

Acuity Group
601 Main Street NW, Elk River, MN 55330
763-633-3535 Phone 1-866-899-9201 Fax

info@acgproperty.com

APPLICANT:

Last Name _____ First Name _____ Middle Name _____

Social Security #: _____ Date of Birth _____ D.L. State _____ D.L. # _____

Other Occupants Under Age 18:
Name _____

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

RESIDENCE HISTORY

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. _____

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 _____

Bank Name _____ Acct. # _____ Checking _____ Savings _____

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 two 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/ or 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.
- 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 two 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 derogatory trades within two years. Any bankruptcies within the past two years will be considered derogatory and application will be denied. ***SEE BELOW**
- No unsatisfied collection accounts or tax liens. Exceptions will be made for student loans and medical accounts.
- No criminal (misdemeanor) offenses relating to damage to property, theft or physical assault or those convicted of sexual offenses.

Bankruptcy / Foreclosure / Short Sale

In the event of a financial hardship, application will be considered for approval based on the following:

- Acceptable documentation of hardship.
- 75% positive credit lines prior to hardship.
- Applicant(s) will be given the opportunity to provide documentation that would update/change reported credit standing and which time scoring would be re-scored.

Co-Signer Options

- Co-signers will only be considered for first time renters and/or students.
- Co-signer must be minimum 21 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.

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.
- Unpaid balances to housing and/ or utility trades.
- Criminal offense relating the above criteria.
- Unverifiable information to the any of the above categories.
- Intentionally falsifying information on application.
- Negative previous rental/ housing reference.

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Maximum Occupant Guidelines:

(Occupants shall refer to those 6 months of age and older)

- 1 Bedroom = Maximum 2 Occupants
- 2 Bedroom = Maximum 4 Occupants
- 3 Bedroom = Maximum 5 Occupants
- 4 Bedroom = Maximum 6 Occupants

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.

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