



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: _____



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/ESA? Y or N _____ If yes, kind of animal? _____
(Please include Breed, Weight, Color and Age)

Do you have any pets (including caged animals)? Y or N _____ If yes, kind of pet? _____
(Please include, Type, Breed, Weight, Color and Age)

Do you have any fish tanks over 10 gallons? Y or N _____ If yes, kind of pet? _____

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
- Bankruptcies/Foreclosures may 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 (for properties over \$1000.00 per month)
- 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:

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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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 returned to Applicant with in 7 days of notification. Return" means postmarked within seven days except that upon the prospective tenant's request, a landlord may destroy the payment or hold it for retrieval by the tenant instead of returning it by mail.

- 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 30th or May 31st

Spring/Fall: March 31st or April 30th / August 31st or September 30th (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.

(Applicant Signature)

(Date)

(Applicant Signature)

(Date)

