

FOOTSTEP Management LLC

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POLICY STATEMENT APPLICATION PROCEDURES AND SCREENING CRITERIA

Thank you for your interest in our apartments. We feel it is important to maintain safe, clean, and comfortable housing for our residents. To that end, we have a through screening process. If you meet the application criteria and are accepted, you can have peace of mind knowing that other renter's in this and other buildings are being screened with the same care.

Please note that we provide equal housing opportunity. We do not discriminate on the basis of any federal, state and local protected class including race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age or ancestry. No person(s) will be denied occupancy based on membership in any protected class according to local, state, and federal fair housing laws.

Fill out application completely and accurately. A complete application is required for each adult applying.

1. All tenant applicant(s) must be eighteen (18) years of age. **A photocopy of each applicant's driver's license must accompany the application.**
2. A rental history check will be conducted. Good housing reference(s), with a minimum of two years immediate and satisfactory past history, will be required. No previous evictions within the last five (5) years. Home mortgage payment history is acceptable in the absence of rental housing history. Past housing reference(s) shall include: a) record of timely payment of rent or mortgage, b) record of abiding by housing rules, c) record of not disturbing other residents, d) record of respect for property. If applicant(s) has no prior rental or home mortgage history, we may require a qualified co-signer to guarantee the financial obligations of the rental or lease agreement. (Qualified co-signers must meet all screening criteria, fill out an application and be approved) You will be turned down if a previous landlord reports complaints from neighbors, failure to follow rules and regulations, damage beyond normal wear and tear, allowing someone not on the agreement to reside in the apartment, any criminal activity, or if landlord would not rent to you again.
3. No person(s) will be accepted for residency that has been convicted for disturbance to neighbors, violence to persons or property, destruction of property, drug related crime, record of conviction of illegal manufacture or distribution of controlled substances, or is a user of controlled substance within the past five (5) years or show a history of off and on criminal charges over a period of years. **We reserve the right to not accept anyone with past criminal record.**
4. Applicant(s) credit report shall reflect a habit of prompt payment of debts and no unsatisfied judgments. A co-signer may be requested in the absence of required credit report or in the case of a poor credit history. Co-signers credit report will be run and shall qualify by virtue of credit references and record of timely payment of debts.

5. List all sources of income. Applicants must demonstrate the ability to pay the monthly rent. **A copy of the applicant's last two paychecks must accompany the application, if self-employed a copy of last year's Federal tax return.** If the applicant receives an income subsidy, the applicant must provide verification when turning in the completed application. We use the guideline that tenants rent should not exceed 1/3 of gross monthly income for, or have a total debt to income ratio over 39%. In the absence of appropriate income, a local area co-signer will be required or a larger security deposit, at the discretion of the property manager/landlord.
6. No more than two (2) adults or two (2) persons shall occupy a one (1) bedroom unit. No more than four (4) adults or four (4) persons shall occupy a two (2) bedroom unit. No more than six (6) adults or six (6) persons shall occupy a three (3) bedroom unit. This policy shall be applied consistently to ALL qualified applicants, regardless of their membership in any protected class. This policy has been formulated by the management as appropriate for the overall size of the unit and the size of the bedrooms.
7. False or incomplete information is grounds for denial, so please fill out the application honestly and completely. If misrepresentations are found after the rental agreement is signed, the rental agreement will be terminated. If special circumstances have existed, bring them to our attentions for discussion.
8. Once applicant(s) are approved/accepted, **the lease must be signed within three days and the balance of the security paid, or the next qualified applicant will be taken and a portion or all of the earnest money can be retained.**
9. **Pet Policy:** We accept one pet a year old and fixed, with proof of updated vaccines and a current pet license. Dogs must be 30 pounds and under, no exceptions. Additional security deposit and additional monthly rent is required. **Pets are taken only at the following units:** 2 and 3-bedroom townhome units. **Pets are not allowed in:** 1 bedroom apartments or the single family Smith Valley OR Victoria twin homes. **Under no circumstances are puppies, rabbits, parrots, ferrets, gerbils or reptiles (snakes) permitted in your apartment! Nothing that crawls on the floor! Service/Companion Pets are welcome with proof of need.**
10. **Rent Payments:** All rental payments are required to be by ACH Deposit. This means that rents are automatically deducted from your checking account. Any payments that do not clear are subject to the NSF fee and the late rent fee per the lease agreement

SEX OFFENDER REGISTRY: Obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public> or by phone at 1-877-234-0085.

These policies and screening criteria are hereby established by *Footstep Management LLC* for the *Landlords we represent*, and will be review annually. These policies are applied equally to all.

Date of this Policy/Screening criteria Statement: November 1, 2016

Jeffery Pralle
Property Manager/Broker/Owner