

DOCKEN MANAGEMENT CO., INC.

CRITERIA FOR TENANT APPROVAL

1. Income

- A. Income must be verifiable and acquisition of said income must be lawful.
- B. Monthly income must be continuous to satisfy all months of the lease term.
- C. Rent must not exceed one-third of total income.

2. Rental Reference Criterion Required

- A. The previous 24 months of tenancy must be accounted for and verified.
- B. Rent must have been paid on time.
- C. No noise problems or other disturbance complaints from police, landlord, or other residents.
- D. There must have been no damage upon leaving prior tenancy.
- E. There must not have been cleaning charges in excess of \$50.00.
- F. Must not have been evicted in the last 7 years, or been refused renewal of a lease. We cannot accept a Co-Signer in either of these cases. (Exception: Non-Renewal on Sale of Property.)
- G. Must not owe another Landlord money or have abandoned a prior residence before the lease term was up. We cannot accept a Co-Signer in either of these cases.

3. Credit Check and Criminal Background Check

- A. Must have no more than one piece of bad credit. (Exception: Medical)
- B. We cannot accept a Co-Signer to cover bad credit.
- C. Lack of a credit rating is acceptable.
- D. Acceptable criminal background check.
- E. We cannot accept a Co-Signer to cover criminal history.

4. Occupancy Standards

- 1. Two persons maximum for efficiencies or 1-bedrooms apartments.
- 2. Two persons maximum per 2-bedroom apartments, (Four if immediate family)
- 3. Three persons maximum per 3-bedroom apartments,(Six if immediate family)

EXCEPTIONS TO ABOVE POLICY

- 1. If rent exceeds one-third of income a Co-Signer may be used. Your Co-Signer must qualify with approved Co-Signer application.
- 2. If rental reference is less than one year or none at all as a result of living as a dependent of another, a Co-Signer may be used. The Co-Signer must qualify with an approved Co-Signer application.
- 3. A qualified Co-Signer will meet all requirements above and have financial ability to pay applicant's rent in case of default.

Note: We reserve the right to use any information you may give us to help approve your application. From time to time, special situations arise that may, in full or part, be covered by the above criteria.

Application for Tenancy

Docken Management
info@dockenmanagement.com

1909 Sherman Ave #22
Madison, WI 53704
608-241-5777 Fax 608-249-2404

Address of apartment _____

Rent \$ _____ Security Deposit 1 or 1/2 months rent Tenancy Term _____ to _____

Do you wish to receive a written explanation of a denial of tenancy? _____ Yes _____ No

The boxes below indicate who is responsible for the utilities. If checked, tenant is responsible, otherwise landlord is responsible. Heat Electric Water Gas

NAME OF APPLICANT _____ (Include middle initial)

Daytime Phone Number _____ Evening Phone Number _____

Social Security Number * _____ Date of Birth * _____

*For credit report access only

NAME(S) OF OTHER PERSONS TO OCCUPY APARTMENT/AGE IF MINOR

3. _____
4. _____
5. _____

**APPLICATION WILL NOT
BE CONSIDERED UNLESS
COMPLETELY FILLED OUT
AND SIGNED!**

PETS (number and kind) _____

HOUSING REFERENCES (Minimum LAST 2 years)

1. Present Street Address _____

City _____ State _____ ZIP _____ Amt. Of Rent _____

Date moved in _____ Date moved out _____ Reason for leaving _____

Landlord _____ Phone Number _____

2. Previous Street Address _____

City _____ State _____ ZIP _____ Amt. Of Rent _____

Date moved in _____ Date moved out _____ Reason for leaving _____

Landlord _____ Phone Number _____

3. Previous Street Address _____

City _____ State _____ ZIP _____ Amt. Of Rent _____

Date moved in _____ Date moved out _____ Reason for leaving _____

Landlord _____ Phone Number _____

If necessary attach additional information on a separate sheet.

INCOME/EMPLOYMENT REFERENCES

1. Employer _____ Position _____
Business Address _____ Phone Number _____
Supervisor _____ Phone Number _____ How long at this position _____
Monthly Income _____

2. Previous Employer _____ Position _____
Business Address _____ Phone Number _____
Supervisor _____ Phone Number _____ How long at this position _____
Monthly Income _____

NOTE: *If you have other sources of income you would like us to consider, please list the income amount, source and person we may contact for verification. You are not required to list alimony, child support, or spouse's annual income unless you want those amounts considered for purposes of this application.*

Source of Income if Other than Employment: _____ Gross amount per month _____
Name for Verification _____ Phone _____

Applicant's current gross income per month _____ + _____ + _____ = Total _____

VEHICLE INFORMATION

Drivers License Number _____ Issuing State _____
Make _____ Model _____ Year _____ License Plate No. & State _____
Make _____ Model _____ Year _____ License Plate No. & State _____

NEAREST RELATIVE NOT LIVING WITH YOU

Name _____ Relationship _____ Address _____
City _____ State _____ ZIP _____ Phone _____

Can we contact this person in the event of an emergency? _____ Yes _____ No

OTHER INFORMATION

Have you ever been evicted or been served an eviction notice? YES NO

Have you ever filed for Bankruptcy? YES NO

At the time of entering into a rental agreement, the applicant agrees to pay the security deposit (or balance due) and first month's rent. The applicant consents to a routine inquiry of reference and credit agencies. This inquiry will provide applicable information concerning the applicant's credit worthiness and reliability. At applicant's request, landlord will advise if a credit report is requested and the name and address of the credit reporting agency. Applicant acknowledges receipt of a copy of this application with disclosures below as part thereof which may be applicable.

This application is subject to the approval of the landlord or agent. False, inaccurate or incomplete information may result in the rejection of this application.

Landlord/Agent **Docken Management**
Address **1909 Sherman Ave, Suite 22**
City **Madison** State **WI** Zip **53704**
Phone **608-241-5777**
If different than above, address within state for receipt of notice and service of process in person:
Address _____
City _____ State _____ Zip _____

APPLICANT'S SIGNATURE _____ **Date** _____

LANDLORD DISCLOSURES AND REQUIREMENTS

Items one through ten below are required of a landlord/agent by the State of Wisconsin and all items are required by the City of Madison prior to entering into a rental agreement with a tenant and/or prior to accepting earnest money or a security deposit. Other governmental jurisdictions may have additional laws and regulations that apply.

TENANT/APPLICANT ACKNOWLEDGES HAVING BEEN ADVISED:

4. A receipt for money collected has been given tenant. **(On reverse)**
5. That the landlord shall have up to twenty-one (21) calendar days from acceptance of the earnest money deposit to approve or deny the rental application.
6. That copies of the proposed lease, non-standard rental provisions and rules and regulations of the landlord have been made available to tenant for inspection.
7. Of the name and address of the person authorized to receive rent, manage and maintain the premises who can readily be contacted and an owner or agent with an address within the state authorized to receive and receipt for notices and demands and at which service of process can be made in person. **(See Above)**
8. Tenant has seven days after the beginning of tenancy to inspect the dwelling unit and notify landlord of any damages or defects existing prior to the beginning of tenancy.
9. Of utility charges not included in the rent. **(See Reverse)**
10. Of the following uncorrected building and housing code violations, for which the landlord has received notice from code enforcement authorities and which affect the entire premises (in the City of Madison and Fitchburg) or, only the dwelling unit and common areas (State of Wisconsin). NONE
11. That the premises contain the following conditions adversely affecting habitability: NONE

12. Not less than seven (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.
13. Landlord promises to repair, clean, or improve the premises as follows by the completion dates noted: _____

14. Security Deposits may be withheld only for tenant damage, waste or neglect of the premises or the nonpayment of rent, utility services or mobile home parking fees for which the landlord becomes liable and other reasons specifically and separately negotiated and agreed to by tenant in the nonstandard rental provisions form.

APPLICANT'S SIGNATURE _____ DATE _____