

WELLSTON APARTMENTS

117 N. Jefferson Street, Suite 202. Milwaukee, WI 53202 (414) 271-5201 Fax (414) 271-5652

APPLICANT SELECTION CRITERIA – Effective April 15, 2009

Please review our criteria. If Applicant feels Applicant meets the criteria, please apply. It is the policy of Wellston Apartments 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.

- 1) APPLICATION** A completed Rental Application must be received from each Applicant and Guarantor. The following application fees shall apply to Applicants 18 years of age or older including Guarantor: \$10.00 per person. 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 will 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. The credit report may not have utility bills over 3 months past due, a judgement on an apartment rental, or over \$3,000 in collections or past due bills (medical not considered) Applicant(s) may be accepted if credit report reflects no history. Each applicant will be considered individually. If credit report reflects \$3,000 - \$6,000 in past due bills a security deposit may be considered in the amount of two months rent
- 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. The criminal check reveals any convictions within the past 5 years involving sexual assault, theft, criminal damage to property, drug distribution, 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.
 - C. 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.
 - D. Applicant misrepresents any information on the application. If misrepresentations are found after Lease agreement is signed, Lease agreement will be terminated.
 - E. 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.
 - F. Applicant(s) does not meet monthly gross income requirements and is unable to provide a qualified Guarantor.

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

I agree to allow Wellston Apartments to verify my current and previous employment including salary information. I also agree to allow Wellston Apartments 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.

Signature

Date



Signature

Date

