



Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_  
Lease Start/End Date: \_\_\_\_\_  
Deposit: \_\_\_\_\_

Rental Application

**Applicant Information**

First Name: \_\_\_\_\_ M/I: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Other Occupants (**Each adult must fill out pages 1-3 separately**)

Name	Relation	DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Address Information**

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long: \_\_\_/\_\_\_ to \_\_\_/\_\_\_ Current Rent: \_\_\_\_\_

Are you in a lease? Y or N If yes, has proper notice to vacate been given?

Landlord Name: \_\_\_\_\_ Number: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_



Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

How Long: \_\_\_/\_\_\_ to \_\_\_/\_\_\_ Rent: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Number: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

**Have you ever been evicted?** Y or N

**Criminal History**

Have you ever been charged with, pleaded guilty or “no contest” to a felony or gross misdemeanor? (Whether or not resulting in conviction?) Y or N

If yes, please explain: \_\_\_\_\_

**Income Information – each adult must list separately.**

Do you receive income from any of the following sources:

Employment, Self Employment, Military Pay, Public Assistance, Workers Compensation, Unemployment, Child Support, Social Security, Disability, Pension, Retirement Benefit, Annuity, or regular cash contribution?

If yes, list all sources: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Monthly Wages: \$ \_\_\_\_\_ Date Employed: \_\_\_\_\_

Additional Income: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Monthly Wages: \$ \_\_\_\_\_ Date Employed: \_\_\_\_\_



**Pets**

Do you have a service animal? Y or N      If yes, kind of animal? \_\_\_\_\_  
 (Please include Breed, Weight, Color and Age)

Do you have any pets? Y or N      If yes, kind of pet? \_\_\_\_\_  
 (Please include Breed, Weight, Color and Age)

Is the pet spayed/neutered? Y or N  
 If a cat is the pet de-clawed? Y or N

**Vehicle Information**

Drivers License Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Vehicle # 1: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle # 2: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**Emergency Contact Information**

Name and Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Number: \_\_\_\_\_

I/We hereby affirm that the foregoing information is true and complete to the best of my/our knowledge and authorize Matik Management to make inquiries to verify the statements herein. I/We further understand that any intentional misrepresentation in this application might result in a default in the rental agreement and/or eviction of this household. In addition, should any statement made above be a misrepresentation or not a true statement of facts, the deposit may be retained to offset Matik Management’s cost, time, and effort in processing my/our application.

\_\_\_\_\_  
 (Applicant Signature) (Date)

\_\_\_\_\_  
 (Applicant Signature) (Date)



**Applicant Consent Form**

As a requirement to process the application, we must perform a background check on all adults that will be living in the home.

**Company providing the information: Rental Research Service**

7525 Mitchell Road, #301  
Eden Prairie, MN 55344

**Criteria used:** Check all that apply

Criteria Required for all properties

- No multiple offences
- No violent crimes against persons or property
- No evictions
- No money owed to previous landlords
- No money owed to utility companies
- Must earn 3 times the monthly rent in gross income
- Outstanding debt and lower credit scores could impose a larger deposit or denial of application

Property Requirements (contact office to inquire if the property requires Standard or Heightened criteria)

Standard:

- No felonies within the last 10 years
- No gross misdemeanors in the last 5 years
- Rental History:
  - No rental history required
  - OR
  - 1 year of VERIFIABLE rental history or home ownership

Heightened:

- No felonies
- No gross misdemeanors
- No bankruptcies or foreclosures in the past 5 years (single family homes)
- Rental History:
  - No rental history required
  - OR
  - 1 year of VERIFIABLE rental history or home ownership
  - 3 years of VERIFIABLE rental history or home ownership

Initials: \_\_\_\_\_



## **Applicant Consent Form**

Community: Matik Management

Applicants:

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I/We hereby authorize Matik Management, and its designated agents/employees to obtain and verify credit, criminal background and landlord history for the purpose of determining whether or not I/We are qualified for the intended home. In addition, I authorize the designated agents/employees to make inquiries to verify all required income and asset information.

I understand should I lease at this community this applicant consent form is valid for 12 months and any information stated above can be requested for verification during this time.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## APPLICATION DEPOSIT AGREEMENT

Name: \_\_\_\_\_

Address of home applied for: \_\_\_\_\_

As part of the application process, I hereby agree to the following terms:

- Lease Information where lease is not signed in advance by the Applicant.** The Applicant and Owner agree to all material terms contained in the form of lease attached hereto. The Applicant and Owner further agree to enter into the attached lease in accordance with the terms of paragraph 5 hereto if and when Applicant is approved.
- Processing Fee.** Applicant agrees to pay the sum of **\$50.00** per adult as a non-refundable fee for Owner's costs of processing the application.
- Applicant Deposit.** In addition to the above processing fee, Applicant has Agreed to the sum equal to the first months rent (applicant deposit), in consideration for owner taking the dwelling unit off the market while considering the approval of this application. The application deposit is not a security deposit at this time. The application deposit will be either be (a) credited to the required security deposit under paragraph 5 below, (b) refunded to applicant under paragraph 6 below, or (c) retained by Owner as liquidated damages for Owner's costs and expenses in taking the dwelling unit off the market, lost vacancy, as well as re-letting expenses such as advertising and overhead under paragraph 7 below.
- Approval where lease is signed in advance by Applicant.** If Applicant has already signed the lease at the time of the Owner's approval, the owners representative will notify the Applicants of such approval, sign the lease, and credit the proceeds of the application deposit to the Applicant's required security deposit under the lease.
- Approval where lease is not yet signed by Applicant.** If Applicant has not yet signed the lease at the time of the Owner's approval, the Owner's representative will notify the Applicant of such approval and sign the lease. If Applicant enters into the attached lease within 3 days from the date of such approval, Owner's representative will credit the application deposit to the required security deposit under the lease.

6. **Where the Applicant is not approved.** If Applicant is disapproved, the application deposit will be refunded to Applicant.
7. **Where Applicant withdraws Application or fails to pay remaining deposit upon being approved.** If Applicant notifies Owner/Owner Representative that Applicant wishes to withdraw his/her application prior to approval, or if Applicant fails to pay the remaining deposit within 3 days of approval, the application deposit shall be forfeited to Owner as liquidated damages for Owner's costs and expenses in taking the dwelling unit off the market, lost vacancy, as well as re-letting expenses such as advertising and office overhead.
8. **Application deposit agreement preliminary.** This Application Deposit Agreement is preliminary only, and does not obligate Owner to execute a lease or deliver possessions of the proposed premises.
9. **Keys.** Keys will be furnished only after (1) the lease and other rental documents have been properly executed, (2) all applicable rentals and security deposits have been paid in full, and (3) all applicable utilities are in tenants name.
10. **Notices.** Owner may notify Applicant of Owner's decision of approval or disapproval by telephone, email or letter. Notification to the Applicant's spouse shall be considered notice to both. Notification to co-applicant shall be considered notification to all co-applicants.
11. **Receipt**

Processing Fee (non-refundable)	\$ _____
(\$50.00 per adult)	(separate check)
Application Deposit (may be refundable)	\$ _____
(\$300 due now, remaining due upon approval)	(separate check)
Total money received by Owner on date below	
\$ _____	

Applicant's Signature	Date
Applicant's Signature	Date
Management's Signature	Date



To be filled out by Applicant(s)

Lease Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Lease ending options: Please contact office for property requirements**

Summer: April 30<sup>th</sup> or May 31<sup>st</sup>

Spring/Fall: March 31<sup>st</sup> or April 30<sup>th</sup> / August 31<sup>st</sup> or September 30<sup>th</sup> (Fees may apply)

Optional: Month to month (fees apply), 6 Months (fees apply), 12 Months

**\*All leases must end at the end of the month**

If management cannot provide the home to resident at the start of the lease term above, resident cannot site management for any resulting damages however resident will not start paying rent until he/she gets possession of the home. If home is available on the above date, resident must begin paying rent on such date regardless if physical possession is taken.

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable on the first day of each month after the initial move in fees that will be payable upon move in. Upon acceptance and approval of this application I agree to execute a lease with the terms stated above. If I fail to execute the lease agreement, the deposit will be forfeited as liquidated damages in payment for the management company's time and effort in processing my inquiry and application. If this application is not approved by Matik Management, the deposit will be refunded in full, this does not include any application fees.

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(Applicant Signature)

(Date)

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(Applicant Signature)

(Date)





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Welcome to Matik Management

We are excited to welcome you to our communities.  
Our office will assist you with filling out the information below.

Your new address will be:

Lease dates: \_\_\_\_\_ to \_\_\_\_\_

Move-In Costs and Fees:

Application Fee: \$\_\_\_\_\_ (pd with application)

Holding Fee: \$\_\_\_\_\_ (pd with application)

Remaining Deposit Due at Approval: \$\_\_\_\_\_ (due once approved)

Monthly Rent: \$\_\_\_\_\_

Short Term Lease Fees: \$\_\_\_\_\_

Monthly Pet Rent: \$\_\_\_\_\_

Pet Deposit: \$\_\_\_\_\_

Resident Utilities	Gas	Electric	Water/Sewer	Trash
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(Applicant Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

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(Applicant Signature) \_\_\_\_\_ (Date) \_\_\_\_\_