

Kris Kohlman Property Management, LLC

Renting Policies & Procedures

Rental Application:

The attached rental application must be completed and submitted with the minimum credit fee of \$25.00 for each adult applicant. This credit fee can be in the form of personal check or money order. Applications will not be processed without the minimum deposit, unless you are able to provide your own credit report with score that is from within the last 30 days. The applicant understands if the application is accepted and you do not take the rental you will forfeit the deposit of \$25.00 per adult, if KKPM, LLC does not accept the rental application the deposit will be used to pay for the credit report. The applicant may obtain a copy of their credit report if they choose to request. Rental applications will remain on file for two (2) years after received.

If you choose to pay the security deposit when submitting the application, the security deposit is equivalent to one-month's rental payment. If paid when submitting the application, it will be accepted as Earnest Money. Once the application is accepted and the lease is signed, it will then be considered the security deposit to hold the property for you until move in. Until the security deposit is paid and the lease is signed, an agreement has not been entered into.

If paying the security deposit and rent within 48 hours of move in all payments must be a certified bank check or money order. No personal checks will be accepted.

Income Requirements:

The combined net income of the prospective tenants must meet or exceed three times the amount of rent. Only income that is VERIFIABLE can be put towards this requirement. Employment with a friend or relative, as well as self-employment, may require further inquiry. Applicant must have continual employment for at least one full year. Applications, which do not meet these criteria, may obtain a qualified co-signer, if all other application criteria are satisfied or be able to show ability to pay rent.

Please attach year to date current paycheck stubs with the application to show proof of verifiable income.

Rental History:

Applications must have a satisfactory current and past landlord history (i.e. timely payments and no eviction record) which must be VERIFIABLE. A relative or friend is not considered to be a satisfactory reference. Applicants who do not have a previous rental history may obtain a qualified co-signer, if all other application criteria are satisfied.

Criminal Background Checks:

Criminal background checks may be performed on applicants.

Credit History:

Credit checks will be performed on all applicants. If Social Security Number (SSN) is not provided, a certified copy of your credit report dated within 30 days of application date from the credit bureau is required. If the report and SSN are not provided, then a co-signer must complete the rental application and provide their SSN. APPLICANTS WHICH HAVE DELINQUENT BALANCES WITH ANY PRIOR LANDLORD WILL AUTOMATICALLY BE DECLINED. Individual properties have its' own specific credit criteria. If you do not meet these criteria, you may obtain a co-signer if all other application criteria are satisfied.

Living Requirements:

There may not be more than two persons living in a one-bedroom apartment. A maximum of four people may live in a two bedroom apartment, with two persons in each room. This includes children. Individual properties may have different occupancy limits.

Security Deposits:

Security deposits must be paid in full prior to the move-in date. Security deposit amount is one-month's full rent payment.

Co-Signers:

Co-signers must meet or exceed all the requirements as stated above. Individual properties may have different screening criteria.

One Month in Advance Rent:

If you do not choose to use a co-signer, you must remain one month in advance rent at all times. Individual properties may have different screen criteria.

Earnest Money:

Management is able to extend holding of earnest money for up to, but not to exceed, 21 days in order to complete application process fully.

Renter’s Insurance:

You are required to pay one (1) year’s insurance premium in addition to providing a Certificate of Insurance (CI) within thirty (30) days of lease signing and provide Landlord’s agent a copy.

Any falsified information may result in a denial for residency and/or eviction from residency

IDENTIFICATION IS REQUIRED. MUST BE A PHOTO ID.

Pet Policy:

Breed Restrictions: Pit Bull, Rottweiler, Akita, Chow Chow, Doberman Pincher, German Shepherd, Huskie, Malamute, Presa Canario, American Staffordshire Terrier or any type of Wolf-dog Hybrid or any mixed breed involving one or more of the previous mentioned.

Ferrets are not allowed in any of our rentals.

Cats must be Spaded or Neutered and Front Declawed or have soft paws.

Tenants with fish/aquariums must show proof of renters insurance that the tanks are covered.

Tenants must provide proof of renters insurance within thirty (30) days of move-in showing that the pet is covered.

If you have a pet you will be required to pay a one-time pet deposit as well as a non-refundable monthly pet fee. The rates are as follows:

<u>Pet Fee/Deposit:</u>	An additional non-refundable \$25.00 per month fee is added to current rent for pet.
	If the Rental Rate is \$600 and less pet deposit will be: \$300
	If the Rental Rate is \$601 to \$1099 pet deposit will be: \$500
	If the Rental Rate is \$1100 and greater pet deposit will be: \$One month’s rent

Tenants must have the carpets and/or draperies professionally cleaned on move-out. Receipt will be required at move out. If any pet odor/stains remain, the tenant(s) are responsible for replacement of pet-damaged items, including carpets and sub-floor. (Refer to the pet agreement)

KRIS KOHLMAN PROPERTY MANAGEMENT, LLC

RENTAL APPLICATION

THIS IS NOT A LEASE OR A RENTAL AGREEMENT.

DATE: _____

ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED. YOU WILL BE DENIED RENTAL IF YOU MISREPRESENT ANY INFORMATION ON THIS APPLICATION. IF MISREPRESENTATIONS ARE FOUND AFTER A RENTAL AGREEMENT IS SIGNED, YOUR RENTAL AGREEMENT WILL BE TERMINATED.

ALL PERSONS 18 AND OVER PLANNING TO OCCUPY THIS PREMISE MUST FILL OUT THE RENTAL APPLICATION.

HOW MANY PEOPLE WILL OCCUPY THIS PREMISE: ADULTS _____ CHILDREN _____

1. APPLICANT'S NAME: _____

FIRST M.I. LAST

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER: _____ STATE _____

HOME PHONE #: (_____) _____ CELLULAR PHONE#: (_____) _____

2. APPLICANT'S NAME _____

FIRST M.I. LAST

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER _____ STATE _____

HOME PHONE #: (_____) _____ CELLULAR PHONE #: (_____) _____

3. APPLICANT'S NAME _____

FIRST M.I. LAST

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER _____ STATE _____

HOME PHONE #: (_____) _____ CELLULAR PHONE #: (_____) _____

APPLICANT'S RENTAL REFERENCES
(FOR THE LAST 3 YEARS)

1. CURRENT ADDRESS: _____

STREET CITY STATE ZIP

SINCE: (_____/_____/_____) MONTH/YEAR. PROPERTY MANAGER: _____

PHONE#: (_____) _____ RENT PAID: \$ _____/MONTH

WERE UTILITIES INCLUDED: YES OR NO (CIRCLE ONE) REASON FOR VACATING? _____

APPLICANT'S RENTAL REFERENCE CONTINUED:

2. PREVIOUS ADDRESS: _____
STREET CITY STATE ZIP
SINCE: (_____/_____) . PROPERTY MANAGER: _____
MONTH/YEAR
PHONE#: (_____) _____ RENT PAID: \$ _____/MONTH
WERE UTILITIES INCLUDED: **YES OR NO** (CIRCLE ONE) REASON FOR VACATING? _____

3. PREVIOUS ADDRESS: _____
STREET CITY STATE ZIP
SINCE: (_____/_____) . PROPERTY MANAGER: _____
MONTH/YEAR
PHONE#: (_____) _____ RENT PAID: \$ _____/MONTH
WERE UTILITIES INCLUDED: **YES OR NO** (CIRCLE ONE) REASON FOR VACATING? _____

EMPLOYMENT INFORMATION

1. EMPLOYMENT: _____
ADDRESS: _____
HOW LONG EMPLOYED: (_____/_____) POSITION: _____
MONTH/YEAR
MONTHLY SALARY: \$ _____
PHONE #: (_____) _____ SUPERVISOR: _____

2. EMPLOYMENT: _____
ADDRESS: _____
HOW LONG EMPLOYED: (_____/_____) POSITION: _____
MONTH/YEAR
MONTHLY SALARY: \$ _____
PHONE #: (_____) _____ SUPERVISOR: _____

3. EMPLOYMENT: _____
ADDRESS: _____
HOW LONG EMPLOYED: (_____/_____) POSITION: _____
MONTH/YEAR
MONTHLY SALARY: \$ _____
PHONE #: (_____) _____ SUPERVISOR: _____

ARE YOU CURRENTLY ON ACTIVE DUTY AT THIS TIME
WITH THE UNITED STATES MILITARY OR NATIONAL GUARD? YES _____ OR NO _____

OTHER SOURCES OF INCOME?

(You do not have to reveal alimony, child support or spouse's annual income unless you want it considered in the application.)

AMOUNT: \$ _____ SOURCE: _____

AMOUNT: \$ _____ SOURCE: _____

AMOUNT: \$ _____ SOURCE: _____

AUTOMOBILE TO BE KEPT ON THE PREMISES:

YEAR: _____ MAKE: _____ MODEL: _____ PLATE #: _____

YEAR: _____ MAKE: _____ MODEL: _____ PLATE #: _____

YEAR: _____ MAKE: _____ MODEL: _____ PLATE #: _____

DO YOU HAVE ANY PETS? **YES OR NO (CIRCLE ONE)** IF YES, WHAT KIND OF PET _____

NOTE: AN ADDITIONAL \$25.00 PER MONTH FOR ANY PET(S) KEPT ON PREMISES. LIMIT 2 PETS
NO EXCEPTIONS! TENANTS MUST PROVIDE PROOF OF RENTERS INSURANCE WITHIN THIRTY (30) DAYS OF MOVE-IN SHOWING THAT THE PET IS COVERED.

DOGS OF THE FOLLOWING BREEDS ARE UNACCEPTABLE: PIT BULL, ROTTWEILER, AKITA, CHOW CHOW, DOBERMAN PINCHER, GERMAN SHEPARD, HUSKIE, MALAMUTE, PRESA CANARIO AND AMERICAN STAFFORDSHIRE TERRIER OR ANY TYPE OF WOLF-DOG HYBRID. ANY MIXED BREED INVOLVING ONE OR MORE OF THE ABOVE.

WILL YOU BE PLACING A WATERBED IN THE RENTAL UNIT? **YES OR NO (CIRCLE ONE)**

WILL YOU BE PLACING A FISH TANK IN THE RENTAL UNIT? **YES OR NO (CIRCLE ONE)**

NOTE: IF MARKED YES TO A WATERBED OR FISH TANK AND HAS BEEN APPROVED BY PROPERTY MANAGER, PROOF OF RENTERS INSURANCE MUST BE PROVIDED THAT THE WATERBED OR FISH TANK WILL BE COVERED WILL BE NECESSARY AT LEASE SIGNING.

EMERGENCY CONTACT

1. NAME: _____ RELATIONSHIP: _____

PHONE: (____) _____ CELLULAR PHONE #: (____) _____

2. NAME: _____ RELATIONSHIP: _____

PHONE: (____) _____ CELLULAR PHONE: (____) _____

3. NAME: _____ RELATIONSHIP: _____

PHONE: (____) _____ CELLULAR PHONE #: (____) _____

NOTICE ABOUT SEX OFFENDER REGISTRY: YOU MAY OBTAIN INFORMATION ABOUT THE SEX OFFENDER REGISTRY AND PERSONS REGISTERED WITH THE REGISTRY BY CONTACTING THE WISCONSIN DEPARTMENT OF CORRECTIONS ON THE INTERNET AT <http://www.widocoffenders.org> OR BY TELEPHONE AT (608) 240-5380.

DATE AVAILABLE TO MOVE IN? _____

PLEASE INDICATE WHICH RENTAL IS OF INTEREST: _____

LEASE TERM: MONTH TO MONTH, SIX-MONTH, TWELVE-MONTH (**CIRCLE ONE**)

PLEASE READ!!!!

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the Property Manager and I shall sign a written lease or rental agreement. The Landlord and I have no rental agreement until the time that the lease or written rental agreement is signed.

I hereby authorize the Landlord or Property Manager to investigate my credit and financial responsibility, or income, rental and eviction history and the statements made in this application, and to obtain 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 at such a reporting agency.

I acknowledge that the manner and agents and employees represent the interest of the Landlord, but they also have a duty to treat all parties fairly and in accordance with fair housing laws and to disclose material adverse facts about the property.

I here with deposit \$_____, which I will forfeit if KKPM, LLC accepts this application and I do not take the rental. If KKPM, LLC does not accept the rentals application the deposit will be used to pay for the credit report, up to \$25.00 per applicant.

DO YOU WISH TO RECEIVE A WRITTEN EXPLANATION OF THE DENIAL OF TENANCY?

YES OR NO (CIRCLE ONE)

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Co-Signer: _____ Date: _____

WE WILL NOT ACCEPT AN INCOMPLETE APPLICATION. A COMPLETE APPLICATION MUST INCLUDE:

- 1) COPY OF DRIVER'S LICENSE FOR EACH APPLICANT.
- 2) PROOF OF INCOME FOR EACH APPLICANT.
- 3) A FULL CREDIT REPORT WITH SCORE FOR EACH APPLICANT OR \$25.00 PER APPLICANT FOR KRIS KOHLMAN PROPERTY MANAGEMENT, LLC TO PULL CREDIT REPORT ON YOUR BEHALF.

Please return the completed application to:

Kris Kohlman Property Management, LLC
731 Water Street | Sauk City | WI 53583
Office (608) 643-2494 | 1-877-643-2494 | Fax (608) 644-9060
Email: kriskohlman@checkrentals.com | website: www.checkrentals.com

How did you hear about the rental? Advertisement: ___ Website: ___ Referral: ___ Sign: ___ other: ___
(Please check one.)

For office use only:

Date Received: _____ Application Fee: _____

Income: _____ Evictions: _____

Credit Report: _____ Rental History: _____

References: _____ Other: _____

Accepted: _____ Denied: _____ Notified: _____