To: _____ # of individuals on the lease: _____

Monthly Rent Paid: \$_____ Subsidized Lease? Yes No

Was rent paid on time? Yes or No If no, how often was it late? _____

Proper Notice Received? Yes or No

Lease Violations? Yes or No If yes, please explain: _____

Will the deposit be returned in full? Yes or No If no, please explain: _____

Would you re-rent? Yes or No

Additional Comments:

Verification completed by: _____ Title: _____

Phone: _____ Date: _____

Thank you for your cooperation. All information is confidential.

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Holding/Performance Deposit Agreement



Move in Date: _____ (Approx.) Length of Lease: _____ Rent per Month: \$ _____

App Fee Paid? Yes or No Amount: \$ _____ Holding Deposit Paid? Yes or No Amount: \$ _____

Pet: Yes or No Type: _____ Pet Deposit Paid? Yes or No Amount: \$ _____

Additional Security Deposit Paid? Yes or No Amount: \$ _____

Deposit Due at Move In: \$ _____ (Contingent on Credit/Criminal Report)

Received From: _____ For Unit #: _____

(The application fee is to cover costs of credit reports, resident performance reports and administrative costs.)

Application Fees are Non-Refundable

Application Fee/Holding Deposit:

- It is the intent of this residential provider to create a positive environment for all residents. Through the use of applicant screening we are better able to accomplish this goal.
- This process usually takes 1 to 5 business days depending on our ability to verify our application. You will be notified as quickly as possible regarding your acceptance or denial. If you are denied your Holding Deposit will be returned to you within 7 days of denial notification.
- If your application is denied, and you wish to obtain a copy of your report, please contact our office.

In some case we may require additional deposit beyond what is stated in this document.

Performance Deposit:

This Holding/Performance Deposit Agreement, when signed by the applicant(s) and the apartment community, is a binding agreement to enter into a Lease once the applicant is accepted and notified of their acceptance, except the apartment community may cancel if the specified unit cannot be delivered as agreed. Upon notification of approval, your Lease for signature will be prepared and will become a binding legal document.

- I agree to notify the below community manager immediately if the source or the amount of my gross monthly income changes prior to move in, or if I am convicted of a misdemeanor or higher crime.
- When the applicant is accepted and notified of their acceptance, the Holding Deposit will become the Performance Deposit. When the lease is signed, the Performance Deposit becomes the Security Deposit.
- The Holding/Performance Deposit Agreement is a binding agreement to enter into a Lease by the applicant(s). Failure to enter into the Lease within 14 days of acceptance will result in forfeiture of the Performance Deposit, and cancellation of the agreement to lease the unit.
- Performance Deposit stated above, plus accumulated interest per state law, will be refunded within 21 days after the proper termination of the Standard Apartment Lease Agreement subject to the following:
 - All terms of the Standard Apartment Lease have been fully complied with
 - There is no damage to the apartment beyond ordinary wear and tear and no permanently attached fixtures are removed (i.e.: curtain rods, light fixtures, floor coverings, etc.)
 - Entire apartment is cleaned, and all tenant belongings including trash removed.
 - All keys and garage door openers are returned.
 - Receipt of resident's forwarding address or delivery instructions.
 - Two full months written notice of resident's intention to vacate received by last day of month.
 - Apartment must be vacated by 12:00 noon on the last day of the lease.

Applicant Sign: _____ Date: _____

Community Manager Sign: _____ Date: _____