

With your application, please include:

- Government-issued photo ID
- Recent paystub showing year-to-date pay
- \$300 Security Deposit
- \$40 Per Adult Application Fee

Riverview Manor Apartments

Apartment: _____

Move-In Date: _____

Monthly Rent: _____

Garage Requested: Yes No

APPLICATION FOR APARTMENT

Riverview Manor Apartments LP, the owner of Riverview Manor Apartments, 500 West Woodley Street, Northfield, Minnesota, requests information to determine whether you qualify for an apartment. The information provided by you in this application will be an important part of the decision whether to rent to you. By completing this application, you represent and agree that: (1) the information provided by you in this application is true and correct; (2) the information provided by you is complete and includes all places you have lived or worked during the last two years; and (3) we may rely on this application in deciding whether or not to rent an apartment to you. If any of the information provided by you is determined to be false or misleading, we will have the right to reject your application or evict you if a lease has been signed.

Riverview Manor Apartments charges a non-refundable application fee of \$40.00. You also need to pay the \$300.00 security deposit for the apartment at the time your application is submitted. Please pay the application fee and security deposit by separate checks, each made payable to Riverview Manor Apartments LP.

Your application is subject to our review and approval. We may check your credit, criminal background, income, rental history, and other information prior to approving or rejecting your application. We do not use a tenant screening service, but we do use third-party companies for the purpose of running credit and criminal background checks.

If we reject your application, the security deposit will be refunded within 7 days, but the application fee will not be. If your application is approved and you decide not to sign a lease, neither the security deposit nor the application fee will be refunded.

All leases are for a term of one year. Other than exceptions required by law, no pets are permitted. You may separately rent a garage, subject to availability. We are a fair housing provider and grant equal opportunity to all persons.

Name: _____ E-Mail Address: _____
Last First Middle

S.S. No. _____ Date of Birth: _____ Cell No. _____

Other Persons to Occupy Apartment: Name: _____ Date of Birth: _____
 Name: _____ Date of Birth: _____
 Name: _____ Date of Birth: _____

Each occupant 18 years or older, including any spouse or partner, must complete a separate application.

We require rental and income history for the past two years. If you have lived in or worked at more than two places in the last two years, please provide additional rental or income history information.

Present Address: _____
Street Address Apartment No. City State Zip Code

Current Rent: _____ Length of Residency: _____ Landlord: _____

Fax No. _____ Telephone No. _____

Previous Address: _____
Street Address Apartment No. City State Zip Code

Previous Rent: _____ Length of Residency: _____ Landlord: _____

Fax No. _____ Telephone No. _____

Employer: _____ Address: _____
Street Address Suite No. City State Zip Code

Position: _____ Length of Employment: _____ Telephone No. _____

Supervisor/Human Resources Director: _____ Telephone No. _____

(For purposes of verifying employment and salary)

Monthly Wage or Salary: \$ _____ **A copy of a current paystub or a W-2 is helpful in verifying income.**

Previous Employer: _____ Address: _____
Street Address Suite No. City State Zip Code

Position: _____ Length of Employment: _____ Telephone No. _____

Supervisor/Human Resources Director: _____ Telephone No. _____

(For purposes of verifying employment and salary)

Monthly Wage or Salary: \$ _____

Other Sources of Income and Assets (Optional): _____

(It is not necessary to provide this information if total income outside your wage or salary is less than \$1,000 per year or total assets are less than \$10,000. You are encouraged to provide this information if your individual monthly wage or salary is less than three times the monthly rent.)

Checking/Savings Account: Bank: _____ Account Number: _____
Address: _____ Telephone No. _____
City State Zip Code

Have you ever been convicted of a crime other than a driving citation? Yes No

Have you ever been evicted or asked to move from an apartment? Yes No

If Yes to Either Question, Please Explain: _____

Car (Model and Year) _____ License No. _____ State _____

Emergency Contact: _____
Address: _____
Street Address Apartment No. City State Zip Code

Relationship: _____ Telephone No. _____ E-Mail Address: _____

How did you hear about Riverview Manor Apartments?

- Friend; Resident Rent.com Apartments.com Craigslist
 Website Drive By Newspaper Other _____

Please indicate below how you want the security deposit and/or application fee, as applicable, returned to you if we reject your application or do not review your application. If you do not make a selection below, the security deposit and/or application fee will be mailed to your present address, as provided by you on this application.

- Mail to Present Address Destroy Check(s) Hold for Retrieval at Property

Federal law requires the following disclosures:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Riverview Manor Apartments LP has no knowledge of lead-based paint and/or lead-based paint hazards in the apartments or property. Riverview Manor Apartments LP has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the apartments or property. However, since the apartments and property were built prior to 1978, lead-based paint and/or lead-based paint hazards may exist in the apartments or property.

Applicant acknowledges that applicant has received a copy of the pamphlet Protect Your Family from Lead in Your Home.

By signing this application, you agree that: (1) Riverview Manor Apartments LP and Otness Management Company, its managing agent, are authorized to contact credit bureaus, government agencies, law enforcement authorities, employers, landlords, lenders, banks, and other parties to obtain additional information and to verify the accuracy of the information provided by you; and (2) all agencies, authorities, employers, landlords, lenders, banks, and other parties are authorized to release all information requested by Riverview Manor Apartments LP or Otness Management Company.



Signature

Printed Name

Date Signed: _____

Otness Management Company

7517 Washington Avenue South

Edina, Minnesota 55439

Phone: (952) 927-0612

Fax: (952) 829-3840

office@otness.com

AUTHORIZATION AND RELEASE

Riverview Manor Apartments LP and Otness Management Company, its managing agent, are authorized to contact credit bureaus, government agencies, law enforcement authorities, employers, landlords, lenders, banks, and other parties to obtain additional information and to verify the accuracy of the information provided by me in connection with an application to rent an apartment. All agencies, authorities, employers, landlords, lenders, banks, and other parties are authorized to release all information requested by Riverview Manor Apartments LP or Otness Management Company.

Signature

Printed Name

Date Signed: _____

**RIVERVIEW MANOR APARTMENTS
APPLICATION PROCESS**



Thank you for your interest in living at Riverview Manor Apartments. For the benefit of everyone, we carefully screen all applications. Below is a summary of our application process. Please read this summary if you have any questions about whether you qualify for an apartment.

1. **Completed Application; Fees:** We do not begin our review of an application until we have received: (a) an application which has been completely filled out and signed; (b) a government-issued ID for our review; (c) a check or money order for the application fee; and (d) a check or money order for the security deposit. Everyone 18 years or older who intends to live in an apartment must fill out and sign a separate application.

2. **Qualification Standards:** Applicants need to earn a certain number of “points” to qualify for an apartment. An application is rejected if the applicant falls below what we consider to be the minimal acceptable standard. The information we consider in reviewing an application is as follows:

Credit: Ideally, an applicant has 2 years of credit history (e.g. credit cards, loans, checking account) where all accounts have been paid on time. **An application is automatically rejected if there are unpaid judgments or unpaid collections over a minimal amount.** However, we ignore judgments, unpaid collections, and bankruptcies that relate to medical expenses, business failure, foreclosure, excessive student loan debt, or fraud. A bankruptcy is acceptable if good credit was re-established after the bankruptcy and more than 6 months have passed since the bankruptcy filing. **The lack of credit history is not a problem if income and/or rental history are strong.**

Income: Applicants should have monthly income of 3 times monthly rent. We can work with monthly income of as little as 2 times monthly rent if credit history and income history are strong. In making these calculations, we combine the income of all applicants for the apartment. **We include all forms of verifiable, legal income, including wages, salaries, child support, public assistance, disability payments, alimony, social security benefits, and pensions.**

Rental: Applicants should have 2 years of rental history without problems reported by prior landlords. Ownership of a house or condominium is usually a substitute for rental history. A foreclosure is usually not a problem if there is also positive rental history. **The lack of rental history is not a problem if income and/or credit history are strong.**

Criminal Convictions: **Criminal convictions are evaluated in accordance with evolving legal standards.** Our assessment is based on the nature, severity, and time of the criminal conviction.

Many applicants are approved with less than 2 years of credit, income, or rental history. Some weakness in one category is acceptable if the application is strong in other areas (e.g. no rental history is acceptable if credit and/or income histories are strong). We consider the lack of rental or credit history to be preferable to poor rental or credit history.

3. **Roommates; Guarantors or Co-Signers:** While each application is reviewed separately, a strong application will strengthen a weaker application from a roommate. If an application for an apartment is rejected, the applications of all roommates are also rejected. We accept guarantors/co-signers if the guarantor/co-signer lives in the Minneapolis-St. Paul metropolitan area or Rice County, Minnesota and has strong income and credit. Guarantors/co-signers are accepted only in situations where the income of the applicants is insufficient.

4. **Lease Terms.** **All leases are for a term of one year. Other than exceptions required by law, no pets are permitted.** If you have questions about lease terms, you may look at a copy of our lease form.

5. **Ask Questions:** If you have any concerns about whether you qualify for an apartment, please discuss the issue with us. We may be able to work with you to clear up certain problems. It is to your benefit to be completely honest and open.

6. **Time:** It usually takes two or three business days to process an application if all necessary information has been provided.