

## Mammoth Springs

N63 W23217 Main Street #200, Sussex, WI. 53089

Phone: 262-932-4083 or 262-297-4444 Fax: 262-395-4119 email: mammothspringsapartments@gmail.com  
The undersigned hereby acknowledges this application is subject to approval of Mammoth Springs ownership and Its' agents. No tenancy is created until such approval has been obtained, either written or oral. Mammoth Springs' discretion specific qualifications and requirements may be established for specific apartment buildings.  
We reserve the right to reject applicants who do not meet these requirements.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Mr./Ms./Mrs.

Social Security #: \_\_\_\_\_ Drivers' License State: \_\_\_\_\_ # \_\_\_\_\_ Expiration: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DOB: \_\_\_\_\_

Party to be notified in case of emergency: \_\_\_\_\_ Relationship to tenant: \_\_\_\_\_

May the emergency contact be allowed in the apartment by Owner in your absence? \_\_\_\_ yes \_\_\_\_ no

Emergency contact Phone \_\_\_\_\_

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Mo. Payment: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(\*If above address is less than 2 years)

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

From: \_\_\_\_\_ to \_\_\_\_\_ Mo. Payment: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Annual Income: \_\_\_\_\_ Contact Person: \_\_\_\_\_

How many occupants will be living in the apartment: \_\_\_\_\_

Additional occupant's name: \_\_\_\_\_ Are they older than 18 years old ? Y or N

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Will there be pet(s) living in the apartment? Y or N

Dog Breed(s): \_\_\_\_\_ Dog Weight(s): \_\_\_\_\_

Cat Breed(s): \_\_\_\_\_ Cat Weight(s): \_\_\_\_\_

### We specifically understand and agree that:

No unauthorized individuals are allowed to move in with the tenants of record.

No water beds are permitted unless Lessor is furnished with a certificate of insurance specifying \$25,000.00 liability. Unless specified in writing no dogs are allowed for any reason, at any time. There is no smoking at any time on the property.

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**THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY**

### **APPLICANT SELECTION CRITERIA – Effective September 2015**

Please review our criteria. If Applicant feels Applicant meets the criteria, please apply. It is the policy of Mammoth Springs, that all persons have the right to equal opportunity and equal treatment in all matters regarding housing. It is unlawful to practice housing Discrimination or deny equal opportunity to any person, but especially based on any of the following: sex, race, color, national origin, handicap, familial status, religion, marital status of persons maintaining a household, sexual orientation, age, ancestry or lawful source of income. Applicant may review a copy of the Lease and all written rules and regulations before Applicant completes this application or pays the security deposit. The Fair Credit Reporting Act 15 U.S.C. sec.1681, et, sec, requires that we disclose to Applicant that an investigation will be completed. Once a security deposit has been given to hold an apartment it will be forfeited in full if the approved applicant withdraws for any reason. The non-refundable administrative fee of \$150.00 and application fee of \$20.00 must accompany each rental applications in order to be processed.

**THE APPLICATION FEE AND ADMINISTRATIVE FEE ARE NON-REFUNDABLE.** Apartments will not be held for more than 48 hours without the application and administrative fee.

**1) APPLICATION** A completed Rental Application must be received from each Applicant and Guarantor. If the completed application contains any omissions (not satisfactorily explained) it will be returned for completion or denied. All Applicant(s) must provide us with their Social Security number, and when applicable, Certificate of Naturalization or Permanent Resident Card. If Applicant(s) is unable to provide a Social Security number, Applicant(s) must provide us with a denial letter from the Social Security Office and a copy of their Certificate of Naturalization or Permanent Resident Card.

**2) RENTAL HISTORY** It is Applicant(s)' responsibility to provide us with the information necessary to contact Applicant(s)' past Landlord(s). We reserve the right to deny Applicant(s)' application if, after making a good faith effort, we are unable to verify Applicant(s)' rental history. An applicant with no rental history AND no credit may require a Lease Guarantor.

**3) INCOME** Applicant(s) must have a maintained monthly gross income equal to or greater than three times the sum of the apartment rental, parking, pet fees and short term lease fees, also known as "income formula". The monthly income must be projected to be stable during Lease term, i.e., temporary employment may not be considered. Self-employed or retired Applicant(s) must provide copy of most recent (within one year) tax return for review, a copy of which will be retained in Applicant(s)' file. Gross yearly income, as stated on tax return, will be subject to income formula. If Applicant has no employment income, other sources of income may be considered, i.e., savings, money market, trust account, etc. These sources must be verifiable and currently accessible, and must meet income formula standards. A Lease Guarantor may be considered in the event of insufficient income provided Guarantor qualifies under our income requirements including having a qualified Credit Report as applicable per Paragraph 4, below.

**4) CREDIT REPORT** Good credit history must be maintained for the past 3 years. This property uses a scoring model to screen credit and criminal reports. Scores 803 + meets property criteria. Scores 707-802 meets property criteria with conditions. The applicant may be approved with one month deposit or qualified co-signer required. Scores 1-706 applicant does not meet property criteria. No additional screening is required. A Score of 0 meets property criteria with conditions. The applicant may be approved with one month deposit or qualified co-signer required. A 0 score reports no credit history has been established. This number is a unique number that our scoring model composes and is not your actual credit score number.

### **5) APPLICANT WILL BE DENIED RENTAL IF:**

A. Applicant does not meet the credit report criteria as outlined above, or Applicant does not pay the additional security deposit as outlined above.

B. If collection accounts excluding medical with a balance greater than \$250 within the past 12 months.

C. Applicant has bankruptcies excluding dismissed and discharged within the past 6 months.

D. Applicant has non-telecommunication utilities with a balance greater than \$250 within the past 12 months.

E. Any eviction public records within the past 24 months.

F. The criminal check reveals any convictions within the past 36 months involving sexual assault, theft, and criminal damage to property, drug distribution, and disorderly conduct, injury to person or persons, offenses of any kind which may endanger the safety or welfare of others. Any felony convictions offenses of any kind which may endanger the safety or welfare of others.

G. Previous Landlord(s) reports any of the following: owes Landlord money; evicted within the past 5 years; received more than two noise/disturbance warnings within the past year; allowed persons not on the Lease to reside in the premises; failed to give proper notice when vacating the property; reports of multiple late during a consecutive 12 month period; reports of unclean and/or untenable condition; would decline to rent to Applicant(s) again for any other reason pertaining to the behavior of Applicant(s) or others allowed on the property during tenancy.

H. Applicant misrepresents any information on the application. If misrepresentations are found after Lease agreement is signed, Lease agreement will be terminated.

I. Applicant fails to provide Social Security numbers for each adult or Guarantor (18 years of age or older) applying for residency, and Applicant is unable to provided us with a denial letter from the Social Security office and a copy of Certificate of Naturalization or Permanent Resident Card.

J. Applicant(s) does not meet monthly gross income requirements and is unable to provide a qualified Guarantor.

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Landlord reserves the right (but shall not be obligated) to waive certain criteria for tenancy as stated above.

K. Applicant has foreclosures in the past 12 months.

L. If percentage of rent to income is 40% or higher.

M. If more than 2 people per bedroom will be occupying the unit.

### 6) APPLICATION APPROVALS

If management approves an application, the applicant will be notified by phone or in writing of their acceptance. The applicant shall have two calendar working days from initial notification to accept the apartment. If the applicant does not respond within two (2) working days of the notification, management reserves the right to cancel the application and remove the applicant from the waiting list. It is the applicant's responsibility to notify the management of changes of address and phone numbers.

The non-refundable administrative fee of \$150.00 and application fee of \$20.00 must accompany each rental applications in order to be processed. **THE APPLICATION FEE AND ADMINISTRATIVE FEE ARE NON-REFUNDABLE.** Apartments will not be held for more than 48 hours without the application and administrative fee.

If you choose not to accept the apartment, you must email management at [mammothspringsapartments@gmail.com](mailto:mammothspringsapartments@gmail.com). We will not accept verbal cancellations.

### Disclosure Requirements

The person authorized to collect or receive rent and manage and maintain the premises and who can readily be contacted by the tenant, and receive legal process and other notices is Mammoth Springs LLC, N63 W23217 Main Street #200, Sussex, WI 53089. Signing this application authorizes Mammoth Springs and its' agents to verify any or all information contained herein and credit and background checks. Lessor will be held harmless due to any loss or damage in connection herewith.

I agree to Mammoth Springs to verify my current and previous employment including salary information. I also agree to allow Mammoth Springs to run a credit/criminal/eviction report on myself through a bureau of Management's choice. A copy of my credit report will be given to me. I have read and understand the screening criteria.

\* Any false or misleading representation on this application voids this application and subsequent rental agreement at the discretion of the Lessor.

\* Applications must be 100% complete with all information including all contact information prior to submitting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Office Use Only:

Apartment Applying For: \_\_\_\_\_

Move In Date: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_

Amount Rec'd with application: \$ \_\_\_\_\_

Dog/breed: \_\_\_\_\_ Cat: \_\_\_\_\_

Parking: single # \_\_\_\_\_

Storage: Yes or No # \_\_\_\_\_

Landlord Verification: \_\_\_\_\_/\_\_\_\_\_

Credit Check: \_\_\_\_\_

Employment if required: \_\_\_\_\_

Criminal Background Check: \_\_\_\_\_

WE: \_\_\_\_\_ Co-Signer: \_\_\_\_\_ Notes: \_\_\_\_\_

Resident notified: \_\_\_\_\_

Appt.to take keys: \_\_\_\_\_