



**RENTAL APPLICATION**

Date \_\_\_\_\_ Property Name & Address \_\_\_\_\_ Apartment # \_\_\_\_\_

*To expedite your application it is important to provide information in ALL the categories. Please fill out Rental History Information for the past 3 years, including landlord phone numbers, Employment Information with phone numbers*

**Applicant:** (full name) \_\_\_\_\_

Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Cellular Phone # ( ) \_\_\_\_\_

Work Phone # ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

**Present** address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Apartment \_\_\_\_\_ Length of Tenancy \_\_\_\_\_ to \_\_\_\_\_

Landlord Phone # ( ) \_\_\_\_\_

**Previous** address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Apartment \_\_\_\_\_ Length of Tenancy \_\_\_\_\_ to \_\_\_\_\_

Landlord Phone # ( ) \_\_\_\_\_

Have you even been convicted of a crime (except driving citation)? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted or asked to vacate? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered Yes to either of these questions please explain:

**Present** employer \_\_\_\_\_

**Previous** employer \_\_\_\_\_

Complete Address \_\_\_\_\_

Complete Address \_\_\_\_\_

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

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

Contact Person \_\_\_\_\_

Contact Person \_\_\_\_\_

Monthly Gross Income \_\_\_\_\_

Monthly Gross Income \_\_\_\_\_

Date of Hire \_\_\_\_\_

Date of Hire \_\_\_\_\_

Date of Termination \_\_\_\_\_

Date of Termination \_\_\_\_\_

**Other Sources of Income** (Assistance, Part-Time Job, Etc.)

Source/Contact \_\_\_\_\_ Amount/Month \_\_\_\_\_ Phone: \_\_\_\_\_

**Bank Reference** (indicate Bank Branch and services used)

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

**Personal Reference:**

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

Full Address \_\_\_\_\_

Relationship \_\_\_\_\_

Phone # Home ( ) \_\_\_\_\_ Wk ( ) \_\_\_\_\_

**Contact in case of Emergency:**

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

Full Address \_\_\_\_\_

Relationship \_\_\_\_\_

Phone # Home ( ) \_\_\_\_\_ Wk ( ) \_\_\_\_\_

**List all people who will occupy the apartment**

<u>Name</u>	<u>Relationship</u>	<u>Birthdate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Vehicle Registration:**

<u>Make/Model</u>	<u>Color</u>	<u>Plate #</u>	<u>State</u>
_____	_____	_____	_____

**How did you hear about us?** \_\_\_\_\_

**Were you referred by anyone?** \_\_\_\_\_

**Authorization to Release Information**

Is there any information that might appear on your credit, rental or criminal history that you wish to disclose and/or address up front, knowing that failure to disclose such information may be considered grounds for denial of this application? Yes \_\_\_\_\_ No \_\_\_\_\_  
(You may use the back side of this application to provide additional information.)

Applicant understands and agrees that if he/she makes incorrect or misleading statements or omissions on this form, Applicant will forfeit his/her deposit.

Application processing is done by:  
**Screening Reports, Inc. 729 N. Route 83, #321, Bensenville, IL 60106 Toll Free (866)389-4042 Fax (866)389-4043**

Applicant hereby grants to Management full authorization necessary to verify the information on this form, included but not limited to credit history, rental history, income verification, criminal record, information from public agencies and other information relevant to this application for a residential tenancy. **Management is a fair housing provider and will grant equal opportunity to all persons under the law.**

\_\_\_\_\_  
Management/Owner Signature

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



Thank you for choosing INH Property Management, Inc. We are more than happy to assist you in locating your new rental home. **We are an Equal Opportunity Housing Provider.** We fully comply with all federal, state and local fair housing, civil rights and equal opportunity laws. As a professional management company there are criteria that our applicants must meet. All applicants must be 18 years of age or older, or a legally emancipated minor.

## **INH Property Management, Inc. Resident Selection Criteria**

- **Occupancy Limits**

Two (2) people may occupy a 1 bedroom apartment.

Four (4) people may occupy a 2 bedroom apartment. A maximum of two (2) adults may occupy a 2 bedroom apartment.

Six (6) people may occupy a 3 bedroom apartment. A maximum of three (3) adults may occupy a 3 bedroom apartment.

(Property Specific: the addition of one (1) adult may be allowed with an additional cost of \$100.00 per month)

- **Credit**

A credit score of 600 or higher is required for all applicants. An applicant with a score lower than 600 may be considered with a) a qualified guarantor and/or b) advance payment of one (1) or more month's rent. Negative items on credit reports may be grounds for denial of an application.

- **Criminal Background**

An applicant with a felony will not be considered for residency. A gross misdemeanor or other negative items on a criminal background history may be grounds for denial of an application.

- **Rental History**

A minimum of 1 year verifiable rental history is required of all prospective lessees. If there is no rental history, or less than 1 year, an applicant may be considered with a) a qualified guarantor and/or b) advance payment of one (1) or more month's rent. Negative items (i.e. evictions, non-renewals,

unlawful detainers, etc.) on one's rental history may be grounds for denial of an application.

- **Income Requirements**

Applicant's income must be 2.5 times the amount of the apartment rent. If the income is less than 2.5 times, an applicant may be considered with a) a qualified guarantor or b) advance payment of one (1) or more month's rent. (Section 8, Rural Development or individuals receiving rental assistance of some sort, excluded)

- **Photo Identification**

Prior to viewing an apartment and or applying for residency, all adults will be required to show valid photo identification. Acceptable identification includes: personal driver's license, state-issued photo identification card, passport or other federally issued photo identification.

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

INH Property Management, Inc. Application Requirement

Security Deposit \$400 - \$600 or equal to 1 month's rent. Additional adult occupants may increase deposit amount. Deposit amount is property specific. (Section 8 project based properties - deposit is determined by income)

Application Fee \$35/adult applicant (Section 8 project based properties are excluded)  
*All application fees are non-refundable!*

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

**Printed Name:** \_\_\_\_\_ **Bldg./Apt. applied for:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## CREDIT/CRIMINAL BACKGROUND CHECK CONSENT FORM

**A Local Records Check of the St. Cloud Police Department /Any MN County Sheriff’s Department and A Search of the Minnesota State Criminal Records and or the Federal Bureau of Investigations Criminal Justice Information files will be performed on you pursuant with the lease agreement of the apartment complex to which you are applying. By signing this form you are allowing the St. Cloud Police Department and/or Screening Reports, Inc. to release the criminal data maintained in those files which applies under Statues & Ordinance.**

1. You have the right to be informed that **INH PROPERTY MANAGEMENT** is requesting Criminal Background Check to determine if you have been convicted of a Crime.
2. You have the right to be informed by **INH PROPERTY MANAGEMENT** of the results of a criminal background check and to obtain a copy of the results.
3. You have the right to obtain from St. Cloud Police Department / Stearns County Sheriff’s Department and /or The Bureau of Criminal Apprehension, any records that forms the basis for the report obtained.
4. You have the right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, sub.4.
5. You have the right to be informed by **INH PROPERTY MANAGEMENT** if your application for acceptance has been denied because of the results of this Background Check.

### *Applicant/Employee Information - PLEASE PRINT CLEARLY*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Have you ever been known by another Name? (Maiden, Aliases) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Race: \_\_\_\_\_

Driver’s Lic. # \_\_\_\_\_ State: \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_ County \_\_\_\_\_

Have you lived in Minnesota for at least the Past 10 Years? Yes \_\_\_\_ No \_\_\_\_ Please List Complete Address If Lived Anywhere Other Than Minnesota:

Prior Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_ County \_\_\_\_\_

**This Release shall be effective for ONE (1) year from the date signed.**

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

\_\_\_\_\_  
Date

**All Applicants over the age of eighteen (18) Must Fill out an individual Criminal Background Check**

*For a free copy of your credit/criminal report, please contact Screening Reports, Inc.,  
729 N Route 83, Suite 321, Bensenville, IL 60106 Toll Free Phone (866)389-4042.*



# INH COMPANIES

INH Companies, Inc.  
300 E. St. Germain St.  
St. Cloud, MN 56304  
Phone: (320) 258-6000  
Fax: (320) 258-5270  
www.inhproperties.com

## GUARANTY OF LEASE

In order to permit **INH Property Management, Inc.**, (d.b.a. \_\_\_\_\_) to enter into a lease agreement with \_\_\_\_\_, (Resident), I grant permission to check my credit rating to determine my suitability as I am the guarantor of the above named leasor. I hereby guarantee prompt payment of all sums due from Resident to Landlord by virtue of and the full performance by Resident of all conditions and covenants contained in said lease agreement or any renewal or extension thereof. I understand that this is a binding agreement between the management company and myself.

It shall not be necessary for Landlord, in order to proceed against me in this Guaranty, to first institute suit or to pursue or exhaust its remedies against Resident.

**\$15.00 PROCESSING FEE REQUIRED**

Guarantor's Printed Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Present Employer\*: \_\_\_\_\_ Work Number: \_\_\_\_\_

\*If self employed, your bank and phone number. If retired, pension or social security information.

May we contact you by e-mail? No Yes: \_\_\_\_\_

Guarantor's Signature: \_\_\_\_\_ (Sign with Notary present)

### THIS FORM MUST BE NOTARIZED

STATE OF MINNESOTA SS. COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Signature \_\_\_\_\_ Seal



**\$15 Processing Fee Received**

Date: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt/Money Order # \_\_\_\_\_