



## North Lakes Property Mgmt

2884 Middle Street \* St Paul, MN 55117 (T) 651-484-4730 (F) 651-484-1375 \* info@rentminnesota.com

### TENANT SCREENING AND RENTAL CRITERIA

Fill out an application for residency on the form supplied.

1. **Income Requirement.** Gross monthly income must be two and a half (2.5) times the amount of your rent (*example if rent is \$700/mo. Gross monthly household income must not be less than \$1750*). Applicants must possess the ability to make the rent payments over the term of the lease as evidenced by a stable and verifiable source of income.
2. **Have an acceptable rental history.** Where full and timely regular rent payments were made to a landlord. Management may approve the application if the applicant has a lease guarantor, who will be approved by management on a case-by-case basis.
3. Be able to **pay the entire security deposit.**
4. Current rent must be paid and **proper notice to vacate given to current landlord.**
5. Must not exceed occupancy limits as follows:
  - a. 1 Bedroom- 2 Occupants
  - b. 2 Bedroom- 4 Occupants
  - c. 3 Bedroom- 5 Occupants if un-related. 6 occupants if all immediate family.

Any record of any of the following is sufficient cause for management to deny eligibility:

1. **Poor credit history**, which includes non-payment or repeated late payments of financial obligations including rent, utilities, and judgments: bankruptcy, accounts closed by creditors, issuing dishonored checks, etc.
2. **Lack of or poor rental history**, which includes an eviction action commenced for a reason other than non-payment of rent; an evictions action commenced for non-payment of rent; or poor reference from previous landlords or others, which may include payment issues, lease violations, disturbing neighbors, property damage, poor housekeeping, nuisances or unlawful activities, allowing occupants who are not on the lease, etc.
3. **Any felony conviction or a misdemeanor conviction** that involves physical injury to person, crimes against property, weapons, drugs, theft, and violations, or prostitution related offenses.
4. **History of other criminal acts**, conduct or behavior, regardless of whether or not it resulted in arrest, criminal charges or conviction, which might adversely affect the health, safety, or welfare of other residents, neighbors, or management. This also includes any one listed on any Sex Offender Registry, regardless of whether it resulted in a criminal charge.
5. A display of uncooperative, abusive, or belligerent attitude toward management during the application process, this includes but is not limited to swearing, making threats, has been drinking, displays disrespect or instills fear or discomfort.
6. The applicant's providing information on the application which is false, misrepresented, incomplete, or non-verifiable.
7. Any report of bedbugs or other pests, regardless of extermination procedures or cause of infestation.
8. Insufficient co-signer. You may be asked to provide a co-signer for your application. If so, the co-signer must show an excellent credit rating and have a minimum of 4 times the amount of rent in monthly income. Other restrictions may apply.

*Application procedures may include, but are not limited to: verification of income, credit checks, and personal interviews with applicants, obtaining information from previous landlords and other references, employers, banks, criminal and civil court records and records of police and other law enforcement agencies.*

**Please complete the entire application completely and return with a Government issued photo ID, Social Security Card and 2 of your most current pay stubs or current proof of income.  
Application processing typically takes 2-5 business days to complete.**

**Signature of applicant(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

*I have read and understand the terms for eligibility.*

NLPM reserves the right to make changes or amend these requirements at any given time.



**North Lakes Property Management Rental Application**

Rental

Address \_\_\_\_\_ Unit # \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Move-in Date \_\_\_\_\_

(One form per adult applicant. Failure to fully complete application may delay us in verifying your information. Please print legibly.)

Full Name \_\_\_\_\_ Main Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Length of Time at Address \_\_\_\_\_ Rent \$ \_\_\_\_\_ Mgmt Co./Building Name \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Landlords Phone \_\_\_\_\_ Landlords Address \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Length of Time at Address \_\_\_\_\_ Rent \$ \_\_\_\_\_ Mgmt Co./Bldg Name \_\_\_\_\_

Previous Landlord Name \_\_\_\_\_ Landlords Phone \_\_\_\_\_ Landlords Address \_\_\_\_\_

Have you ever lived in another state in the past 10 years?

If so, please list city/state and zip code: \_\_\_\_\_

Any Pets? \_\_\_\_\_ Describe: \_\_\_\_\_ Waterbed/Aquarium? \_\_\_\_\_

Present Employer \_\_\_\_\_ H/R Ph # \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ #Hours/Week \_\_\_\_\_ How Long? \_\_\_\_\_ Wage/Salary \_\_\_\_\_

List Other Sources of Income (ie: Social Security, AFDC, Alimony, MFIP): \_\_\_\_\_

In Case of Emergency Notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Make & Model of Car \_\_\_\_\_ License Plate \_\_\_\_\_ Color \_\_\_\_\_

**Note: The people listed below are the only ones who will be allowed to live in the unit. We strictly enforce this rule, and will immediately evict if we find someone else living there without management's written permission.**

List All Occupants: Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Note: If you are accepted as a tenant, payment of a security deposit will be required to hold the apartment. Security deposit may be forfeited if you do not move in as you initially agreed to.**

When a National credit search is performed, will any problems surface? Yes No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Misdemeanor? \_\_\_\_\_

Has an Unlawful Detainer or Eviction been filed against you? \_\_\_\_\_ When? \_\_\_\_\_ Why? \_\_\_\_\_

Have you ever had bedbugs or any other pest infestations in your home? \_\_\_\_\_ When? \_\_\_\_\_

Where did you hear about this apartment being for rent? \_\_\_\_\_

I declare that the statements above are true and correct. I hereby authorize verification of references given and permission to perform a National credit search. Applicants are subject to eligibility requirements.

Date : \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



# North Lakes Property Management

2884 Middle Street.\* Little Canada, MN 55117 \* (tel) 651-484-4730 \* (fax) 651-484-1375 \* info@rentminnesota.com

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

The following named individual has placed an application with this agency for renting an apartment.

**LAST Name of Applicant** (Please Print): \_\_\_\_\_

**FIRST Name** (Please Print): \_\_\_\_\_

**Maiden, Alias or Former Name(s)** (Please Print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month/day/year

**Sex (M or F):** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I authorize the Bureau of Criminal Apprehension and other outside agencies to disclose all criminal history record information and also verification of references given (employment verification & rental reference), and permission to perform a National credit search to North Lakes Property Management for the purpose of renting as a tenant with this agency.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_

**Signature**

**Date**