



Office Use Only	Special: _____
Approved _____	Not Approved _____
Size of Unit _____	
Property Name _____	
Bldg/Apt # _____	
Date of Occupancy _____	
Length of Lease _____	
Application Fee Paid \$ _____	
Amount of Deposit Received \$ _____	
Total Deposit \$ _____	
Monthly Rent Amount \$ _____	

**SCREENING CRITERIA**

In order to be considered for residency, applicants must be at least eighteen (18) years of age and meet the following screening criteria with regard to income, credit, criminal and rental histories. Applicants will be considered on a case by case basis if a minimum of two (2) of the income, rental, and credit standards are met:

**INCOME**

- Total gross income of applicant(s) must be at least two and one half (2 1/2) times the amount of rent. All sources of income must be verifiable. Equity and assets may be considered for individuals with monthly incomes less than two and one half (2 1/2) times the rent.

**CREDIT**

- Credit reports: Credit reports containing history of late payments, liens, judgments, bankruptcies, charge-offs and accounts closed by credit grantor are all grounds for denial of the application. Applicants with a history of three (3) or more NSF checks may be denied.
- Collections/Judgments: Applicants with outstanding (unpaid) collections or judgments may be denied. Extenuating circumstances will be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Bankruptcy: All applicants with a bankruptcy will be evaluated on a case-by-case basis and extenuating circumstances may be considered in the event of medical or other catastrophes. These circumstances must be adequately explained and be verifiable.
- Any applicant that is accepted based on extenuating circumstances may be required to provide an additional security deposit equal to a minimum of one months rent and / or may be required to provide a credit worthy co-signer.

**CRIMINAL HISTORY**

- Applicants with conviction of a felony (if over 10 years old, reviewed on an individual basis), gross-misdemeanor, two (2) DUIs within one (1) year or misdemeanor charge for assault or drug related activity may be denied.
- Applicants with dependents in the household with a record of offenses listed above may be denied.

**RENTAL/HOUSING HISTORY**

- Applicants with an unlawful detainer (eviction) may be denied.
- Applicants must provide verifiable housing history for the past ten (10) years or past three (3) residences: whichever is longer.
- Applicants with a history of three (3) late rental or mortgage payments within one (1) year may be denied.
- Applicants with a negative rental reference, including but not limited to, lease violations, behavior problems, housekeeping problems, history of disturbing the peace, history of property destruction, rental history that cannot be verified and/or omission of an address on the rental application may be denied.

**OCCUPANCY STANDARDS**

- **Only the individuals listed on the lease are allowed to reside in the apartment.**
- One Bedroom: A maximum of two (2) people may occupy.
- Two Bedroom: A maximum of three (3) adults, no more than four (4) total occupants.
- Three Bedroom: A maximum of three (3) adults, no more than six (6) total occupants.

Property Specific: With an additional cost per month, an additional adult may be added as long as the unit remains under the total occupancy standard.

**FALSE INFORMATION**

- Any applicant found to have knowingly falsified, misrepresented, or withheld any information on an application will be denied residency.

**This property complies fully with all federal, state and local Fair Housing, Civil Rights and Equal Opportunity Laws.**

ACKNOWLEDGMENT: I have read the above information and fully understand its contents.

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# GRANITE CITY REAL ESTATE

58 - 10TH AVENUE SOUTH  
WAITE PARK, MN 56387

PHONE:(320) 253-0003  
FAX: (320) 253-0006

## RENTAL APPLICATION

### Fair Housing and Equal Opportunity

We are a fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation. The Minnesota Human Rights Act prohibits discrimination because of race, color, creed, religion, national origin, sex, sexual preference, familial status, marital status, status with regard to public assistance, or disability. In addition, owners/agents must comply with local Fair Housing and Civil Rights Laws.

**APPLICANT INFORMATION:** All adult applicants must complete separate applications. Please complete all questions, insert "N/A" for non-applicable items.

Full Legal Name (First Middle Last) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_

U.S. Citizen Yes or No Email Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

**RENTAL/HOME OWNERSHIP HISTORY :** 10 year history is required. Current and previous two (2) addresses required. If you do not have rental history, you are still required to list your current address.

Present Address \_\_\_\_\_ City/State, Zip \_\_\_\_\_

Present Landlord or Management Company \_\_\_\_\_

Address \_\_\_\_\_ Current Rent \$ \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Length of Residency From \_\_\_\_\_ To \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State, Zip \_\_\_\_\_

Previous Landlord or Management Company \_\_\_\_\_

Address \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Length of Residency From \_\_\_\_\_ To \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State, Zip \_\_\_\_\_

Previous Landlord or Management Company \_\_\_\_\_

Address \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Length of Residency From \_\_\_\_\_ To \_\_\_\_\_

## **EMPLOYMENT INFORMATION:**

Future/Present Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Salary \_\_\_\_\_ Length of Employment From \_\_\_\_\_ To \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Salary \_\_\_\_\_ Length of Employment From \_\_\_\_\_ To \_\_\_\_\_

**ADDITIONAL SOURCES OF INCOME**

Source \_\_\_\_\_ Amount \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**BANKING INFORMATION**

Bank Name \_\_\_\_\_ Savings \_\_\_\_\_ Checking \_\_\_\_\_ Loan \_\_\_\_\_ Amount \_\_\_\_\_

**REFERENCES**

Personal Reference (no relatives) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Address \_\_\_\_\_

**OCCUPANT INFORMATION**

Name of Occupant \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Occupant \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Occupant \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Occupant \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

**VEHICLE INFORMATION**

Make \_\_\_\_\_ Color \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Number \_\_\_\_\_

**ADDITIONAL INFORMATION**

**How did you hear about us?** Newspaper ( ) Personal Reference ( ) Drive By ( ) Phone Book ( )  
GCRE Website ( ) Craig's List ( ) Apartment Finder ( ) Other ( ) \_\_\_\_\_

Have you ever:

- 1. Been sued for non-payment of rent? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Been evicted or had an unlawful detainer served against you? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Been asked to voluntarily move out? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Broken a Rental Agreement or Lease? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Been sued for damage to rental property? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. Declared bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_
- 7. Been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

**The foregoing information is supplied to Granite City Real Estate and I hereby certify that the information above is accurate and complete to the best of my knowledge. I authorize Screening Reports or other background reporting agency to verify this application on behalf of Granite City Real Estate. This investigation may include the exchange of information from current and previous landlords, a report from a credit reporting agency, criminal background reporting agency and federal and state records of employment and income history. Any misrepresentation may disqualify this application.**

**Applicant understands and agrees that he/she has only applied for a tenancy. This form is not a lease, but an application and offer to lease which may be accepted or rejected by Management. If Management does not accept this application, the deposit will be refunded within seven (7) days. Application fee is non-refundable. If Management notifies the applicant that the application has been accepted, applicant must enter into tenancy applied for or the deposit will be forfeited.**

**Management is a Fair Housing provider and will grant equal opportunity to all persons under the law.**

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

\_\_\_\_\_  
Date



# GRANITE CITY REAL ESTATE

58 - 10TH AVENUE SOUTH  
WAITE PARK, MN 56387

PHONE: (320) 253-0003  
FAX: (320) 253-0006

## Authorization for Release of Information

### Consent

I have applied for housing managed by Granite City Real Estate and authorize whatever investigation which you may consider appropriate. I direct any Federal, State, or local agency, organization, business or individual to release to Granite City Real Estate any information or materials needed to complete and verify my application for housing.

### Information Covered

I understand that past and present verifications and inquiries that may be requested include but are not limited to:

Residency and Rental Activity  
Credit History  
Earnings History

Criminal Activity  
Employment History  
Financial History

### Groups or Individuals That May be Asked

Previous Landlords  
Present Landlords  
Previous Employers  
Present Employers  
Government Agencies

Law Enforcement Agencies  
Credit Reporting Agencies  
Courts & Post Offices  
Banks & Credit Unions

### Use and Disclosure

Use of data obtained as defined in Minnesota law is private and is limited to that necessary for administration and properties managed by Granite City Real Estate.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

I agree that a photo copy of this authorization may be used for the purpose stated above.

**(PLEASE PRINT)**

\_\_\_\_\_

Last Name

First

Middle

Maiden

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Management is a Fair Housing provider and will grant equal opportunity to all persons under law.**

**GRANITE CITY REAL ESTATE**  
58 – 10<sup>th</sup> Avenue South, Waite Park, MN 56387  
Phone: (320) 253-0003 Fax: (320) 253-0006  
**FAX TRANSMITTAL FORM: EMPLOYMENT VERIFICATION**

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**GRANITE CITY USE ONLY**

To: \_\_\_\_\_ From: \_\_\_\_\_  
Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ No. of Pages: \_\_\_\_\_  
Fax: \_\_\_\_\_ Property/Unit: \_\_\_\_\_

Please complete the employment verification below. This individual has applied for housing with us. **Please return to fax 320-253-0006.** Thank you for your prompt response!

---

**APPLICANT USE ONLY**

Name \_\_\_\_\_ SS# \_\_\_\_\_

**Authorization for Release of Information**

I authorize the release of the information requested.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**EMPLOYER USE ONLY**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: ( ) \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_

CURRENTLY EMPLOYED? YES NO

STATUS: FULL TIME PART TIME HOURS PER WEEK \_\_\_\_\_

JOB POSITION OR TITLE: \_\_\_\_\_

MONTHLY INCOME: \_\_\_\_\_

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Tel. #: ( ) \_\_\_\_\_

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

Thank you for your cooperation. All information is confidential.

**GRANITE CITY REAL ESTATE**  
58 – 10<sup>th</sup> Avenue South, Waite Park, MN 56387  
Phone: (320) 253-0003 Fax: (320) 253-0006  
**FAX TRANSMITTAL FORM: RENTAL VERIFICATION**

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**GRANITE CITY USE ONLY**

To: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

From: \_\_\_\_\_  
Date: \_\_\_\_\_  
No. of Pages: \_\_\_\_\_

Please complete the rental verification below. This individual has applied for housing with us. **Please return to fax 320-253-0006.** Thank you for your prompt response!

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**APPLICANT USE ONLY**

Name(s): \_\_\_\_\_  
CURRENT PROPERTY NAME: \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_ APT# \_\_\_\_\_  
CITY/STATE, ZIP: \_\_\_\_\_

I/we authorize the release of the information requested.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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**MANAGEMENT USE ONLY**

Residency Dates: FROM: \_\_\_\_\_ TO \_\_\_\_\_

# of individuals on lease: \_\_\_\_\_

Rent amount paid monthly \$ \_\_\_\_\_ Subsidized? Yes No Resident pays \$ \_\_\_\_\_/month

Was rent paid in a timely manner? Yes No If no, how many late? \_\_\_\_\_

Proper notice received? Yes No If no, when does the lease end? \_\_\_\_\_

Lease violations/infractions? Yes No If yes, please explain: \_\_\_\_\_

Will/Did you withhold any of the damage deposit? Yes No

If yes, explain \_\_\_\_\_

Would you re-rent? Yes No

Additional Comments: \_\_\_\_\_

Verification by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Thank you for your cooperation. All information is confidential.