# RENTAL APPLICATION AND POLICIES ADDENDUM OF HIGHLAND MANAGEMENT GROUP, INC. Page 1 of 3

## Community:

Bldg. & Apt/TH #

Applicant:

Date:

### **Equal Housing Opportunity.** Highland Management Group, Inc. is a fair housing provider. Highland Management Group, Inc. does not discriminate on the basis of race, creed, color, ancestry, national origin, religion, sex, marital status, familial status (having children under age 18), status with respect to receipt of public assistance, disability, affectional preference, or other protected class as may be defined by law.

**Application Requirements.** Each adult applicant must produce a valid government issued photo identification and fill out a rental application. There is a nonrefundable application fee per adult applicant.

Information on the application must be complete, verifiable, and legible. If application information cannot be verified, this is a basis for denial. Submission of a misleading or incomplete application is a basis for denial or termination of a lease approved based on misleading or incomplete information.

**Minimum Income.** Total household **income should be at least 2.75 times the monthly rent.** For example: To rent a $1000 per month apartment, household income should be $2750 per month.

**Housing History.** Each applicant should have **two years of continuous and verifiable housing history** with no adverse rental or ownership references. References must be from a prior landlord, management company, or lender not from relatives, family members, or roommates. Eviction records are reviewed.

### **Occupancy Limits.** Occupancy limits at Highland Properties are generally two persons per bedroom. Check with the individual site for specifics, exceptions, and limits on multiple adults.

**Application Process.** In taking an application and showing an apartment, we are contemplating an ongoing business relationship. We are dedicated to treating you with professionalism and respect. In turn, we request a businesslike and courteous attitude. If any comments or behaviors during the application process lead us to conclude that this will not be a positive business relationship, this is grounds for denial of an application or cancellation of an approved application before a lease has been signed.

**Credit History**. A credit history is requested for each adult applicant. Highland Management Group uses TransUnion Credit Reporting Agency exclusively for Applicant screening. Applicants must have a credit score of 600 or higher. If an applicant has a credit score of 550-599, or no credit score, an exception may be made at the sole discretion of Management depending on the overall strength of the applicant’s application and that of any co-applicant. Management may also require an Additional Deposit. Outstanding housing debt, including a record of unpaid utilities, is grounds for denial.

**Criminal/Public Record History.** Highland Management Group, Inc., reserves the right to reject an applicant who has a criminal/public record history including but not limited to offenses against persons, property, drugs, or contrary to rental licensing ordinances.

**Exceptions.** Exceptions are not made in our occupancy limits. Exceptions may be considered for applicants who do not have a housing history because they are first time renters or applicants that are acceptable but for household income and credit reasons. An exception will usually require the applicant to supplement the application with additional documentation and to provide greater financial security to management, such as payment of an additional deposit.

The non-refundable application fee charged by Highland Management Group, Inc., is applied to the costs of our applicant screening. We will not charge an application fee unless we have a unit available, or reasonably believe that a unit will be available in the future.

Highland may return the non-refundable application fee if it rejects the applicant for a reason not stated in these rental policies or if we take more than one application fee on one apartment. If your application fee is to be refunded, tell us how to return the application fee:

□ Mail refund check (if paid by money order or cashier’s check) to your address on this form □ Destroy personal check □ Hold check for retrieval by you.

**Release**:

I authorize Highland Management Group, Inc. and Rental History Reports (RHR) located at 7900 W. 78th St. Ste. 400 Edina, MN 55439, 952-545-3953 to do a complete investigation of all information provided in 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, identity trace, sex offender search, terrorism search, check writing history 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, county agencies as it relates to the applicant’s eligibility, non-eligibility and/or benefit amounts received by the tenant, 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 RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization 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. Notice to applications applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-days’ notice. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Signature: Date:

3.002.001-a (REV 12/14/21) HMGI - Scan Applicant – Yellow Upload to Screening Service

# RENTAL APPLICATION

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Community

**APPLICANT (PLEASE PRINT CLEARLY)**

Building

Apt./TH #

Date

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name | | | First Name | | | Middle | | |
| Date of Birth  **/ /** | Drivers License / ID Number | | | | Social Security Number | **-** | **-** |  |
| Area Code/Phone  ( ) | | Cellular: Area Code/Phone  ( ) | | | E-Mail Address | | | |
| Present Address (Street & Apt.#) |  | City |  | State | Zip | From:  (mo/yr) |  | To:  (mo/yr) |
| Present Landlord/Mortgage Company | | | | Monthly Rent  $ | Area Code/Phone  ( ) | | | |
| Previous Address (Street & Apt.#) |  | City |  | State | Zip | From:  (mo/yr) |  | To:  (mo/yr) |
| Previous Landlord/Mortgage Company | | | | Monthly Rent  $ | Area Code/Phone  ( ) | | | |

**SOURCES OF INCOME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Salary Per: | Position | Hours Per Week | Area Code/Phone  ( ) |
| Address | | How Long?  yrs. mos. | Supervisor | |
| 2nd or Past Employer (circle) | Salary Per: | Position | Hours Per Week | Area Code/Phone  ( ) |
| Address | | How Long?  yrs. mos. | Supervisor | |

**OTHER SOURCES OF INCOME**

|  |  |  |
| --- | --- | --- |
| Source | Amount  $ per | Area Code/Phone  ( ) |
| Source | Amount  $ per | Area Code/Phone  ( ) |

**BANK ACCOUNT/SAVINGS/CHECKING & LOANS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Type of Account | Account Number |
| Name | Address | Type of Account | Account Number |

**VEHICLES**

|  |  |  |  |
| --- | --- | --- | --- |
| Make/Model | Year | Color | Plate # |
| Payment Paid To | Area Code/Phone  ( ) | | Monthly Payment  $ |

**PARENTS OR CLOSEST LIVING RELATIVE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Relationship to Applicant | Area  ( | Code | / Phone  ) |
| Address | City | State | Zip | |

**IN CASE OF EMERGENCY NOTIFY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Relationship to Applicant | Area  ( | Code | / Phone  ) |
| Address | City | State | Zip | |

**MISCELLANEOUS**

|  |  |
| --- | --- |
| Do you have any animals? **YES** ( ) **NO** ( ) | If yes, what type? |
| Do you owe a landlord (past or present) any money? | If yes, to who and how much? |
| Have you ever had an Unlawful Detainer (Eviction) filed on you? **YES** ( ) **NO** ( ) | If yes, when (date)? |

3.002.001-a (REV 12/14/21)

HMGI - Scan

Applicant - Yellow

**RENTAL APPLICATION**

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## Community:

Bldg. & Apt/TH #

Applicant:

Date:

|  |  |  |
| --- | --- | --- |
| List All Occupants | Relationship | Date of Birth |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**APPLICANTS PROMISES AND AUTHORIZATIONS:** By completing this Rental Application, paying the non-refundable Application Fee and Performance Deposits\*, Applicant agrees:

1. They have read and agreed to the following: Rental Policies and Disclosure of Information on Lead-Based Paint Hazards.
2. The information supplied in the Rental Application is true, correct, and complete in all respects.
3. Management may rely upon the complete Rental Application in deciding whether or not to rent an apartment to Applicant.
4. Management is authorized to contact and verify all information written in the Rental Application: and
5. By providing these phone numbers which includes all (cell, landline, etc.) numbers currently held and in the future, Applicant gives authorization to Management and its agents to contact Applicant at current and future phone numbers.
6. Management may obtain records and information about Applicant from any credit bureau or rental reference service.
7. If applicant is accepted with conditions, such as supplementing the application with additional documentation, or paying an additional deposit, Applicant will have three (3) business days to accept or reject the additional conditions. If the additional conditions are rejected, the Performance Deposit will be return as describe below. If applicant agrees to the additional conditions, then applicant must meet the conditions and the Performance Deposit will not be refunded if Applicant fails to do so.
8. The Performance Deposit will be returned to the Applicant by mail within seven (7) days of Management denying the Rental Application for reasons other than misleading or omitted information.
9. If Application Fee and Performance Deposit are paid electronically, the refund will be credited to the account that which was used for payment.
10. The Performance Deposit will NOT be refunded in the following situations:
    1. If Rental Application is denied due to misleading or omitted information.
    2. If Applicant changes his or her mind, asks to withdraw or cancel application or otherwise decides not to take the apartment/townhouse and/or fails to sign a Lease.
    3. If all Terms and Conditions of the Lease are not fulfilled.
11. Upon approval of your Rental Application, you will be contacted to set up a time for completing all Apartment/Townhouse Lease Paperwork. A copy of the Apartment Lease, Terms and Conditions, and Community Rules are available upon request.

\*Payment of a Performance Deposit holds the Apartment/Townhome for the Applicant subject only to the Applicant successfully being screened and accepted for occupancy. By paying the Performance Deposit, Applicant is asking Management to take the Apartment/Townhome off the market and to lose the opportunity to market and/or rent the Apartment/Townhome to others. If Applicant changes his or her mind about the Apartment/Townhome, or otherwise does not complete the Apartment/Townhome Lease paperwork and/or move into the Apartment/Townhome, the Performance Deposit will be applied as Liquidating Damages to Managements loss of marketing and will not be refunded to the Applicant.

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

## Upon approval of Application, your new address will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | | | | |
| Marketing Source | |  | Comments: | | | | |
| Lease Term | |  |
| Move-In Date | |  | Application Fee $ | | Date Pd | Ck # |  |
| Rent Begins | |  | Deposit Amt. | $ | Date Pd | Ck # |  |
| Lease Dates | From: |  | Deposit Amt. | $ | Date Pd | Ck # |  |
| To: | |  | LMR Amt. | $ | Date Pd | Ck # |  |
| Rental Payment (Apt/TH) | |  | Pet Deposit | $ | Date Pd | Ck # |  |
| Rental Payment (Gar.) | |  | Pet Fee | $ | Date Pd | Ck # |  |
| Utilities | |  | Bank Name: | | | | |
| Other | |  | Application Received by: Reviewed by: | | | | |
| Total Rent | |  | Accepted: Denied: Date: | | | | |

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