

PROPERTY:

Oakbrook Corporation

RENTAL APPLICATION

Section A.

APARTMENT TYPE

APT. #

LEASE TERM FROM:

TO:

Table with 3 columns: AGREEMENTS, Components of Total Monthly Rent, and Payments and Deposits with Application & Lease Signing. Includes rows for Total Monthly Rent, Total Deposits, and Utilities Not Included.

Section B. APPLICANT INFORMATION - THIS FORM MUST BE FILLED OUT COMPLETELY AND SIGNED TO BE PROCESSED

Form for Section B containing fields for Applicant's Full Name, Date of Birth, Social Security #, Driver's Licence #, and Other Occupants.

Section C. APPLICANT'S HOUSING HISTORY - INCLUDE TWO MOST RECENT REFERENCES-MUST COVER AT LEAST TWO YEARS

Form for Section C with a table for housing history, including columns for PRESENT and PREVIOUS, and rows for Address, City, State, Zip Code, etc.

Section D. INCOME INFORMATION -INCOME MUST BE EARNED IN A VERIFIABLE, CONSISTENT AMOUNT, AND FROM LAWFUL SOURCE

Form for Section D containing EMPLOYMENT INFORMATION and OTHER INCOME** sections.

Section E. MISCELLANEOUS INFORMATION

Form for Section E containing fields for List Special Needs, In Case Of Emergency - Contact Name, and vehicle/pet information.

Applicant has submitted an application with an Earnest Money Deposit. The earnest money may be applied to the applicant's Security Deposit. If management decides to decline application, then management will refund the earnest money to applicant in full.

The undersigned warrants and represents the information on this rental application to be true and correct. Any false information will constitute grounds for rejection of application.

Not less than (7) days after the start of the tenancy, tenant may request, in writing, that landlord provide tenant with a list of physical damages or defects, if any, charged to the previous tenant's security deposit.

APPLICANT'S SIGNATURE (DATE)

A lease agreement will not become offered until this application is approved by management. The Fair Housing Amendments Act of 1988 makes discrimination based on race, color, religion, handicap, family status, or national origin illegal in connection with the rental of most housing.



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap, or familial status.



Additional Landlord Disclosures and Requirements

Applicant is hereby advised that:

Items #1-7 apply to the State of Wisconsin

1. Tenant may request a written receipt for money collected from landlord.
2. Copies of the Lease, Rules and Regulations, Non-Standard Rental Provisions, and all applicable addendums are available to applicant at the management office or upon request. All lease materials can then be furnished to prospective tenants for their inspection before a rental agreement is entered into, and before any earnest money or security deposit is accepted from a prospective tenant.
3. The name and address of the person authorized to receive rent, manage and maintain the property, will be provided to applicant with the lease materials, who can be contacted and an owner or agent with an address within the state authorized to receive notice and at which service of process can be made in person.
4. Utility charges not included in rent should be noted in Section A (on reverse side).
5. There are the following uncorrected building code violations, which the landlord has received written notice from the code enforcement authorities : _____
6. The following conditions adversely affect the habitability of the premises : _____
7. Landlord promises to repair, clean or improve the premises as follows by the completion dates noted: _____

Items # 8-12 apply to the City of Madison only.

8. That a copy of the notice of eligibility for rent abatement, which affects the rental unit or common areas has been provided to the tenant.
9. The occupancy limit for the unit can be defined by the limit imposed upon the dwelling unit by 27.06 of the city of Madison General Ordinance or by a uniform occupancy limit imposed by the property (lesser of the two amounts). Occupancy is restricted to those persons named in the application and rental agreements.
10. That the definition of a "family" pursuant to 28.03(2), Madison General Ordinances, is as follows: "A family is an individual or two or more persons related by blood, marriage or legal adoption living together as a single housekeeping unit in a dwelling unit, including foster children, and not more than (4) roomers except that the terms family shall not in R1, R2, R3, R4A and R4L residence districts include more than one roomer except where such dwelling unit is owner occupied. For the purpose of this section, "children" means natural children, grandchildren, legally adopted children, stepchildren, foster children or a ward as determined in a legal guardianship proceeding. Up to (2) personal attendants who provide services for family members or roomers who, because of advanced age or a physical or mental disability, need assistance with activities or daily living shall be considered as part of the "family". Such services may include personal care, housekeeping, meal preparation, laundry or companionship".
11. The property zoning district can be made available to applicant upon request.
12. The off street parking requirements of the dwelling unit pursuant to 28.11 Madison Ordinance is available upon request. The exception is in the central areas as per section 28.07(1)(g) of the Madison Ordinances



THE STANDARD

RESIDENT SELECTION PLAN - FAMILY

This property is an apartment community for families. This property subscribes to the following procedures for qualifying applicants for occupancy in this rental development.

Equal Housing Opportunity

Oakbrook Corporation and this rental community adhere to local, state, and the federal Fair Housing Law (Title VIII of the Civil Rights Act of 1968, The Fair Housing Amendments Acts of 1988 and Section 504 of the Rehabilitation Act of 1973, all as amended), which stipulates that it is illegal to discriminate against any person on the basis of race, color, creed, religion, sex, national origin, marital status, status with regard to receipt of public assistance, disability, and familial status.

THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY

Age and Occupancy Standards

Occupancy standards for this development are no more than 2 people per bedroom. Exceptions have been made on non-senior properties for minors under the age of 2 years old.

Income Requirements

The applicant must demonstrate a financial ability to pay the monthly contribution toward rent, meaning a household may not pay more than 45% of their gross monthly income toward rent. Adjustments to this policy may be made by management depending upon a household's total assets.

Resident Selection Procedures

The following procedures are the established resident selection criteria used by management to determine applicant eligibility:

- A. A formal application form must be completed by all applicants, including a Release of Information Consent Form.
- B. A consumer credit report will be prepared by a credit-reporting agency that will reflect past and present credit history and criminal background search will be completed.
- C. Contact will be made with present and past landlords to determine rental history.

Occupancy Preferences

Preference for occupancy will be given to households desiring as follows:

- A. Preference will be given on a first come first serve basis for all units. The appropriate earnest money deposit and application fee (if applicable) must accompany each rental applications in order to be processed. Apartments will not be held for more than 48 hours without the application and earnest money deposit. If the application is accepted, the earnest money will be put toward the security deposit balance. If the application is rejected, the earnest money will be returned to the applicant within 21 days of the rejection notification. The application fee (if applicable) is non-refundable 48 hours after the application and fee are submitted to management for processing. This fee is used by management to cover costs of processing applications and running credit and criminal history reports, etc.
- B. In accordance with Section 504 of the Rehabilitation Act of 1973, accessible units are allocated using a special priority approach. When accessible units become available, the housing provider will offer the units in the following order:
 1. To current residents who would benefit from the available unit's accessibility features, but whose current unit does not have such features.
 2. To eligible and qualified households on the waiting list with disabilities who would benefit from the available unit's accessibility features.
 3. To other eligible and qualified households on the waiting list (i.e., without disabilities) who may desire the unit, however management may require the household to agree, in writing, to transfer to a non-accessible unit at the owner's request. The request will only be made if an accessible unit is not available to a person who requires the unit's features.

When an accessible unit becomes available, households that need (and currently do not have) the accessibility features assume a position at the top of the waiting list.

Unit-Transfers

All requests for unit-transfers must be in writing and will be processed in the order received. Unit-transfers may be requested after completion of the initial lease term and all lease obligations have been fulfilled (e.g., there are outstanding issues such as unpaid rent, late charges, damages beyond normal wear and tear, significant violations of the lease or House Rules, etc.). It is management's policy to alternate the preference between current residents (without "reasonable accommodations") requiring transfers and new move-in residents on the waiting list.

Rental Application

The rental application for an apartment is designed to give management enough information to determine eligibility. Completion of the rental application by a household does not mean the applicant has been approved for occupancy. Approval for occupancy is determined only after all information on the application is verified through the certification process.

Selection Criteria/Certification Process

Management will use various criteria in determining the acceptability of all applicants. An application may be rejected based on one or more of the following criteria.

- A. **Insufficient/Inaccurate Information on Application.**
If management determines that the applicant has not fully cooperated in all aspects of the application process, or if it is determined that the applicant has falsified information, it is cause for immediate rejection of the application.
- B. **Credit and Financial Standing**
 - 1. Management will consider whether all applicants have a satisfactory history of meeting financial obligations, (including timely payment of rent, outstanding judgments or a history of late payments of bills). If management rejects an application based upon the credit report, the applicant will be provided with the name of the credit-reporting agency that performed the credit check. Management will not disclose the specifics of any information reported by the credit bureau. Applicants will be given the opportunity to correct or clear the adverse credit.
 - 2. The inability to verify credit references is a factor for rejection of an application. Consideration will be given to special circumstances in which credit has not been established.
- C. **History of Residency**
Management will consider whether the applicant or any other person who will be living in the unit, has a history of physical violence to persons or property, or has exhibited living habits at prior residences that could adversely affect the health, safety, and quiet enjoyment of other residents at the rental community. Management will consider all circumstance regarding this type of activity as well as the period during which it occurred. Management will verify and document housing references for each applicant.
- D. **Other Reasons for Rejection (unless prohibited by local, state or federal law)**
 - 1. A household member's conviction record (see Attachment B);
 - 2. Anyone who will live in the apartment who is currently engaged in the use of illegal drugs. (Management will not discriminate against qualified applicants who are former drug users or who have undergone drug or chemical sensitivity treatment. (see Attachment B));
 - 3. Rent delinquency;
 - 4. Poor landlord reference(s);
 - 5. False, inaccurate or missing information on the rental application and other related documentation;
 - 6. Refusal to accept the lease provisions (rules and regulations, occupancy standards, amount of rent, the unit must be the primary place of residency, etc.) or the Program requirements.

Pet Policy

Cats and small dogs (maximum 35 pounds per pet, maximum of 2 pets per household) are the only common household pets that are permitted at this development. Pre approval of a cat or dog by management and pet lease will be executed between the household and the owner. Service animals as defined in Section 504 of the Rehabilitation Act of 1973, 42 USC Part 12100 (1990) and the Fair Housing Amendments Act, 42 USC Sect. 3604 (1988) and 24 CFR Sect. 100.204 (1989), are permitted. Service animals include "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." Confirmation of the

need for a specific service animal may be required from the applicant/resident's doctor. (*A companion animal for a person with an emotional disability is also considered a "service animal." This type of service animal requires verification from a medical professional that the individual meets the definition of "disabled," and that there is a need for a specific companion animal.*)

Application Approvals

If management approves an application, the applicant will be notified by phone or in writing of their acceptance. The applicant shall have two calendar working days from initial notification to accept the apartment. If the applicant does not respond within two (2) working days of the notification, management reserves the right to cancel the application and remove the applicant from the waiting list. It is the applicant's responsibility to notify management of changes of address and phone numbers.

Application Rejections

If management rejects an application, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable credit history, the applicant will be notified of the credit reporting service, their address and telephone number for direct contact with the service. If it can be verified that the credit report is in error, the application will be re-processed, and, if accepted, the application will be prioritized according to the original application date. Management may not discuss credit-reporting information with the applicant.

Short Term Lease Policy (offered at management's discretion)

This property may impose a short term lease fee policy for leases under 9 months, which will require pre-approval from the Area or Regional Manager. A short term lease fee up to \$200/month may apply. Short term leases will not be allowed to expire during the fall through winter months of October through April. Short term leases may not be eligible for rent specials. All short term leases will require a sixty (60) day notice to vacate.

Screening Criteria

This property uses a scoring model to screen credit reports.

- Scores over 550 may be approved.
- Scores between 375 and 549 may be approved with conditions, such as a security deposit of a full month rent or approved co-signer.
- Scores 374 and below may be rejected.

Exceptions may be made for special conditions, such as medical collections, government rental assistance, or applicants without credit history.

Attachment B: Criminal History/Zero-Tolerance Policy, Screening Criteria, Release Form

