



**RENTAL RESEARCH SERVICES, INC.**  
 7525 Mitchell Road, #301, Eden Prairie, Minnesota 55344-1958  
 1-952-935-5700 · Toll Free 1-800-328-0333 · Fax 1-952-935-9212 · Toll Free 1-800-642-5226

**RENTAL APPLICATION**

RENTAL RESEARCH CODE # \_\_\_\_\_ COMPLEX \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_ DATE RETURNED \_\_\_\_\_

AUTHORIZED USER \_\_\_\_\_ PHONE \_\_\_\_\_ TIME SUBMITTED \_\_\_\_\_ TIME RETURNED \_\_\_\_\_

APARTMENT ADDRESS \_\_\_\_\_ APARTMENT # \_\_\_\_\_

DATE OF MOVE IN \_\_\_\_\_ RENT \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_ PAID CASH  CHECK  CHECK # \_\_\_\_\_

APPLICATION PROCESSING FEE \$ \_\_\_\_\_ PAID CASH  CHECK  CHECK # \_\_\_\_\_

THIS FEE IS NON-REFUNDABLE SHOULD THIS APPLICATION FOR RENTAL BE ACCEPTED OR NOT.  
**INSERT "N/A" FOR NON-APPLICABLE ITEMS. ALL APPLICANTS PLEASE COMPLETE SEPARATE APPLICATIONS.**

<b>APPLICANT (PLEASE PRINT CLEARLY)</b> Applicant (Complete Legal Name)	Social Security #	Drivers License #	Date of Birth	Home Phone # ( ) -
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Present Address	APT #	City	State	ZIP	Number of Dependents
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Present Landlord or Caretaker Name	Rent Paid	Phone # of Present Landlord ( ) -	Dates of Occupancy		
			From	To	

Previous Address	APT #	City	State	ZIP	Vacate Date
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Previous Landlord or Caretaker Name	Rent Paid	Phone # of Previous Landlord ( ) -	Dates of Occupancy		
			From	To	

<b>SOURCE OF INCOME (EMPLOYMENT IF EMPLOYED)</b>					
Current Employer or Income Source					
			Phone # ( ) -	Dates of Employment	
				From	To

Address	City	State	ZIP	Salary	Position	Supervisor's Name
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Previous Employer or Income Source					
			Phone # ( ) -	Dates of Employment	
				From	To

Address	City	State	ZIP	Reason for Leaving		
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<b>ADDITIONAL SOURCES OF INCOME (i.e. PART TIME JOB, ASSISTANCE, DISABILITY)</b>					
Other Income Source Name					
Address	City	State	ZIP	Amount	Source Phone # ( ) -

<b>BANK ACCOUNT (INDICATE BRANCH)</b>					
Name of Bank					
			Phone # ( ) -	CHECK SERVICES USED	
				Checking <input type="checkbox"/>	Account # _____
				Savings <input type="checkbox"/>	Account # _____
				Loan <input type="checkbox"/>	Account # _____

<b>AUTO(S)</b>					
Make	Year	License Plate #	Model & Color	Monthly Auto Payments (In \$)	Paid To Whom (Even If Paid in Full)
Make	Year	License Plate #	Model & Color	Monthly Auto Payments (In \$)	Paid To Whom (Even If Paid in Full)

<b>REFERENCES</b>					
Name of Father and/or Mother (Applicant)					
			Address	City	State
				ZIP	Phone # ( ) -
Personal References (No Relatives Please)					
			Address	City	State
				ZIP	Phone # ( ) -
In Case of Emergency Please Contact					
			Address	City	State
				ZIP	Phone # ( ) -

<b>CREDIT REFERENCES (BE SPECIFIC)</b>					
Account Name	Address	City	State	ZIP	Account #
List All Occupants (Names) Relationship Date of Birth					

Application processing by Rental Research Services, Inc., 7525 Mitchell Road, #301, Eden Prairie, Minnesota 55344-1958, (800) 328 0333. The foregoing information is supplied to the management to induce them to rent to me and is true and correct in all respects. I authorize whatever credit investigation the management considers appropriate. This investigation may include the exchange of information and a report from a credit reporting agency. I authorize the release of housing history from all present or previous landlords, income and employment history from any present or previous employers, and criminal history from all state repositories and/or county criminal courts. This release is valid for this transaction only and continues in effect for one year, unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one year, or as allowed by law.

**X** \_\_\_\_\_  
 Signature Applicant Date



## **APPLICATION QUALIFICATION CRITERIA II**

Our community supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex national origin, familial status or disability. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at this community have met these requirements. There may be residents and occupants that have resided at this community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we received from various resident credit reporting services used. Please review this information before completing the application and paying the application processing fee, which is non-refundable. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

### **IDENTIFICATION\*\***

All applicants must present a valid driver's license or other government –issued photo identification and one of the following: 1) a United States government issued Social Security number 2) Form I-94 Arrival-Departure Record; 3) temporary resident alien card verifying approved entry by the United States government (I-94W) I551 Permanent Resident Card (Alien Registration Receipt Card); 5) Form I-688 Temporary Resident Card; 6) Form I-688A Employment Authorization Card.

### **JOB STABILITY (current and previous)\*\***

- Applicant must supply 6 months of stable verifiable employment. If less than 6 months of employment history, and additional deposit or guarantor may be required.
- If retired or not employed, applicant must pass income, credit and criminal criteria, or pay an additional deposit or provide a guarantor.
- If self-employed, applicant must produce bank statements which show sufficient to meet minimum income requirements, or pay an additional deposit or provide a guarantor.
- No job but a full-time student (minimum of 9 hours) must provide proof of school enrollment, and must provide either additional deposit or provide a co-signer.

### **RENT/EARNINGS RATIO\*\***

1. All applicants must have a verifiable income source.
2. Applicants must make at least 2.5 times the rental amount less any concessions or incentives. If applicant's income is not sufficient, a guarantor may be required. Guarantor's income must be 2.5 times their rent/mortgage plus 3 times the proposed applicant's rent combined.

### **CREDIT RATINGS (past 24 months) (Excluding student loans and medical accounts)**

- An applicant may be denied with an unsatisfactory credit report.
- If 50% or greater negative credit and applicant must pay an additional deposit.
- The presence of utility collection accounts will require further review.
- Any bankruptcies in the previous 24 months must be discharged and a debtors list presented.
- Foreclosure history in the past 24 months may be allowed with additional deposit or guarantor so long as there is clean rental or no rental history since the filing.
- Any unresolved tax liens totaling more than \$2,000; any unpaid rental housing debt or evictions will result in automatic denial of the application.

## **RENTAL HISTORY**

- First time renters need additional deposit or guarantor.
- Must have at least 6 months of verifiable and positive residency history. Verification must be by apartment community or organization. It cannot be made by an individual unless proof of payments on a timely basis can be made.
- If the landlord reference would not re-rent to the applicant due to lease violation then application is automatically rejected.
- Mortgage – must be verifiable via credit report or formal written documentation of home ownership.

## **TERMS OF THIS AGREEMENT:**

1. If RESIDENT is not accepted by OWNER for occupancy, the DEPOSIT will be refunded in full.
2. RESIDENT agrees to forfeit DEPOSIT if he/she/they are unable to accept, for any reason, the occupancy applied for.
3. RESIDENT acquires no rights to the APARTMENT applied for until: OWNER accepts RESIDENT'S application, RESIDENT and OWNER sign a lease agreement, RESIDENT has paid for one full month's rent; and OWNER has given the RESIDENT possession of the APARTMENT.
4. OWNER will refund DEPOSIT to RESIDENT, together with accumulated interest at the rate specified by law, by mailing it within twenty-one day after the proper termination of the Apartment Lease, and receipt of RESIDENT'S forwarding address, subject to the following provisions:
  - 1) All terms of the Apartment Lease have been fully complied with, including rent paid in full, late charges, and other debts.
  - 2) The full term of the Apartment Lease has been fulfilled.
  - 3) Written notice of RESIDENT'S intent to terminate the Apartment Lease is provided to OWNER TWO (2) FULL CALANDER MONTHS prior to the Apartment Lease ending term date. RESIDENT'S written notice may be RECEIVED BEFORE THE FIRST DAY of the month.
  - 4) There is no damage to the APARTMENT beyond normal wear and tear.
  - 5) The entire APARTMENT is left clean. The entire APARTMENT including, but not limited to the range, exhaust fan, refrigerator, air conditioner, bathroom, closets, carpet, and cupboards must be clean and free of odor (including but not limited to food, pet, and tobacco odor).
  - 6) No appliances or fixtures and removed from the APARTMENT or the PROPERTY.
  - 7) All keys and garage door openers are returned.
  - 8) All debris, rubbish and discards are placed in proper rubbish containers.
  - 9) Storage closet assigned to RESIDENT (if applicable) is completely empty, clean, and odor free.
5. OWNER shall retain the DEPOSIT if RESIDENT is evicted for cause.
6. Owner shall retain the DEPOSIT if RESIDENT fails to vacate the APARTMENT by the date and time of the Apartment Lease ending term date, or any other date agreed upon by written agreement of the parties.
7. RESIDENT SHALL NOT WITHHOLD ANY PORTION OF THE LAST MONTH'S RENT AS A MEANS OF RECOVERING THE DEPOSIT. MINNESOTA LAW PROVIDES PANALTIES OF THE RESIDENT WRONGFULLY WITHHOLDS RENTAL PAYMENTS.
8. RESIDENT'S liability for full compliance with the Apartment Lease, and for any damage to the PROPERTY, is not limited to the amount of the DEPOSIT and interest stated herein.
9. Resident is responsible for all replacement batteries used in the garage door openers.

**Roommates must qualify individually in all areas except income. Roommates combined income must meet rent/earnings ratio for the apartment.**

#### CRIMINAL BACKGROUND

- An applicant or occupant will automatically be denied in the event of a felony conviction or received adjudication for felony offense(s) in the previous 100 years.
- An applicant or occupant with a misdemeanor or conviction may still be considered. Maximum of three misdemeanors of record.
- Individuals with misdemeanor convictions involving sexual misconduct, drug-related crimes, theft by check or a physical crime against a person or another person's property will be disqualified unless the record is older than seven (7) years.
- An applicant or occupant will automatically be denied should the applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

**GUARANTORS-** Guarantor must not have any automatic rejections and qualify in all other criteria areas. Guarantors must reside in the United States.

**OCCUPANCY STANDARDS-** Two people per bedroom (Exception – child less than 6 months), three people per one bedroom with a study.

**DEFINITION OF OCCUPANYS-** Occupant are immediate family members under the age of 18 or legal dependents as indicated on the most recent federal or state income tax form. Occupants must not have any automatic rejections. All others need to apply for lessee status, complete an application and be screened.

**\*\*Note: The identification, income, employment and deposit requirements may be modified if required by federal subsidy or financing programs.**

**Based on final results of applicant screening, a guarantor or an additional deposit may be required.**

**Applicant acknowledges that he/she has reviewed the rental selection criteria, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy.**

## FAIR HOUSING

BBH Management Co. welcome all applicants and supports fair housing.

1. Complete the entire rental application.
2. A separate and completed application and fee is required for each legal adult intending to occupy the property. NO EXCEPTIONS. All applications/information become the property of BBH Management Co. upon submission.
3. A non-refundable application fee must accompany each application (\$50 per person). There is an additional \$50 non-refundable processing fee for each co-signer, if required.
4. Application are processed in the order they are received. The process generally takes 1-3 business days. We cannot guarantee the availability of any unit you may have seen prior to receiving your application and deposit fee.
5. Qualifying is based on the following requirements. Sufficient Income – all income sources will be verified- to equal 2.5 times the rent. Verifiable Good Credit/Criminal Background Check – a credit and criminal will be obtained for each application through Rental Research Services. Good Rental History- we will verify rental history and/or mortgage payments. Please provide accurate names and phone numbers. A larger security deposit or additional funds may be required if the applicant lacks any of the qualifying requirements.

Current Gross Income	Per	
Additional Income (Additional Income such as child support, alimony, or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder).		
<b>Amount</b>	<b>Per</b>	<b>Source</b>
<b>Amount</b>	<b>Per</b>	<b>Source</b>

Authorization – I hereby declare that I am legally able to sign a contract in the State of Minnesota and to fully responsible for the terms and conditions of a rental contract. I declare that the information on this rental application is true and accurate under penalty of perjury, and understand that false statements may result in rejection of this application. The undersigned does further understand that all persons or firms can provide information freely concerning me and I hereby waive all rights to action for any consequence resulting from such information. I authorize that investigations and verification of the above information, including but not limited to obtaining a credit report and /or criminal background check to BBH MANAGEMENT.



## Rental Requirements & Screening Policy

### Unacceptable Offenses/Crimes

<b>Offenses against property:</b> stealing, theft, embezzlement, arson, burglary, larceny, shoplifting, vandalism, etc.	<b>Offenses against public peace or order:</b> disturbing the peace, disorderly conduct, harassment
<b>Offenses against animals</b>	<b>Offenses involving firearms or weapons:</b> possession of firearm, reckless use of weapon
<b>Offenses against persons:</b> homicide, manslaughter, kidnapping, robbery, attempted murder, assault, etc.	<b>Offenses involving illegal drugs:</b> possession, sale, trafficking, etc.
<b>Offenses involving fraud:</b> fraud, deception, corruption, forgery, bad checks, etc.	<b>Offenses involving sex or sex crimes:</b> sexual assault, rape, molestation, indecent exposure, prostitution, etc.
<b>Offenses involving family relations:</b> child neglect, domestic abuse/violence, child abuse, abduction, etc.	<b>Felonies: ALL</b>

\*Unless otherwise noted, convictions in the above categories at a gross misdemeanor or misdemeanor level within the last 5 years are unacceptable. All petty misdemeanors will be overlooked.

### Unacceptable Credit Marks

Bankruptcy filed in the last 12 months
<b>Collection accounts/Judgments:</b> unless proof of payment provided. Total combined delinquent debt cannot exceed \$500. Medical accounts excluded from review. Child support, student loans and tax liens may be excluded from review. Applicants with mortgage related debt will also be excluded from review under certain rental conditions.
<b>Combined Delinquent Accounts Past Due</b> exceeding \$1000.00
Repossession in the last 12 months
Prior Evictions
Prior Unlawful Detainers

### Income Qualification

The combined gross income for the household must be equal to or greater than 2.5 times the total monthly rent payment.
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### Rental/Address History Qualification

Applicants are required to provide one year of verifiable address or positive rental history. Address omissions or errors are grounds for denial.
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### Density/Occupancy Limits

Efficiency/Studios – 2 People	2 Bedrooms – 4 People
1 Bedrooms – 2 People	3 Bedrooms – 6 People

*I have read and understand the tenant screening and occupancy standards outlined above. I authorize any applicable agencies to release credit, rental, employment and income information to agents of the company. I also understand that the application may be rejected if I am uncooperative or argumentative with the management staff. I understand the application fee is **non-refundable**. The application fee is \$50.00 per each adult, any persons over 18 who will be residing in the unit MUST apply.*