

REILLY- JOSEPH CO.
APPLICATION FOR NEW TENANTS
INCLUDING DISCLOSURE REQUIREMENTS

The undersigned hereby acknowledges that this application is subject to the approval of either William V. Reilly, Jr., Leon Joseph or Charles P. Luber, and that no tenancy is created until such approval has been obtained, although such approval need not be in writing. At our discretion specific qualifications and/or requirements maybe be established for specific apartment buildings; we reserve the right to reject applicant who do not meet these requirements.

Rental Property _____ Unit No. _____

Date Of Occupancy _____

Last Name _____ First Name _____ Middle _____ Mr./Ms./Mrs. _____

Birthdate ____/____/____ Social Security # _____

Cell Phone # _____ Home # _____ Work # _____

Driver's License # _____ Email Address _____

Party to notify in case of emergency _____ Relationship _____

Address _____ City _____ State _____ Zip _____ Telephone (Cell) Number _____

Auto Make _____ Model _____ Year _____ Color _____ Lic. Plate # _____

Auto Make _____ Model _____ Year _____ Color _____ Lic. Plate # _____

Current Address _____ City _____ State _____ Zip _____

How Long _____ Monthly Payment _____ Reason for Moving _____

Landlord's Name _____ Phone # _____

Employer _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Position _____ How Long _____ Gross Mo. Income _____

2nd Employer _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Position _____ How Long _____ Gross Mo. Income _____

Other Income _____ Gross Mo. Income _____

Other Income _____ Gross Mo. Income _____

Names and birthdates of any additional parties to occupy premises: _____

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(Page 2)

Applicant agrees that we may contact those parties given as references, criminal background and credit reporting agencies in connection with verification of the representation herein made by the applicant. If Applicant is accepted for occupancy, Applicant agrees that Owner may order updates of criminal background and credit check during the Lease term and such check may be used by Owner in determining whether a Lease renewal will be offered. Applicant also agrees that this form may be faxed or mailed to given references and/or employer(s).

The undersigned applicant hereby declares that the representations of fact contained in the foregoing application are considered part of the Lease and are true and correct. I agree that if any information herein contained is false, the Applicant may be declared in default under the Lease and the Lease made in the strength of this application may, at the option of the Owner, be terminated at any time due to such default.

We specifically understand and agree that:

- (1) No pets, other than fish and birds, are permitted on the premises; except _____.
- (2) No unauthorized individuals are allowed to move in with the tenant(s) of record.
- (3) No water beds are permitted without prior written permission of Lessor.
- (4) Whenever your automobile is on the premises it must be kept in the garage at all times if applicable.
- (5) I (We) hereby attest that I(We) are currently not under an eviction and/or non-renewal of lease term. Initials _____

DISCLOSURE REQUIREMENTS:

- (1) The person(s) authorized to collect or receive rent and manage and maintain the premises and who can readily be contacted by the tenant is REILLY-JOSEPH CO., 117 N. Jefferson Street, Suite 202, Milwaukee, WI 53202 (414) 271-5201, or the resident manager _____.
- (2) The agent authorized to accept service of legal process and other notices and demand is:
REILLY-JOSEPH CO., 117 N. Jefferson Street, Suite 202, Milwaukee, WI 53202
- (3) Within 30 days of acceptance, the landlord will: _____.

We hereby attest that we have read all the forms, including the lease, and information pertinent to the rental of this apartment.

Applicant

Date

Any false or misleading representation on this application voids this application and subsequent rental agreements, at the discretion of the lessor.

APPLICANT SELECTION CRITERIA – Effective April 1, 2014

Please review our criteria. If Applicant feels Applicant meets the criteria, please apply. It is the policy of Reilly-Joseph Company that all persons have the right to equal opportunity and equal treatment in all matters regarding housing. It is unlawful to practice housing discrimination or deny equal opportunity to any person, but especially based on any of the following: sex, race, color, national origin, handicap, familial status, religion, marital status of persons maintaining a household, sexual orientation, age, ancestry or lawful source of income. Applicant may review a copy of the Lease and all written rules and regulations before Applicant completes this application or pays the security deposit. The Fair Credit Reporting Act 15 U.S.C. sec.1681, et, sec, requires that we disclose to Applicant that an investigation will be completed.

- 1) APPLICATION** A completed Rental Application must be received from each Applicant and Guarantor. If the completed application contains any omissions (not satisfactorily explained) it will be returned for completion or denied. All Applicant(s) must provide us with their Social Security number, and when applicable, Certificate of Naturalization or Permanent Resident Card. If Applicant(s) is unable to provide a Social Security number, Applicant(s) must provide us with a denial letter from the Social Security Office and a copy of their Certificate of Naturalization or Permanent Resident Card.
- 2) RENTAL HISTORY** It is Applicant(s)' responsibility to provide us with the information necessary to contact Applicant(s)' past Landlord(s). We reserve the right to deny Applicant(s)' application if, after making a good faith effort, we are unable to verify Applicant(s)' rental history. A Lease Guarantor will not be considered for poor or non-verifiable rental history.
- 3) INCOME** Applicant(s) must have a maintained monthly gross income equal to or greater than three times the sum of the apartment rental, parking, pet fees and short term lease fees (also known as "income formula". The monthly income must be projected to be stable during Lease term, i.e., temporary employment may not be considered. Self-employed or retired Applicant(s) must provide copy of most recent (within one year) tax return for review, a copy of which will be retained in Applicant(s)' file. Gross yearly income, as stated on tax return, will be subject to income formula. If Applicant has no employment income, other sources of income may be considered, i.e., savings, money market, trust account, etc. These sources must be verifiable and currently accessible, and must meet income formula standards. A Lease Guarantor will be considered in the event of insufficient income provided Guarantor qualifies under our income requirements including having a qualified Credit Report number as applicable per Paragraph 4, below.
- 4) CREDIT REPORT** Good credit history must be maintained. The credit report may not have utility bills over 3 months past due, a judgement on an apartment rental, or over \$3,000 in collections or past due bills (medical not considered) Applicant(s) may be accepted if credit report reflects no history or minimal history (2 trades or less). If accepted, Applicant will be required to pay a security deposit equal to one month rent.
- 5) APPLICANT WILL BE DENIED RENTAL IF:**
 - A. Applicant does not meet the credit report criteria as outlined above, or Applicant does not pay the additional security deposit as outlined above or credit report comes back "no subject found".
 - B. The criminal check reveals any convictions involving sexual assault, theft, criminal damage to property, drug distribution, injury to person or persons, offenses of any kind which may endanger the safety or welfare of others.
 - C. Previous Landlord(s) reports any of the following: owes Landlord money; evicted within the past 5 years; received more than two noise/disturbance warnings within the past year; allowed persons not on the Lease to reside in the premises; failed to give proper notice when vacating the property; reports of multiple late during a consecutive 12 month period; reports of unclean and/or untenable condition; would decline to rent to Applicant(s) again for any other reason pertaining to the behavior of Applicant(s) or others allowed on the property during tenancy.
 - D. Applicant misrepresents any information on the application. If misrepresentations are found after Lease agreement is signed, Lease agreement will be terminated.
 - E. Applicant fails to provide Social Security numbers for each adult or Guarantor (18 years of age or older) applying for residency, and Applicant is unable to provided us with a denial letter from the Social Security office and a copy of Certificate of Naturalization or Permanent Resident Card.
 - F. Applicant has been evicted from previous landlord within the past 5 years.
 - G. Applicant(s) does not meet monthly gross income requirements and is unable to provide a qualified Guarantor.

Landlord reserves the right (but shall not be obligated) to waive certain criteria for tenancy as stated above.

I agree to allow Reilly-Joseph Company to verify my current and previous employment including salary information. I also agree to allow Reilly-Joseph Company to run a credit/criminal/eviction report on myself through a bureau of Management's choice. I have read and understand the screening criteria.

(1) _____
Signature

_____ Date



(2) _____
Signature

_____ Date