

# APPLICATION FOR RESIDENCY

We subscribe to all Federal, State, and Local Fair Housing Laws.  
This is NOT a lease or a rental agreement.

**LANDLORD:**

Address: 448 W. Washington Avenue, Madison, Wisconsin 53703  
 Phone/Fax: Office: 608-227-6543/Fax: 608-255-5005  
 Website: www.KellerApartments.com

The undersigned hereby makes application to rent. Address: \_\_\_\_\_ APT # \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

**EACH ADULT APPLICANT MUST COMPLETE A SEPARATE APPLICATION. Complete the following information for each household member that will occupy the unit at the time of move-in and throughout the term of the lease. Application MUST be completed in FULL. Falsification of information is grounds for denial.**

NAME: First, Middle, Last	M / F	Social Security No.	Driver's License No.	Birthdate (mm/dd/yy)
Applicant:				
Names of other Occupants (below)	ADULT? YES NO		<b>Pets/Pet "sitting"/Pet "visiting" ARE NOT ALLOWED at any of our Apartments or Houses.</b>	

**HOW DID YOU HEAR ABOUT US?** 1. \_\_\_ Sign/Banner 2. \_\_\_ Newspaper 3. \_\_\_ Rental Magazine: \_\_\_\_\_  
 4. \_\_\_ Website: \_\_\_\_\_

**WHERE CAN YOU BE REACHED?** Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

- YES NO**
- \_\_\_ \_\_\_ 1. Have you, or any other person named on this application, ever been convicted of a crime related to disturbance, of neighbors, destruction of property, drug-related felonious criminal activity or violence to persons or property? Explanation: \_\_\_\_\_
- \_\_\_ \_\_\_ 2. Do you owe past due rent or other monetary obligations to your current landlord or previous landlord? \_\_\_\_\_
- \_\_\_ \_\_\_ 3. Do you wish to receive a written explanation of denial of tenancy? \_\_\_\_\_
- \_\_\_ \_\_\_ 4. Have you ever filed for Bankruptcy? Explanation: \_\_\_\_\_

**Have you ever refused to pay rent?** Yes \_\_\_ No \_\_\_ Date(s)/Reason: \_\_\_\_\_  
**Have you ever been evicted or asked to leave?** Yes \_\_\_ No \_\_\_ Date(s)/Reason: \_\_\_\_\_

1. **CURRENT ADDRESS** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Rent: \_\_\_\_\_ From (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Landlord's Address: \_\_\_\_\_  
 Landlord's Phone #: \_\_\_\_\_ Landlord Fax #: \_\_\_\_\_

2. **PREVIOUS ADDRESS** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Rent: \_\_\_\_\_ From (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Landlord's Address: \_\_\_\_\_  
 Landlord Phone #: \_\_\_\_\_ Landlord Fax #: \_\_\_\_\_

**EMERGENCY CONTACT (Other than Applicant or Co-applicant)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PLACE OF EMPLOYMENT:** \_\_\_\_\_ How many hours per week? \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 How long have you been employed here? (Give dates): From \_\_\_\_\_ To: \_\_\_\_\_  
 Gross Month Income: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Will you be receiving any other income that you want considered with this application? (e.g. Parents paying rent, alimony, child support, savings, trust funds, scholarships, or any other type of income). If so, please provide the information for verification.**

**Source of Income** (Name of Agency) \_\_\_\_\_ Amount of Income \_\_\_\_\_  
 Address of Agency: \_\_\_\_\_  
 Contact Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*If you are self-employed, you will need to provide a copy of your most recent tax return for verification of income.*

**APPLICANT'S CREDIT REFERENCES**

Credit References (bank, checking, credit cards, etc.)	Address & Phone #	Type

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the Landlord and I shall sign a written Lease. I have no rental agreement with the Landlord before the time of the lease signing. I hereby authorize the Landlord to investigate my credit and financial responsibility, income, rental and eviction history, and the statements made in this application, and to obtain a criminal background check and a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such reporting agency. I acknowledge that the Manager and the agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with fair housing law, and to disclose material adverse facts about the property. I warrant and represent that I am at least 18 years of age and that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties. I understand that my occupancy is contingent on meeting management's resident selection criteria.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**LANDLORD DISCLOSURES AND REQUIREMENTS – APPLICANT ACKNOWLEDGES HAVING BEEN ADVISED:**

Copies of the proposed Lease and rules and regulations of the landlord have been made available to applicant for inspection. I/we have been given the name and address of the person authorized to receive rent, manage, and maintain the premises, who can readily be contacted, and an owner or agent with an address within the state authorized to receive and receipt for notices and demands, and at which service of process can be made in person. I/we have been advised of my/our right to inspect the dwelling unit and notify the landlord of any damage or defect that exist before the beginning of my/our tenancy. I/we have been advised of my/our right to request, in writing, a written list of the physical damage and defects, for which the landlord deducted money from the previous tenant's security deposit. I/we have been advised of utility charges not included in rent. I further understand that pets are not permitted and this rule is strictly enforced. Pet sitting and/or pets visiting are also prohibited.

Utility Charge	Electric	Heat	Sewer/Water	Gas	Air Cond.	Hot Water	Trash/Recycle
Included in rent			X				X
Metered separately							

I/we have been advised of uncorrected building and housing code violation notices on the attached list. I/we have been advised that the premises contain(s) the following conditions adversely affecting habitability.

Adverse Condition:	Yes (Explain)	No
No hot or cold running water		X
Plumbing facilities not in good operating condition		X
Sewage disposal facilities not in good operating condition		X
Unsafe heating facilities capable of maintaining a temperature of 67°F		X
Electrical wiring, outlets, fixtures not in safe operating condition		X

I/we have been advised of structural or other conditions in the dwelling unit or premises that present a substantial health or safety hazard, or create an unreasonable risk of personal injury. Security deposits may be withheld only for tenant charges, waste or neglect of premises or the non-payment of rent, utility services or parking fees for which the landlord becomes liable and other reasons specifically and separately negotiated and agreed to by the tenant in writing in a Nonstandard Rental Provision.

**LANDLORD DISCLOSURES AND REQUIREMENTS (City of Madison Ordinances)**

A copy of notice of eligibility for rent abatement, if any, which affects the rental unit or common areas has been provided to tenant. The occupancy limit imposed upon the dwelling unit by 27.06 of the City of Madison General Ordinance is \_\_\_\_\_. However, occupancy is restricted to those persons named in the application and the rental agreement. That the definition of a "family" pursuant to 28.03(2) Madison General Ordinances, is as follows: "A family is an individual of two or more persons related by blood, marriage, or legal adoption living together as a single housekeeping unit in a dwelling unit, including foster children, and not more than four (4) roomers except that the terms "family" shall not in R1, R2, R3, R4A and R4L residence districts include more than one (1) roomer except where dwelling unit is owner occupied. For the purpose of this section, "children" means natural children, grandchildren, legally adopted children, stepchildren, foster children, or a ward determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or a physical or mental disability, need assistance with activities or daily living shall be considered part of the "family". Such services may include personal care, housekeeping, meal preparation, laundry or companionship. The zoning district in which the dwelling unit is located is \_\_\_\_\_. That the off-street parking requirements of the dwelling unit pursuant to 28.11 Madison General Ordinance is \_\_\_\_\_ except in the central area as per section 28.07(1)(g) of the Madison General Ordinances. Disclosure of an applicant's Social Security Number (SSN) is voluntary, and housing may not be denied solely on the applicant's decision to withhold their SSN.

**Application Process and Criteria**

- No earnest or credit check payment is required when applications are completed and submitted.
- Applications will only be received at the office between the hours of 8:30AM & 4:30PM Monday-Friday, or by mail or fax. Applications are not leases or rental agreements.
- All prospective Tenants must each complete a separate application, filled out completely and signed. **ALL applications from ALL applicants (roommates) must be received by Landlord before management will process them.** Any incomplete, inaccurate, falsified or unsigned applications will be rejected.
- The full security deposit must be paid at lease signing.
- Management will not "hold" an apartment/house for applicants.
- Past and present housing references satisfactory to Management will be required. Housing references shall include, but are not limited to the following: a) timely rent payments, b) abiding by lease, rules and regulations, c) mortgage verification.
- Applicant may be denied if there are any convictions within the last 2 years that bear a substantial relationship to tenancy.
- Application for residency may be approved or denied based on credit bureau results.