

## Rental Application Criteria – Dean Realty Services, LLC

Dean Realty Services, LLC strives to offer a safe, clean, and welcoming environment for our residents. To achieve this goal, we have implemented consistent procedures for processing rental applications. All prospective residents 18 years and older are required to complete a rental application form. Each application is thoroughly reviewed and accepted or not accepted based on the criteria listed below (criteria are subject to change without notice). Please review this information as well as the application carefully. If you have any questions, please ask contact us at (608) 575-0174.

Application policies and criteria:

- Each adult applicant over 18 years of age must fill out a complete application. Occupancy is limited to those persons listed on the applications and lease contract. Minor children must also be listed. 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.
- Any applications that are not complete will not be accepted. Falsified applications will also not be accepted.
- We require photo identification, in the form of a driver's license, or other government issued photo identification card, be presented at the time of application.
- We require verifiable housing history and references. Applicants must have a successful rental payment history. Anyone who has been evicted from an apartment or left owing previous landlord money will be rejected.
- Applicants must have a successful rental history. Anyone who does not receive an acceptable reference from a previous or current landlord based on disturbances, loud noisy behavior, unauthorized pets, pattern of late payments, patterns of complaints or police calls, failure to properly terminate a prior lease, threatening other persons, damage to an apartment, or other reasons will be rejected.
- We require verifiable employment and income information. Applicants must have a gross income that is at least two and one half (2.5) times the monthly rent of the apartment they are applying for or provide evidence that they have successfully paid a higher proportion of their income for rent for at least two years. In the alternative, they may also prove that they've paid the rental amount over the last 24 months or provide a co-signor if requested. Verification may be required by verbal employer statements, bank statement, tax returns, or other legal documents. Guarantors based on income must pass the same standards as the applicant.
- A credit report will be processed for each adult applicant. Applications may not be accepted if the applicant has excessive outstanding collections or a history of excessive late payments. **We do a credit background check** and rely on credit history and credit scoring in evaluating the application. Anyone with unpaid debts or late payments that show on their credit report may be rejected. Negative credit reports or collections over five years old will not be considered. Applicant may provide proof of timely payment history if they wish. Any negative credit history must show a consistent favorable credit history to be considered. We do not accept

guarantors for applicants with unfavorable credit. All credit information shall be kept confidential in compliance with applicable privacy laws.

- The screening process may include a criminal background check.
- We try to process all applications within 48 hours. Applicants will be contacted if approved and notified in writing if denied and the reason for such denial. If the application is accepted, the earnest money will be applied towards the security deposit.
- We process completed applications in the order they are received. We make units available on a first come, first serve basis and do not hold apartments.
- For those properties that consider pets, pets are not accepted unless a separate pet agreement is signed in writing.
- Each lease will have an accompanying set of rules and regulations that must be also agreed to at the time of lease signature.
- For applicants who apply for an apartment located in the City of Madison, disclosure of an applicant's social security number is voluntary, and the landlord may not deny the applicant housing on the basis of the applicant's decision to withhold his or her social security number. For such applicants who are unwilling to provide their social security number, the following process applies:
  - a. Applicant must provide to landlord an authenticated copy of a credit report as provided to them by Trans Union, Experian, or Equifax.
  - b. Such credit report must be issued within seven (7) days of the date application is signed and submitted to the landlord.
  - c. Such credit report must contain complete information to include, but not limited to standard credit reporting information, credit score, and debt analysis.
  - d. Applicant additionally shall provide proof of legal status in the United States as part of the application. Such proof shall be in a form acceptable to landlord.

We appreciate your interest in becoming a resident at a Dean Realty Services community. If you have any questions, please contact us at 608-575-0174.

**We are an equal opportunity housing provider.**