

DONEFF COMPANIES

LLC

PROPERTY MANAGEMENT & DEVELOPMENT

5160 Expo Drive, Manitowoc, WI 54220 | PHONE: (920) 682-0066 | FAX: (920) 682-4632 | www.Doneff.com

APPLICATION PROCESS

Dear Prospective Tenant:

Enclosed you will find the application needed to apply for your new apartment home! Your new home is professionally managed by Doneff Companies, which conducts business in accordance with all federal, state and local fair housing laws. It is the policy of Doneff Companies to provide housing to all persons regardless of race, color, religion, sex, national origin, handicap, or familial status.

Application instructions: All applicants over the age of 18 must complete an application. Once the application is submitted the review process starts immediately, but can be delayed pending on the availability of the reference sources. The complete application process typically takes 1-3 days.

Required Information: Personal information (SSN, driver's license, and DOB), Contact Information (current and past residence, current employer and emergency contact), and additional information (vehicle and pet).

Reviewed Criteria: Doneff Companies has established a consistent procedure for processing all rental applications. Each application is thoroughly reviewed, approved or denied based on the criteria listed below:

Rental History: Your rental history for the past 7 years will be verified. Items verified included rent amount and payment history, if proper notice was provided, and the care and condition the apartment was left in when applicant moved out.

Employer/Income Verification: Your income information will be verified. You are required to make at least 3 times the amount of rent that is due on the apartment per month.

Criminal Background Check: A criminal background check will be conducted on all adult applicants. No person shall be accepted for residency who has been convicted of any criminal activities which may also include the following: 1.) Violence to person or destruction of property, 2.) Drug related crime, or 3.) Manufacture or distribution of a controlled substance.

If Approved: If approved, you will be required to provide the security deposit and first month's rent at time of lease signing. All original signatures must be recorded (to include co-signers if applicable), and all appropriate utilities must be in applicants name at time of occupancy.

If Denied: Your application may be denied for one or more of the following: 1) Poor credit history and/or excessive financial obligations, 2) Prior eviction, 3) Non-sufficient income and/or verifiable income, 4.) Falsifying information, 5.) Occupants exceed occupancy limits, 6.) Unable to provide application fees, rent and/or security deposit, and/or 7.) Criminal history. If denied, you will be notified in writing.

I understand and agree to the above terms and conditions of the rental process for Doneff Companies.

Applicant Signature

Date signed (dd/mm/yy)



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APPLICATION FOR RESIDENCY

Each adult over 18 years of age must complete an application for residency. All requested information must be completed before the application will be processed. The purpose of this application is to determine whether I qualify for residency. This is **NOT** a lease. *NOTE: Applicants who live outside of Wisconsin may be required to pay an \$20 application fee for screening purposes.*

The undersigned hereby makes application to rent apartment # _____ located at:

- BIG HILL REGENCY HOUSE** (Sturgeon Bay) **WILDWOOD REGENCY HOUSE** (Marshfield)
 RIVERSHORES REGENCY (West Bend) **SOUTHBROOK MANOR** (Manitowoc)
 TWO RIVERS RIVER HOUSE (Two Rivers) **FOREST GLEN APARTMENTS** (Two Rivers)

Desired Move-In Date: _____ Lease Term (months): _____ Promotion offered: YES NO

How did you find out about our Apartment Homes?

- Newspaper Craigslist Apartments.com Referred by: _____ Other: _____

NOTE: Applicants who live outside of Wisconsin may be required to pay an \$20 application fee for screening purposes.

BASIC INFORMATION

Name (First, Middle, Last): _____ SSN: _____

Birthdate (mm/dd/yy): _____ Email Address: _____

Primary Phone Number: _____ Secondary Phone Number: _____

The **TOTAL** number of people occupying the apartment: 1 2 3 4 5 6

NAME OF OCCUPANTS	RELATIONSHIP	BIRTHDATE (mm/dd/yy)

Will you be adding a cosigner/guarantor to the application: YES NO

VEHICLE MAKE	MODEL	YEAR	COLOR	LICENSE PLATE

Do you have renters insurance: YES NO

PET TYPE	BREED	LIST COUNTY REGISTERED IN	SPAYED OR NEUTERED

Name of Emergency Contact: _____ Relationship: _____

Address: _____ Phone Number: _____

INTERNAL USE:

REVIEWED BY: _____

APPROVED: YES NO WITH CONDITIONS: _____



RENTAL HISTORY

Current Address: _____
 City, State and Zip: _____ From (mm/yy) _____ To (mm/yy) _____
 Monthly rent payment : \$ _____ Landlord's phone number _____

Previous Address: _____
 City, State and Zip: _____ From (mm/yy) _____ To (mm/yy) _____
 Monthly rent payment : \$ _____ Landlord's phone number _____

Previous Address: _____
 City, State and Zip: _____ From (mm/yy) _____ To (mm/yy) _____
 Monthly rent payment : \$ _____ Landlord's phone number _____

Have you ever refused to pay rent? YES NO
 Have you ever been evicted or asked to leave? YES NO
 Have you ever been convicted of a crime? YES NO
 Have you ever filed for bankruptcy protection? YES NO
 If you answered yes to any of the above questions, please explain: _____

EMPLOYMENT / FINANCIAL INFORMATION

Are you currently employed: YES NO Are you currently retired: YES NO

Current Place of Employment: _____ Date Started: _____
 Street Address: _____ City, State and Zipcode: _____
 Supervisor's Name: _____ Supervisor's Phone Number: _____
 Income: \$ _____ Monthly Bi-Weekly Annual

Additional Place of Employment: _____ Date Started: _____
 Street Address: _____ City, State and Zipcode: _____
 Supervisor's Name: _____ Supervisor's Phone Number: _____
 Income: \$ _____ Monthly Bi-Weekly Annual

List below if you will you be receiving any other income that you want considered with this application (e.g. SSI, public assistance, alimony, child support, trust funds, scholarships or other type of income)?

ADDITIONAL SOURCE OF INCOME	\$ AMOUNT PER MONTH



SIGNATURE CLAUSE

To the best of my knowledge, all of the listed information is true and correct and I understand that providing false information or making false statements is grounds for denial of my application. I hereby authorize the Landlord to investigate my credit and financial responsibility, verify income, rental and eviction history, and all other statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that complies 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 Property Manager and the agents and employees thereof represent the interest of the Landlord, but they also have a duty to treat all parties fairly and in accordance with all federal, state and local fair housing laws, and to disclose material adverse facts about the property.

Signature of Applicant: _____ Date (mm/dd/yy): _____

LANDLORD DISCLOSURES AND REQUIREMENTS

The applicant acknowledges having been advised on:

1. A receipt of earnest money collected has been provided (if applicable).
2. A copy of the proposed lease and rules and regulations of the landlord have been made available to the applicant for inspection.
3. Of 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. The right to inspect the dwelling unit and notify the landlord of any damage(s) or defect(s) that exists before beginning of my tenancy.
5. That I have the 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. The utility charges not included in the rent.
7. The uncorrected building and housing code violation notices.
8. If the premise contains any conditions that adversely affect habitability.
9. 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. Security deposits may be withheld only for tenant damages, waste or neglect of the premises or the non-payment of rent, utility services or parking fees for which the Landlord becomes liable and other reason specifically and separately negotiated and agreed to by the tenant in writing other than in a form provision.

Signature of Applicant: _____ Date (mm/dd/yy): _____

NOTICE: You may obtain information about the sex offender registry and person registered with the registry by contacting the Wisconsin Department of Corrections at ww/widocoffenders.org or call (877) 234-0085.

