

Acuity Group

601 Main Street NW, Elk River, MN 55330

Ph: 763-633-3535

Efax: 1-866-899-9201

info@acgproperty.com

APPLICANT:

Last Name _____ First Name _____ Middle Name _____

Social Security or TIN #: _____ Date of Birth _____ D.L. State _____ D.L. or Gov. ID # _____

Other Occupants Under Age 18:

Name/s: _____

Automobile/s: Note: If you possess title to more than one vehicle please attach additional documentation

Year _____ Make _____ Model _____ Color _____ Lic. # _____ State _____

FIVE YEAR RESIDENCE HISTORY (ATTACH ADDITIONAL DOCUMENTATION AS NEEDED):

CURRENT ADDRESS:

Address _____ Apt. # _____ City _____ State _____

Zip _____ How Long? _____ Home Phone _____ Cell _____

Building Manager/ Owner _____ Phone _____ Fax _____

PREVIOUS ADDRESS:

Address _____ Apt. # _____ City _____ State _____

Zip _____ How Long? _____ Home Phone _____ Cell _____

Building Manager/ Owner _____ Phone _____ Fax _____

Have you ever been evicted from tenancy or had an Unlawful Detainer served against you? _____
If yes, please provide details: _____

Have you ever been served with a pay or quit notice? If yes, list details: _____

Have you ever been convicted of a misdemeanor or felony? If yes, list details: _____

PERSONAL REFERENCES:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

SOURCE OF INCOME/ EMPLOYMENT:

Applicants Employer _____ Position _____

Address _____ City _____ State _____ Zip _____

How Long? _____ Work Phone _____ Yearly Salary _____ Supervisor _____

Human Resource _____ Phone _____ Fax _____

Additional Source(s) of Income _____

Bank Name _____ Acct. # _____ Checking _____ Savings _____

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BANKRUPTCY:

I filed within last 5 years and my discharge date is/ was: _____

_____ I plan to file bankruptcy within the next six (6) months: _____

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ADDITIONAL INFORMATION:

Do you currently have pets? _____ If yes, type of pet and breed _____

****Not all Properties/ Units Will Accept Pets. Please see additional addendums relating to pets.****

Security Deposit/ Pre-Lease Agreement

This application is taken subject to the approval of the managing agent/ owner.

A Non- refundable application processing fee of \$35/ per applicant. Apply online at: www.acgproperty.com and pay via PayPal.

Applicant and Management Agree to the Following Terms:

1. If the information provided by the Applicant is verified to be true and correct and Applicant qualifies in accordance with the current Occupancy Criteria in place, then Management agrees to rent the unit/ home applied for to Applicant. I understand this application is not a rental agreement and that this application does not create any obligation on the Landlord.
2. Management will notify Applicant in writing within 7 days of processing said application should the application be denied for any reason.
3. Should Applicant, once notified of their acceptance, fail to enter into a rental agreement Management will retain the entire Security Deposit as damages for rent lost due to the applicant's failure to enter into a rental agreement and may charge Applicant for any additional damages including administrative and advertising costs related to marketing the property. **ALL SECURITY DEPOSITS SHALL BE MADE WITH CERTIFIED FUNDS.**
4. If Applicant does not meet occupancy criteria the entire deposit will be returned to Applicant within 7 days of being notified of such action.
5. I agree to the following statement - I represent the information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentations or omission of information is grounds for denial of my application for residency and/ or eviction.
6. Applicant agrees to pay a processing fee of \$35.00 per application for any lease holders 18 years of age and older. Applicant is responsible for a \$35.00 NSF fee and any additional fees incurred by Management for any checks returned for non sufficient funds or for any other reason.
7. **Please note that if this application is approved and a lease is signed, tenant must provide proof of renter's insurance with a minimum of \$300,000 comprehensive liability prior to taking possession of the property being rented.**

My signature below verifies that I have been provided a copy of the **Occupancy Criteria** and understand my application will be scored based on these guidelines. My signature also authorizes all above listed companies to release rental payment history, employment history (including salary) and criminal information. I hereby authorize Acuity Group to obtain a credit report, eviction history, employment and financial history, and perform a criminal background check through Contemporary Information Corporation (**CIC**) located at 42913 Capital Drive, Unit 101, Lancaster, CA, 93535. 1-800-288-4757.

Signature

Date

OFFICE USE ONLY

Address/ Unit # _____ Garage Stall # _____ Total Vehicles: _____

Property Description _____ Move- in Date _____

Date Application Accepted _____ Date Applicant (s) Notified _____

Monthly Rent _____ Security Deposit _____ App Fee Pd _____

Property Management Consultant: _____

FAIR HOUSING NOTICE:

FEDERAL Fair Housing Law prohibits discrimination in housing on the basis of:

- RACE
- RELIGION
- COLOR
- SEX
- HANDICAP STATUS
- FAMILY STATUS
- NATIONAL ORIGIN

MINNESOTA Fair Housing Law further prohibits discrimination in housing on the basis of:

- MARITAL STATUS
- SEXUAL PREFERENCE
- PUBLIC ASSISTANCE STATUS

EXCEPTIONS ARE EXTREMELY LIMITED FOR LANDLORDS. THERE ARE NO EXCEPTIONS FOR AGENTS.

DISCLOSURE:

AS TENANT OF THE PROPERTY AT: _____

I understand that Acuity Group and its agents will not discriminate on any basis prohibited by law, and will not assist anyone in doing so.

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Occupancy Criteria

The following items will be verified and are required from all applicants (business and corporate leases excluded) and will be referenced for completing the Qualifying Scoring Criteria.

- Copy of Photo Identification.
- Completed Application for Residency of all occupants 18 Years of age and over - signatures of all residents is required prior to any application being processed.
- Residency History- applicant must provide five years of verifiable prior residency history on the application.
- Employment/ Income Verification- Applicant will be required to provide Management with the following information for verification:
 - Employer
 - Dates of Employment
 - Position
 - Salary and paystubs
 - If applicant is self-employed or salary is commission based a statement from an accredited accountant or two years of Federal tax returns to document salary history must be provided.
 - If an applicant's salary is from social security benefits, retirement accounts, inheritance, child support payments, alimony or any other source of income other than employment the applicant will be responsible for providing documentation of the above. If the monies are received by direct deposit the applicant will need to provide a letter from the bank or minimum of three months bank statements to document payment history.
- Credit Report- A credit report will be processed based on the application data.
- Nationwide Eviction Search
- Criminal Background Screening- a criminal background check will be conducted based on the application data.

Qualifying Scoring Criteria

The following criteria will be followed for all applicants:

- Application for Residency completed and all signatures in place.
- Positive and verifiable residency history for the past five consecutive years.
- Verifiable steady employment and income for the previous two years. Students and first time renters may qualify under Co-signer Options.
- Monthly income from all sources is to be minimum 2.5 times the monthly market rental amount. This amount can include other compensation such as vehicle allowances, etc.
- Credit Report- no more than 40% derogatory trade lines on credit report unless verifiable financial hardship – see below “Financial Hardship” Section.
- No unsatisfied collection accounts or tax liens. Possible exceptions will be made for student loans, medical accounts, and verifiable financial hardship. (See “Financial Hardship” Section)
- Any applicant that poses harm or threat to themselves, others, or the property will be denied.
- No conviction of felony offense or felony incarceration within the past 10 years
- Not currently listed on any Sexual Predatory Offender Database

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Financial Hardship:

In the event of a financial hardship, acceptable documentation of hardship will be required from applicant/s. Application may be considered for approval based on the following listed definitions of Hardship: Note: Financial Hardship must be involuntary to qualify.

- Mortgage or Housing payment increase
- Illness of self or immediate family member
- Loss of Job
- Reduced Employment
- Reduced Income
- Failed Business
- Job Relocation (greater than 50 miles)
- Death of Spouse or Co-Borrower
- Death of immediate family member
- Incarceration of a main income provider
- Divorce or Marital Separation
- Military Duty
- Medical Bills
- Damage to Property (natural disaster or unnatural)
- Credit Report Discrepancy

Co-Signer Options

- Co-signers will only be considered for first time renters and/or students.
- Co-signer must be minimum 18 years of age and meet all Qualifying Scoring Criteria.
- Co-signer must have name on lease as a leaseholder and sign lease agreement prior to occupant move in.

Co-signer must meet their individual monthly financial obligations in addition to 3 times the monthly market rental amount of referenced housing.

Roommates:

- Any occupant over 18 years of age must complete an application, meet the Qualifying Scoring Criteria and sign lease agreement.
- Income for all adult occupants shall be considered when meeting the 2.5 times monthly market rental amount. Each roommate does not have to qualify on income alone; however, each adult occupant must meet all other criteria on an individual basis.

Any adult occupant cannot be named on lease agreement as "Occupant Only" if they fail to meet the Qualifying Scoring Criteria.

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The following Items are to be Considered For Automatic Denial of Application:

The fact that an applicant(s) is eligible under Federal Statute to apply for housing does not mean that he/she/they will be a suitable resident(s).

- Unlawful detainer(s) on applicant(s) record.
- Criminal offense relating to the above criteria.
- Intentionally falsifying information on application.
- Negative previous rental/ housing reference.
- Unverifiable information to any of the above categories.

Occupant Guidelines:

1 Bedroom - 2 Occupants plus one extra occupant per household, subject to management's determination of capacity per property.

2 Bedroom - 4 Occupants plus one extra occupant per household, subject to management's determination of capacity per property.

3 Bedroom - 6 Occupants plus one extra occupant per household, subject to management's determination of capacity per property.

4 Bedroom - 8 Occupants plus one extra occupant per household, subject to management's determination of capacity per property.

Acuity Group reserves the right to modify the maximum occupant criteria, within reason and in accordance with all local and state guidelines, for short- term emergency housing. Short term shall apply to leases 6 months or less.

Security Deposit will be paid at the time of application to hold the property in your name. If no Security Deposit is received, Acuity Group will continue to market and seek renter for the property. If your application is not approved, your Security Deposit check will be returned. If your application is approved, your Security Deposit check will be deposited immediately.

Once applicant(s) has been approved and notified by Management of their approval status they may not cancel without penalty. See "Security Deposit Agreement" and/ or "Residential Rental Application".