

RENTAL REQUIREMENTS

Management reserves the right to approve or disapprove any application for any reason that is not prohibited by law. Following are examples of some of the factors Management considers when determining whether or not to approve a rental application.

Rental Application Process. Your application(s) to rent from us must be made on Management's application form. The rental application needs to be filled out completely and accurately. We will not process an incomplete application. Any omission or misstatement on your application, whether or not it is discovered before you are approved or move into the building, is grounds for denial of an application or termination of an existing tenancy. Information provided must be legible and verifiable. If information on the application cannot be verified, this is a valid basis for rejection.

Age of Lease Holders. All lease holders must be at least 18 years of age at the time of application.

Criminal Background Check. All persons 18 years of age or older living in the apartment must consent to and provide Landlord with such information as Landlord requires to obtain a criminal background check. This information must be provided at the time of application for the tenant(s) who will sign the lease and the move-in date for all other persons living in the apartment who are 18 years of age or older.

Photo Identification. Every adult that will be living in the unit is required to complete a rental application and to provide a government issued photo ID, in a form acceptable by Management.

Minimum Income. Income from all sources must be sufficient to pay applicant's rent. To be counted as household income, amounts must be verifiable, reliable, and predictable. The rent must not exceed 30% of the gross monthly income of all proposed leaseholders.

Housing History. You must provide the name and last known telephone number of each landlord/property manager/or mortgage/contract for deed holder for each address you have had for the past one year. Roommate references are not acceptable. Failure to disclose an address of record in the last one year is cause for rejection of your application. Positive rental references are one of the most important things Management looks at and screening applicants. The refusal of a prior housing provider to give a reference, or negative reference, will be grounds for rejection of your application.

Credit References. Credit references will be checked. An adverse credit reference, a high amount of household debt, or the absence of a credit history may be grounds for rejection of an application.

Eviction Filings. Unlawful detainer or eviction case history will be checked. Eviction actions may be a basis for rejection of your application.

Criminal History. A felony conviction, history of drug related crime, physical violence to persons or property, or other conduct which could adversely affect the health, safety, or welfare of other residents of the community or agents of Management will result in denial of the application. Multiple arrests or convictions for non-felony crimes, including nuisance crimes, and other conduct that Management believes could adversely affect the community may result in denial of the application.

Occupancy Guideline/Familial Status.

Studio – 1 person

1 bedroom – 2 persons

2 bedroom – 4 persons

3 bedroom – 6 persons, but no more than 5 adults*

*The limitation on adults is to allow maximum opportunities for families with minor children but to minimize problems that can occur with traffic, guests, and noise with multiple adult roommates.

Pets. Up to two domestic cats are allowed with approval of Management, along with payment of an additional deposit/s and cat rent.

Business Relationship. The relationship between a property owner or manager and tenant is a business relationship. A courteous and business like attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, make threats, has been drinking or appears to be under the influence, is argumentative, or in general displays an attitude at the time of showing and application process that causes Management to believe we would not have a positive business relationship.

Exceptions. Exceptions may be considered for applicants who do not have a housing history because they are first time renters, applicants who are on the borderline for acceptance because of household and credit reasons, or applicants who do not have a complete housing history or have reasonable gaps in housing history that do not give Management cause to believe applicant has an adverse housing history. Exceptions are based solely on the discretion of Management. Exceptions will depend on the overall strength of the balance of the applicant's application and will require the prospective tenant to fulfill one of the exception requirements such as making an advance payment of first and last month's rent and signing an Advance Payment of Last Month's Rent Addendum or, alternatively, providing a guarantor, that meets Management's income and credit requirements for a guarantor, and signs a Rental Guaranty Addendum. Exceptions are not granted for applicants with an adverse housing history, prior balances owed to prior landlords, or criminal history.

Equal Opportunity. Sentinel Management Company is an equal opportunity housing provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, disability, affectional preference, or status with receipt of public assistance. Sentinel does provide reasonable accommodation to persons with disabilities.

Rental Application

Project: Ballantrae Apartments Bldg: _____ Apt#: _____ Rent Amount: _____ Prorate: _____
 Move-In Date: _____ Lease Dates: _____ to _____
 Approved: Yes No By: _____ Comments: _____
 This application and the Contents Hereof are Considered as Part of my Lease (Co-tenants must file separate applications)

Applicant Info

Marital Status: Single Married Divorced Separated Widowed

Name First _____ Middle _____ Last _____ Sex _____

Social Security Number _____ Date of Birth _____

Driver's License Number _____ State _____
 () _____

Present Phone _____ Present Cell Number _____

Current Address

Present Address _____ Apartment Number _____

City _____ State _____ Zip Code _____ Rent Amount _____

Move-In Date _____ Move-Out Date _____ Lease in Whose Name? _____
 () _____

Complex/Landlord Name _____ Phone Number of Present Landlord _____

Previous Address

Previous Address _____ Apartment Number _____

City _____ State _____ Zip Code _____ Rent Amount _____

Move-In Date _____ Move-Out Date _____ Lease in Whose Name? _____
 () _____

Complex/Landlord Name _____ Phone Number of Previous Landlord _____

Income

Present Employer _____ () _____
 Phone Number _____

Supervisor's Name _____ () _____
 Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Position _____ Monthly Gross Income _____ Start Date _____ End Date _____

Other Income _____ Monthly Amount _____

Personal Data

Emergency Contact _____ Address (Street, City, State, Zip) _____ () _____
 Phone Number _____

List vehicles to be parked on the premises by applicant (cars, truck, motorcycles)
 Type Vehicle _____ Year _____ License Number _____ State _____

Do you have any pets? Yes No Are you a U.S. citizen? Yes No Do you have a piano? Yes No

Have you lived here before? Yes No Have you applied here before? Yes No Do you have a water bed? Yes No

Have you or any member of your household been convicted of a narcotics, theft or violent crime? Yes No, If yes, explain: _____

Do you or any member of your household have any arrest pending adjudication? Yes No, If yes, explain: _____

Occupants

Information on all individuals who will occupy the apartment:

Name	Date of Birth	Relationship	Social Security Number	Driver's License Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mkt Data

How did you hear about us? _____

Why did you lease? _____

Application Fee

I have submitted the sum of \$39.00 which I understand is a nonrefundable payment for a credit check and processing charge and not a rental payment. In the event this application is not approved, I understand and agree this sum will be retained by Management to cover the cost of processing this application.

Deposit

I have also submitted the sum of \$400.00 with Management in connection with this rental application. If this application is accepted, I understand and agree this deposit will become a security deposit under Landlord’s customary lease which I must sign. If this application is accepted and I cancel after the first seventy-two (72) hours of being notified of such acceptance, I agree this deposit may be kept by Landlord as liquidated damages for taking the apartment off the market. If this application is not approved, I understand that this deposit will be returned without any obligation by Management, Landlord, or anyone else to provide a reason for such non-approval and without any liability to me.

Administrative Fee

If my application is approved, I understand that a one-time administrative fee of \$150.00 will be due and payable on the move-in date stated in my lease, in addition to the first month’s rent and any other deposits that may be required. This one-time, non-refundable fee will reimburse Management for its costs in setting up the lease file, preparing documents, and performing other administrative tasks necessary for move-in.

False Information

I agree that if any information in this application is false or omitted, the application will be rejected. If Landlord does not discover any false or omitted information until after I sign the lease, Landlord has the option of terminating the Lease based on the false or omitted information in this application.

Section 8 Voucher Program

Ballantrae Apartments no longer participates in subsidized housing programs except for current tenants participating in a subsidized program on August 31, 1999. You should not, therefore, apply for an apartment at Ballantrae Apartments if you require subsidized housing now or you expect you will need it in the future.

Credit Report

I authorize a third party credit company chosen by management to assist with the processing of this application and to access my credit reports.

Applicant Screening Company:

Name: Rental History Reports (RHR)
Address: 701 5th Street South
Hopkins, MN 55343
Phone: (952) 545-3953

Date: _____ Signature of Applicant: _____

I further acknowledge that I have read and received a copy of the RENTAL REQUIREMENTS.

Date: _____ Signature of Applicant: _____

Ballantrae Apartments is managed by Sentinel Management Company, LLC, 5215 Edina Industrial Boulevard, Suite 100, Edina, MN 55439 and is empowered to accept service and receive and give receipt for notices and demands.

