



Date: _____

Address: _____

Date Toured: _____

Rental Application

Applicant Information:

First Name: _____ M/I _____ Last Name: _____

SSN/ITIN: _____ DOB: _____

Phone Number: _____ Email Address: _____

Other Occupants (including minors)

*Each adult must complete pages 1-3 separately

*No more than 5 unrelated adults, per city ordinance

Name, Relation, DOB:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vehicle Information:

Vehicle # 1: Year: _____ Make: _____ Model: _____
Color: _____ Plate #: _____ State: _____

Vehicle # 2: Year: _____ Make: _____ Model: _____
Color: _____ Plate #: _____ State: _____

Emergency Contact Information:

Name and Relationship: _____

Address: _____

Number: _____

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?)

☐ Yes

☐ No

If yes, please explain:

Address Information:

*Please list a minimum of 3 years. If more than 3 years are available, please use all available spaces. If available spaces do not meet 3 years minimum, please attach additional list.

Address #1:

Current Address: _____

City/State/Zip code: _____

Landlord Name: _____ Family Member/Friend: ☐Yes ☐No

Landlord Phone Number: _____ Are/Were you in a lease? ☐Yes ☐No

Landlord Email: _____ Have you been evicted? ☐Yes ☐No

Reason for Moving: _____ Rent Amount: _____

Occupied(Month/Day/Year): ____/____/____ - ____/____/____ Total Months: _____

Address #2:

Current Address: _____

City/State/Zip code: _____

Landlord Name: _____ Family Member/Friend: ☐Yes ☐No

Landlord Phone Number: _____ Are/Were you in a lease? ☐Yes ☐No

Landlord Email: _____ Have you been evicted? ☐Yes ☐No

Reason for Moving: _____ Rent Amount: _____

Occupied(Month/Day/Year): ____/____/____ - ____/____/____ Total Months: _____

Address #3:

Current Address: _____

City/State/Zip code: _____

Landlord Name: _____ Family Member/Friend: ☐Yes ☐No

Landlord Phone Number: _____ Are/Were you in a lease? ☐Yes ☐No

Landlord Email: _____ Have you been evicted? ☐Yes ☐No

Reason for Moving: _____ Rent Amount: _____

Occupied(Month/Day/Year): ____/____/____ - ____/____/____ Total Months: _____

Income Information

*Each income source needs to be listed separately. If there are not enough spaces, please attach additional list.

*All income MUST be tax verifiable via paycheck stubs, the 1st page of the tax form 1040, SSDI Award Letter, Court Ordered Child Support Documents, Request for Tenancy Approval Form, ETC.

Total monthly income from all tax verifiable sources:_____

Income Source #1:_____

Will this income continue during tenancy ☐Yes ☐No - End Date:_____

Contact Information (Phone number):_____

(Email Address):_____

Gross Monthly Wages (Before Taxes):_____

Start Date:_____

Income Source #2:_____

Will this income continue during tenancy ☐Yes ☐No - End Date:_____

Contact Information (Phone number):_____

(Email Address):_____

Gross Monthly Wages (Before Taxes):_____

Start Date:_____

Income Source #3:_____

Will this income continue during tenancy ☐Yes ☐No - End Date:_____

Contact Information (Phone number):_____

(Email Address):_____

Gross Monthly Wages (Before Taxes):_____

Start Date:_____

Animals:

Do you have any animals? ☐ Yes ☐ No

If yes, how many: Dog(s)_____ Cat(s)_____ Caged(type):_____ ☐ Fish tank over 10gal

If Dog:

*Per insurance requirements breeds/age may be restricted

Breed:_____ Age:_____ Weight:_____

Breed:_____ Age:_____ Weight:_____

Are any of the above listed animals Service Animals or Emotional Support animals? If yes, please list:

**Please attach a copy of a letter from treatment provider prescribing Emotional Support Animal

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 completing 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 our office to inquire if the owner requires Standard, or Heightened criteria

☐ Standard: ☐ No felonies within the last 10 years ☐ No gross misdemeanors in the last 5 years ☐ Rental History (Check One): ☐ 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 (Check one): ☐ No rental history required ☐ 1 year of VERIFIABLE rental history or home ownership ☐ 3 years of VERIFIABLE rental history or home ownership
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Initials: _____

Applicant Consent Form

Community: Matik Management

Applicants (Print Name):

_____	_____
_____	_____
_____	_____
_____	_____

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.

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 Signature	_____ Date
_____ Applicant Signature	_____ Date

Lease Terms and Fees:***Please contact our office for assistance in filling this form out**

Your new address will be: _____

Lease dates: _____/_____/_____ to _____/_____/_____

Lease ending options: Please contact office for individual property requirements

*All leases must end on the last day of the month

Move-In Costs and Fees:

Application Fee: \$_____ (Check # _____)

Holding Fee: \$_____ (Check # _____)

Remaining Deposit Due at Approval: \$_____ (Check # _____)

Monthly Rent: \$_____

Monthly Technology Fee: \$_____

Monthly Short Term Lease Fees: \$_____

Monthly Pet Rent: \$_____ *Unless ESA Letter is provided

Pet Deposit: \$_____

Lawn Care: ☐ Tenant Responsible ☐ IncludedSnow Care: ☐ Tenant Responsible ☐ IncludedRock Beds: ☐ Tenant Responsible ☐ Included**Tenant Responsible Utilities (Circle if it is included or tenant responsible)****Electric:** ☐ Included / ☐ Tenant Responsible: ☐ Paid to provider ☐ Budget: _____**Gas:** ☐ Included / ☐ Tenant Responsible: ☐ Paid to provider ☐ Budget: _____**Water:** ☐ Included / ☐ Tenant Responsible: ☐ Paid to provider ☐ Budget: _____**Trash:** ☐ Included / ☐ Tenant Responsible: ☐ Paid to provider ☐ Budget: _____**Storm Water:** ☐ Included ☐ Tenant Responsible: ☐ Budget: _____**Total Monthly Payment:** __________
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 for 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, or any other notices during tenancy by telephone, SMS
11. If management cannot provide the home to resident at the start of the lease term stated on page titled Lease terms and Fees, 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.
12. I hereby apply to lease the above described premises for the term and upon the conditions as listed on page titled Lease terms and Fees 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 on page titled Lease terms and Fees. 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

Applicant Signature

Date

Applicant Signature

Date