

BESSLER

Apartment Management Company
957 W Frontage Road
Byron, MN 55920 (507) 775-2109

APPLICATION - FOR RENTAL HOUSING

(1/05)

PLEASE PRINT

This is an application for housing located at _____. This is a 4 plx/6plx with a garage. Please complete this application and return to BESSLER MANAGEMENT Apartment Management Company at the address listed at the top of this page. Applications are placed in order of date and time completed by the Management Co. **A non-refundable application fee of \$27.00 per adult, or Pre Lease Deposit paid, and Pre Lease form signed is required at time of application submission.**

A. GENERAL INFORMATION

Applicant Name(s) _____

Address: _____
Street Apt.# City State Zip

Current Mailing address _____
Street Apt.# City State Zip

Tel.#(____)_____-_____
(weekday daytime #) (Who or where?)

Tel.#(____)_____-_____
(weekday daytime #) (Who or where?)

Two Bdrm unit X

B. HOUSEHOLD MEMBERS; List ALL Persons who will live in the apartment. List Head of Household First.

NAME (last, first, middle)	RELATION-SHIP to Head	BIRTH DATE	AGE	SOCIAL SECURITY #
	Head			

C. REFERENCE INFORMATION (2 years or more required)

1. Current Residence;

Name of Landlord/Owner _____
Are you related to Landlord/Owner? _____ Relationship _____
Date moved in _____ Date moved out _____
Reason for moving _____
Unit Address _____
City _____ State _____ Zip _____
Landlord/Owner address _____
City _____ State _____ Zip _____
Landlord/Owner Business Phone _____ Home Phone _____

2. Previous Residency;

Name of Landlord/Owner _____
Are you related to Landlord/Owner? _____ Relationship _____
Date moved in _____ Date moved out _____
Reason for moving _____
Unit Address _____
City _____ State _____ Zip _____
Landlord/Owner address _____
City _____ State _____ Zip _____
Landlord/Owner Business Phone _____ Home Phone _____

Credit References: (Utility Co., Credit cards, Banks, etc.)

4. Name _____ Address _____ Phone _____
5. Name _____ Address _____ Phone _____
6. Name _____ Address _____ Phone _____

Personal References (Non-Related):

7. Name _____ Address _____ Phone _____
8. Name _____ Address _____ Phone _____
9. Name _____ Address _____ Phone _____

D. OTHER REQUIRED INFORMATION

1. Sources of Income :

Family member name	Source of income	Gross monthly amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. In Case of Emergency Notify: _____
Address _____
Phone # _____ Relation? _____

3. Have You Ever Been Evicted from any kind of housing ? Yes ___ No ___
If YES, Where _____ When _____
Describe Reasons _____

4. How Did You Hear About This Housing? _____

5. Will You Take a Unit When One is Available? Yes ___ No ___

6. Briefly Describe Your Reasons for Applying _____

7. Vehicles: List any cars, trucks or other vehicles owned.

Type of Vehicle _____ Year/Make _____ Color _____
License Plate # _____

Type of Vehicle _____ Year/Make _____ Color _____
License Plate # _____

8. Drivers License Number or State ID Number:

Head of Household _____

State of Issue _____

co-applicant _____

State of Issue _____

9. PETS: Do you own any pets? Yes ___ No ___

If YES Describe _____

NOTE: only applications that have been completely filled out will be accepted for review.

E. CERTIFICATION

I/We certify that all information in this application is true to the best of my/our knowledge and that I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. Persons who deliberately submit false information or deliberately withhold information are subject to immediate termination of tenancy or rejection of occupancy.

Date ____ - ____ - ____ Signature _____
Applicant

Date ____ - ____ - ____ Signature _____
Co-Applicant

F. AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN: I/We, the undersigned, are applicants for housing. We authorize all employers, financial institutions, Local, State, and Government agencies, and/or any person(s) who can verify our references, background checks, landlords, and credit checks to release requested information to Bessler Realty Apartment Management Company for the purpose of determining eligibility. Bessler Realty Apartment Management Company may use this authorization for the above purpose and will otherwise keep this information confidential.

Date ____ - ____ - ____ Signature _____
Applicant

Date ____ - ____ - ____ Signature _____
Co-Applicant

PRE-LEASE DEPOSIT AGREEMENT

Applicant, _____, is making an application to become a tenant of Kings Row or Edgewood Estates. Applicant understands that Bessler Management will conduct a review of applicant's application for tenancy and determine whether such application will be accepted.

After the review of the application submitted herewith, Bessler Management will advise applicant as to whether applicant has been approved to enter into a lease with Bessler Management. Subject to the conditions herein, if there is more than one unit available at the time of the submission of this application, applicant may designate the unit applicant wishes to lease. Upon approval of the application by Bessler Management, Bessler Management will process a lease and make a lease available for signing as expeditiously as possible.

Applicant agrees to pay a **pre-lease deposit** to Bessler Management in the sum of **\$750.00**. If applicant wishes to hold a specific designated unit, applicant will pay a **pre-lease deposit** with the application and Bessler Management agrees to hold the specific unit chosen by applicant until Bessler Management has made the decision whether to accept applicant as a tenant. In the event applicant is accepted as a tenant, Bessler Management will continue to hold the specific unit until a written lease has been processed. Otherwise, applicant will pay the **pre-lease deposit** at the time applicant has been accepted for occupancy of a unit by Bessler Management. Once applicant has paid the **pre-lease deposit**, Bessler Management will hold a unit for applicant during the pendency of the processing of the lease.

Once the applicant has been approved, the applicant agrees to sign a lease by ____/____/20____.

At the time of the signing of the lease, applicant agrees to pay a **lease deposit** to Bessler Management in the sum of **\$500.00**. The **pre-lease deposit** which is described above will be credited in full to the amount required of applicant for the **lease deposit**.

In the event that Bessler Management does not approve the application, any **pre-lease deposit** paid with the application will be returned in full. Once applicant has paid a **pre-lease deposit** and determines not to enter into the lease applied for with Bessler Management for any reason, applicant forfeits the **pre-lease deposit**. After applicant has been accepted for tenancy, if any of the facts set forth by applicant in the application become changed prior to signing the lease, Bessler Management may revoke acceptance of the application and applicant forfeits the **pre-lease deposit**.

BESSLER MANAGEMENT

Dated: _____ By: _____ (signature)

Its: _____ (title)

Dated: _____ Applicants signature

(printed name)

Application Fees, Process, and Tenant selection/rejection.

Effective 7/1/2010 **(Copy of this letter to accompany every application)**

1. Fees
 - a. \$25.00 per adult as listed, or
 - b. Pre-lease form signed and pre-lease deposit paid (Money order, or cashiers check)
 - c. One of the above must be paid at the time the application is turned into management.
2. Application
 - a. All blanks must be filled in and legible.
 - b. Must be signed, dated and include the application fee as stated in section 1
3. Process
 - a. Bessler Management will perform a search in the following data bases on all applications;
 - i. We have contracted the following services from Online Rental Exchange
 - (1) Problem Renter
 - (2) Unlawful Detainer
 - (3) Collection Account
 - (4) Public Record
 - (5) Criminal Convictions
 - (6) Credit Report
4. Selection
 - a. An application may be rejected for any of the following;
 - i. Anything shows up under the following sections from the Online Rental Exchange search;
 - (1) Problem Renter
 - (2) Unlawful Detainer
 - (3) Criminal Convictions - one misdemeanor may be allowed if more than two years old.
 - ii. Public Records, and collection accounts that are less than 24 months old form date of last activity.
 - iii. Credit report
 - (1) Lack of established credit for the last twelve months, we may request a Guarantor (co-signer)
 - (2) ½ or greater of the listing not current in the last 24 months.
 - iv. More that two people per bedroom size requested.
 - v. Any false, omitted, or fictional statements or information on the rental application.
 - b. All tenants and co-tenants must have the capacity to be able to enter into a legal and binding contract.
 - i. Tenant and/or co-tenant(s) must be legally responsible for other household member(s) in the same unit.
 - c. If household gross income is less than Apartment rent times 3 an income survival statement will be required.
 - d. If application is for Government and/or Tax Credit Housing than application must meet program requirements.

"In accordance with Federal law and the USDA's policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability and where applicable, sex, martial status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited basis apply to all programs)."