

# McLay Properties

3905 Spring Hill Drive - Janesville, WI 53545 - 608-756-2926 – **608-774-8945-608-774-8718**

Dear Applicant,

McLay Properties is working to keep its apartments safe and pleasant for our residents. Therefore, we use screening procedures to evaluate each prospective tenant before we rent. These procedures are listed below. Reasons why an application may be rejected are also listed. We urge you to read this information carefully before you complete an application. Please talk to the rental agent if you have any questions or need more information. We welcome applications from all persons who meet our application standards.

## **Application Standards:**

1. An applicant is any person who will live in the apartment or who will make or guarantee rent payments for the person living in the apartment. An applicant does not include any government or private agency that provides housing.
2. Each adult (over 18 years of age) must fill out an application completely. If an application is incomplete, we will notify you that the application will not be processed. If any information on the application is false, the application will be denied.
3. We require applicants to have monthly income of two and a half times the monthly rent or to show that they have successfully paid a higher proportion of their income for rent for at least one year. On the application we will ask you to list ALL income you have. Income includes salaries, health benefits, government assistance such as disability and AFDC payments, pensions, interest income, alimony and child support.
4. Applicants must have a successful rental history. If you have been evicted from a previous apartment during the past two years due to non-payment of rent, your application will not be accepted. (Alternative: Exceptions may be made when applicants can document that they were evicted due to a roommates failure to pay there portion of the rent and that all of the applicant's rental obligations were met.)
5. Applicants must have a successful rental history. If you have been evicted during the past two years for behavior that includes causing disturbance, threatening other persons, damage an apartment or other reason, your application will be rejected. If a previous landlord reports such behavior, your application will be rejected.

## **We check the following for every applicant:**

1. Credit report, as it relates to total debts, rent and utility payments and major judgments against you.
2. Amount of income. Applicants who are self employed may be asked to submit the previous 2 years tax returns to verify amount of income.
3. References from 2 previous landlords, to determine an applicants rent history and behavior. We will check 2 non-family references for applicants who do not have a rental history.
4. Court eviction records from the county where you have lived during the past 2 years, to determine whether you have been evicted during the past 2 years for any reason.

It takes usually 1 but up to 3 days for us to check an application, and longer if we must obtain records from out state.

To keep our apartments safe and pleasant, we have established the following rules. Failure to observe them will result in eviction:

1. All renters are responsible for the actions and behavior of their guests. Any damage caused by a guest is the renter's responsibility.
2. Illegal activities are prohibited.
3. Excessive noise and disturbances are prohibited.
4. Threatening other persons or property is prohibited.

We require at lease \$100 earnest money deposit to be submitted with every completed application. If your application is not accepted, the full amount of the earnest money deposit will be returned to you immediately. If your application is accepted, the amount of earnest money deposit will be applied toward the Security deposit and/or first months rent. If you are accepted and you do not rent the apartment, earnest money may be withheld to cover the actual cost of renting the apartment to another renter; any unused portion will be returned to you. A written accounting of all amounts withheld from earnest money will be supplied upon your request. You may review a copy of the rental agreement and all written rules before you complete this application or [ay any earnest money. Rental agreements and rules are available from our manager.

Thank you,  
Doug & Katie McLay