



## **BEFORE APPLYING**

Prior to submitting your application, interested individuals are required to view the rental. We understand this may be difficult due to work schedule or not being located in the Madison area. Our property managers can show the rental to interested individual's relatives/co-workers/friends. It may even be possible to schedule a video showing.

## **APPLYING**

Once the rental has been viewed, text (608-318-3405) the following information for all adults applying to live at the property:

- Full Legal Name
- Email Address
- Phone Number

The property manager will email an electronic application. A copy of the general lease will also be sent for applicants to proofread.

*NOTE:* There is a \$50.00 non-refundable application fee, which includes the cost of credit and background reports. The application fee is a one time charge for all adults applying—not per adult. Additional application fees may be charged for individuals applying to “add-on” to the lease after initial approval. If an applicant is not able to complete an online application, then a hardcopy of the application can be provided upon request.

## **ACCEPTANCE CRITERIA**

**CREDIT:** A minimum credit score of 600 is required with no current collections. Collections regarding student loans and/or medical bills may be acceptable. Applicants must have a minimum of 36 months of credit history. A double security deposit may be considered if insufficient history is available. No fillings for bankruptcy the past 5 years. All unpaid utility bills and housing bills must be satisfied prior to an application being processed.

**BACKGROUND:** Applicants must have no evictions in the past 5 years and no convictions considered a danger to the residents of the neighborhood or the property.

**HOUSING:** A minimum of 2 years of satisfactory housing history. A double security deposit may be considered if insufficient housing history is available.

**INCOME:** Minimum gross income must equal 2.5X the monthly rent or proof of adequate funds to pay in its entirety.

Property managers are willing to entertain any application if you believe there are extraordinary factors that could contribute to an exception of the acceptance criteria.