

FOOTSTEP Management LLC

Jeffery Pralle
575 Lester Ave. Suite 200
Onalaska, WI 54650
608.797.5097
footstemgt@gmail.com

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 thorough screening process. If you meet the application criteria and are accepted, you can have peace of mind knowing that other renters 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.

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. Plus, a copy of a utility bill (or other acceptable to the landlord) with your name and current address, dated within the last two months. **** That must accompany your 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 additional security deposit. You will be turned down if a previous landlord reports complaint 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, and unacceptable criminal activity, or if landlord would not rent to you again.
3. **I DO NOT** accept cosigners; you need to be qualified on your own merit to be able to rent our properties. See Applicant Screening Criteria #5 and #6.
4. **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 new employment, an engagement letter from that employer must accompany the application.** 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 that shows you may have trouble paying rent.

5. 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.
6. False or incomplete information is grounds for denial/rejection of your application, so please fill out the application honestly and completely..
7. Once applicant(s) are approved/accepted, **the lease must be signed within three days and the security paid, or the next qualified applicant will be taken.**
8. **Pet Policy:** We accept one pet a year old and fixed, with proof of updated vaccines and a current pet license. Dogs must be 32 pounds and under, **no exceptions**. An additional security deposit and additional monthly rent is required. **Pets are taken only at the following unit: Rhyme St duplex. 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. ESA AND SERVICE DOGS ARE WELCOMED WITH PROOF OF NEED, IN ADVANCE, as is the same with regular pets. (No rent or deposit are charged to ESA or Service Animals- Service Animals are defined only as a dog)**
9. **Rent Payments:** Tenants are jointly and severally liable, this means you are one unit, and we take only one check for the total monthly. Any payments that do not clear are subject to the NSF fee and the late rent fee per the lease agreement.
10. **Smoking:** Smoking is not allowed inside any of our units, including the garages. Nor smoking is allowed anywhere on the property at Hwy 35 in Onalaska. Any smoking at Rhyme St in West Salem must be done at least 6 feet from the apartments.

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: August 1, 2024

Jeffery Pralle - Property Manager/Broker