

APPLICATION FOR LEASE
(Please Print)

Unit No.
Building No.
Move In Date
Lease Term to
Rental Amount
Security Deposit

Himount Gardens Apartments, hereinafter called Owner and to PRAIRIE MANAGEMENT & DEVELOPMENT, INC., Agent for the Owner, the undersigned hereby apply (ies) for and offer(s) to execute a lease in form used by Owner for the premises herein described on the terms herein set forth. The representations herein made are true.

1. FULL NAME (Please circle one: Mr., Mrs., Ms., Miss) Home No.

Last First Middle Work Phone No.

2. APARTMENT DESIRED: 1 Bedroom 2 Bedroom Studio

3. Present Address City ZIP From To Monthly Rent
Present Landlord's Name & Address Phone
Previous Address City ZIP Phone
Previous Landlord's Name & Address Phone

4. THE ONLY PERSONS TO OCCUPY THE APARTMENT ARE:
Full Legal Name Birth Date Relationship Soc. Sec. No.
a.
b.
c.
d.

5. Employer Name & Address Phone No. From To
a. Present
a. Previous

6. Present Occupation Monthly Gross Income Supervisor
a.

7. OTHER INCOME AND ASSETS

8. BANK USED a. Checking Loan Savings

9. DRIVER'S LICENSE NO. Automobile Make/Model
NO DOGS, CATS OR OTHER PETS ALLOWED WITHOUT AGENT'S WRITTEN PERMISSION

THE FIRST MONTH'S RENT AND THE SECURITY DEPOSIT ARE PAYABLE ON SIGNING OF LEASE.

RENT IS PAYABLE ON FIRST DAY OF MONTH. In consideration of the investigation by said Agent of the above representations and references, the undersigned hereby deposits with said Agent the sum of \$ to be disposed of as hereinafter provided. \$ is for credit report and not returnable. If the application is accepted, the deposit will be applied to the first month's rent. If the application is rejected by Owner, the deposit will be returned to the applicant. If applicant shall fail to sign a lease when submitted or fail to pay the balance of rental and security deposit as provided, then the security deposit shall be retained by Owner's Agent, as liquidated damages. Further, if any of the information provided herein proves to be false then the application shall be denied and any deposit forfeited to Owner's Agent as liquidated damages.

10. The applicant acknowledges being furnished copies of the Residential Lease and Rules & Regulations for inspection. The Applicant agrees to sign the completed Lease and Rules & Regulations before taking occupancy of the premises.

11. The landlord strongly encourages all Tenants to obtain renter's insurance, said insurance may protect your assets in the event of fire and may protect you if you are sued for any reason. (Please initial that you have read and understand #11)

PRINT NAME
SIGNATURE

MANAGER'S SIGNATURE
DATE TIME



## AUTHORIZATION AND RELEASE FORM

I/we hereby authorize Himount Gardens Apartments the lessor," to verify my past and present employment, earnings, rental, credit and criminal history, and any other information that may be needed to process a rental application with Himount Gardens Apartments.

It is understood that a photocopy, fax or other facsimile of this document will also serve as authorization to any employer, lender, bank, landlord etc, to release this information.

Any information the "Lessor" obtains will be used for rental application processing only.

(Please Print)

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

Name: \_\_\_\_\_  
(Other adult household member - If applicable)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ (other)

Date of Birth: \_\_\_\_\_ (other)

On the spaces below, please list all states you have resided in since 1996 including those listed on the rental application:


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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(other)



**We Do Business in Accordance With the Federal Fair  
Housing Law**

(The Fair Housing Amendments Act of 1988)

HIMOUNT GARDENS  
LANDLORD  
CHECKLIST

Prospective Tenant (s) Names:	Unit Applied For: _____ Eff. _____ Studio _____ 1 Br. _____ 2 Br.
	Rent Per Month: \$ _____
	Other Monthly Fees \$ _____ Description _____
	Unit Number: _____
	Building: _____
	Address: 2325 N. 50 <sup>th</sup> St., Milwaukee, WI. 53210

**When the tenant (s) applied to rent the dwelling unit:**

**1. Copies of Rental Agreements and Rules and Regulations:**

- \_\_\_\_\_ I gave the tenant (s) a copy of the rental agreement which includes the names and addresses to whom the tenant should pay rent, contact regarding management and maintenance of the premises and the name of the owner or other person who is located in the State of Wisconsin and who is authorized to accept personal service of legal papers and notices on the behalf of the owner.
- I gave the tenant (s) a copy of the current rules and regulations.

**2. Promise to Repair:**

- I made no promise to repair the unit.
- \_\_\_\_\_ I promised to repair the items on the attached list and I gave a copy of the list to the tenant (s).

**3. Condition of the Property: I told the tenant (s) the following information about the specific unit/apartment they want to rent:**

**Check all statement that apply:**

- N/A I gave the tenant (s) a list of any uncorrected building and housing code violation notices I have received which affect the dwelling unit and common areas of the premises.
- N/A The unit does not have hot running water.
- N/A The unit does not have cold running water.
- N/A The unit's plumbing facilities (sinks, water faucets) are not in good operating condition.
- N/A The unit's sewage disposal facilities (toilet, garbage disposal) are not in good operating condition.
- N/A The heating facilities in the unit are not in safe operating condition or cannot keep the temperature in the unit at 67 degrees F during all the seasons of the year in the living areas of the unit.
- N/A (The 67 degrees F is measured at the center of the room, half way between the ceiling and the floor.)
- N/A The unit does not have electricity or the electrical wiring, outlets, fixtures, and other parts of the electrical system in the unit are not in safe operating condition.
- N/A There are structural problems or other conditions in the dwelling unit or premises which present a substantial health or safety hazard or which create an unreasonable risk of personal injury.

**4. Utility Charges: I gave the tenant (s) the following information:**

- The charges for water:  are included in the rent.
- The charges for heat:  are included in the rent.
- The charges for electricity:  are not included in the rent.
- are separately metered.

**5. Earnest money Deposits:** The tenant (s) gave me an Earnest Money Deposit with the application form and I:

- N/A Gave the tenant (s) a receipt for the Deposit.
- The tenant (s) paid with a check that says it's for an Earnest Money Deposit.

**6. Right to inspect for Pre-Existing Damages:**

- I told the tenants they have a right to inspect the dwelling unit and notify me of any damages or defects which exist before they move in.

**7. Check-In Form**

- I will give the tenant (s) a written check-in/check-out sheet before they move in or at the time they move in.

**8. Right to List of Damages and Defects from the Previous Tenant (s):**

- I told the tenant (s) they have the right to request a written list of the physical damages and defects for which I deducted money from the previous tenant's security deposit.
- \_\_\_\_\_ The tenant (s) requested the list of damages and defects and I provided the list.
- \_\_\_\_\_ The tenant (s) paid the security deposit by check or money order, with a note on the check or money order stating the purpose of the check or money order and the tenant did not request a receipt.
- I applied the earnest money to the security deposit.

Landlord's Signature

Date

Tenant's Signature

Date

## **Himount Gardens Rental Procedure and Policy for Rental Criteria**

We at Himount Gardens will not discriminate because of race, color, creed, national origin, marital status, age, sex, source of income or other forms of discrimination prohibited by law.

We do however have an obligation to accept only those applicants who are able to pay the rent, are willing to care for their residence and be considerate of the rights of their neighbors.

**ANY APPLICANT INTERESTED IN VIEWING A UNIT MUST BE ACCOMPANIED BY A MANAGER OR ASSISTANT MANAGER AT ALL TIMES WHILE ON THE PROPERTY. A photo ID is required to tour the property. All leases will be 12 months in duration. Any other arrangement is at Management's Sole Discretion.**

### **WHAT IS NEEDED TO RENT AN APARTMENT:**

**RENTAL APPLICATION:** Each adult must complete an Application Information Form (married couples need only complete one form). All spaces on the application form must be completed including the signature line at the bottom of the form. Applications must be signed in the presence of management. Upon completion of the application, an earnest deposit of \$100.00 is required via MONEY ORDER. The deposit check will be applied toward the security deposit if the application is accepted, or will be refunded if the application is denied. UNDER NO CIRCUMSTANCES WILL AN APARTMENT BE HELD WITHOUT THE APPROPRIATE DEPOSIT.

**FOREFEITURE OF DEPOSIT:** If the application is accepted and the application agrees to move in, but then changes his/her mind, such action would result in forfeiture of the \$100.00 deposit.

**PROCESSING TIME:** We have twenty one (21) calendar days in which to approve or deny a rental application.

**AFTER APPROVAL:** All rent and other charges including security deposits must be paid in full prior to moving in.

**RENTAL HISTORY:** The applicant(s) must have a minimum of two (2) years positive leasing or mortgage payment experience. Any discrepancies or other arrangements would be at Management's Sole Discretion.

**INCOME:** Gross level income must meet or exceed three times the amount of your monthly rent. If an applicant's income is less, the applicant must determine in some other manner that he/she will be able to pay the rent. Applicants must be able to have a verifiable employment status or submit documentation providing the information on alternative sources of income such as investment income, pensions, child support, etc. Employment with a friend or relative may require further inquiry. The attached employment verification form shall be used to verify income, length of employment and/or alternate sources of income. The length of time at a job and/or the stability of the job or other income will be reviewed. At Management's Sole Discretion, applicants who do not meet the income criteria may obtain a co-signer. Cosigners must meet or exceed the requirements that would be applied if they were renting the apartment themselves. Co-signers must have verifiable income sufficient to cover the applicant's apartment as well as their own housing costs. Co-signers must reside in the state.

**CREDIT/CRIMINAL/EVICTION CHECKS:** We do credit, criminal and landlord verifications as well as eviction checks. If current landlord is less than a year, we verify the previous landlord. We run a credit report on every applicant. Applicant(s) must have a positive credit history. Negative credit, criminal, or eviction history may be reason to reject and application.

**OCCUPANCY LIMITS:** To avoid overcrowding, we will limit the number of people that may occupy a rental unit. In all cases, at least one person must be 18 years of age.

1 BEDROOM & STUDIO UNITS – NO MORE THAN 2 PEOPLE.

2 BEDROOM UNITS – NO MORE THAN 2 ADULTS, 4 PEOPLE TOTAL.

The following are included in this calculation. (a) all full-time members of the household; (b) all children anticipated to reside in the unit; (c) children who are away at school but reside in the unit during school recess; (d) an unborn child; and (e) live-in attendants. Renters may not provide bedroom space for others who are not members of the household such as adult children home on military duty or visitors. There may be limitations on the number of adult occupants due to parking limitations.

**WE PROCESS APPLICATIONS ON A FIRST COME, FIRST SERVE BASIS, BUT OUR FIRST PRIORITY IS TO CHOOSE THE BEST QUALIFIED APPLICANT. IF THERE IS MORE THAN ONE APPLICATION ON A UNIT, WE WILL CHOOSE THE FIRST APPLICANT THAT IS COMPLETELY QUALIFIED.**

## THE FOLLOWING RULES AND REGULATIONS CONSTITUTE PART OF ALL LEASES FOR THE PREMISES

All tenants should understand that this Apartment Building, designed for healthy, safe and enjoyable family living, is a privately owned apartment complex. Neither the ownership, nor its Managing Agent will tolerate (a) activities which impair the comfort of or disturb other residents, or (b) cause damage or abuse of the physical property. RESIDENTS WILL BE HELD RESPONSIBLE FOR THE BEHAVIOR OF THEIR FAMILY MEMBERS AND GUESTS REGARDLESS OF AGE. The following regulations will be enforced strictly and without exception:

1. At the time the lease is signed, all occupants 18 years of age and older shall be required to present a government issued photo identification card. This ID shall be copied and placed in tenant file.
2. It is strongly urged that every adult recognize a neighborly responsibility for the safety and well being of their fellow tenant's family members and guests, apartment, and property. An apartment building such as this one maintains its high standards by demanding responsibility of both tenant and management.
3. No interior painting, wallpaper or wall hung units are permitted without written permission of Management. The cost of repairing damage to the property, which includes non-approved painting and wallpapering, traceable to any member of a family, will be charged to the tenant or the tenant's account.
4. Family members and guests are not permitted to play or to congregate in any part of the public areas, including the front lawn of the building. There is a particular danger to children in the driveway and parking areas. A child is not always visible to the driver of an automobile in these areas.
5. Residents are required to supervise family members and guests, regardless of age, when the family members and guests are using any common area including but not limited to lobby halls, stairways, landings, parking areas, grassy areas, courtyards, and sidewalks and are responsible for any destructive action of a family member and guest, as if the tenant committed that action.
6. Family members are not permitted to have guests on the property, unless a tenant is in the building and attends the family member and their guest.
7. No part of the existing or future fire fighting apparatus in the building may be touched, except in the event of an emergency.
8. No cooking grills or fire pits are allowed on balconies, porches, or patios. Grills must be at least 10 feet away from the building or the distance required by local code, and be attended to at all times while in use and in cool down phase. The storage of charcoal lighter fluid or L.P. tanks is not permitted. (National Fire Protection Agency Chapter 3-4.7 and 3-4.8)
9. No animals of any kind shall be kept or harbored in the tenant's apartment without Management's written permission. Dogs are not permitted on site, except to the extent they are required service animals. (SEE PET POLICY)
10. The water closets, basins and other plumbing fixtures shall not be used for any purpose other than those for which they are designed, nor shall any sweepings, rubbish, rags or any other improper articles be thrown into the same. Any damage resulting from misuse of such facilities shall be paid for by the tenant.
11. The use of water spigots located on and around the buildings is limited to plant watering only. They may not be used for automobile washing. Small kiddie pools must never be left unattended, and must be emptied and put away at the end of each day.
12. If in the sole opinion of the management, the services of an exterminator are required either within an apartment or within any apartment above, below or adjacent to the tenant's apartment, then the tenant shall permit the managing agent to enter into his apartment as often as the management deems necessary to employ such services.
13. The halls and staircase landings are to be kept clear of all possessions of tenant, nor shall any linens, clothing, curtains, rugs or mops be shaken or hung from any windows or doors.
14. Emergencies can arise where it becomes necessary for management to enter an apartment. Tenant shall not alter any lock or install a new lock on any door of their apartment without the written permission of management. If such permission is given, tenant shall provide management with a key. If, in case of an emergency, a door with an altered lock or a new lock has to be broken in order to obtain entrance, the tenant will be responsible for any damage incurred.
15. The lease provides that all rents are payable on or before the First day of every month, without exception. Any rents not received by this date will be considered delinquent. Where a tenant is persistently late with his rent the necessary legal steps will be taken to eliminate this problem. The tenant will be responsible for all legal fees incurred, if awarded in a court judgment.
16. All glass is to be maintained by the resident.
17. No one is permitted to lean out of windows or remove screens. Residents will be charged for broken screens.
18. No residents shall damage or destroy the exterior landscaping around the development. Vehicles shall not be operated or parked on grass or sidewalks. Including but not limited to moving or delivery trucks, motorcycles, or cars. This includes all motor vehicle whether owned, leased, rented, or belonging to guests. Tenants will be charged for damage to property.
19. No alterations or additions to the exterior of the building will be permitted including but not limited to the following: T.V. antennas, satellite dish, without the written consent of the management.
20. No one is permitted to change or alter the exterior of their front door, including but not limited to the posting of signs, stickers or decals.
21. All window shades, curtains, draperies or blinds must be lined in white so that there will be a uniform appearance throughout the development.
22. Each resident is required to take all garbage to his designated refuse area and properly deposited into the dumpster daily. Children under the age of twelve (12) shall not be permitted to take out garbage. Garbage is never to be left in hallways, entrance areas, yards

or floors of the trash chute rooms. If any apartment should become a nesting place for vermin due to tenant neglect, the tenant will be billed for exterminating services.

23. No furniture filled or to be filled wholly or partially with liquids, including but not limited to waterbeds, shall be placed in the premises without the written permission of Management.
24. Under no circumstances are auto repairs, including but not limited to washing or oil-changes, permitted in the parking areas. Only changing a tire is permitted.
25. All automobiles are to be properly licensed, operable, registered with the office and display a current registration sticker. Only vehicles legally registered to an occupant of the apartment will be issued a sticker. Residents must obtain a temporary visitor pass from the management office for guests to display in their vehicle. Any vehicles not properly registered and tagged will be subject to towing at the vehicle owners expense. Vehicles must be moved in accordance with snow removal procedures. Any unmoved vehicles responsible for additional plowing fees will be charged to the tenant.
26. If applicable, it is the tenant's responsibility to remove snow from their townhome's stoop and connecting sidewalk.
27. Tenants, their families, guests, invitees, as well as staff, and management shall recognize that the Management office is a place of business and shall conduct themselves accordingly. Proper attire is required, and use of cell phones are not permitted.
28. Tenants and their families, guests and invitees are not permitted to loiter or cause disturbances in the building's lobby, common areas or anywhere on the building property. Failure to abide by this rule is grounds for lease termination.
29. Management has the right to bar individuals from the property. You must inform your guest(s) of all the Rules and Regulations. If Rules and Regulations are broken by your guest(s), they may be barred and/or arrested for criminal trespassing. If the Rules and Regulations are broken by a resident, it is grounds for termination of tenancy.

1. Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in criminal activity, including drug-related criminal activity, on or near the project premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substance Act [21 U.S.C. 802]).
2. Tenant, any member of Tenant's household, or a guest or other person under the Tenant's control **shall not engage in any act intended to facilitate criminal activity**, including drug-related criminal activity, on or near project premises.
3. Tenant or members of the household **will not permit the dwelling unit to be used for, or to facilitate, criminal activity**, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Tenant or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near project premises or otherwise.
5. Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control **shall not engage in acts of violence or threats of violence**, including but not limited to, the unlawful discharge of firearms, on or near project premises.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** A single violation of any of the provisions of this clause shall be deemed a serious violation and a material noncompliance with this Agreement. It is understood and agreed that a single violation shall be good cause for termination of this Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

The undersigned, lessee of Apartment \_\_\_\_\_, has read the foregoing regulations, and hereby accepts same as a condition of the lease, and agrees to abide by same.

DATE \_\_\_\_\_

LESSEE: \_\_\_\_\_

LESSEE: \_\_\_\_\_

MANAGER: \_\_\_\_\_

**PLEASE SEE SECONDARY PDF FILE ON  
“HOW TO APPLY” TAB FOR A COPY OF  
A SAMPLE LEASE. THIS IS THE LEASE  
YOU WILL SIGN IF YOUR  
APPLICATION IS APPROVED, SO  
PLEASE READ THOURGHOULY. Also,  
there is one final link with regard to filling  
out your application and what you need to  
submit it.**

**Please bring your application into our office  
at 2325 N. 50<sup>th</sup> St. #106, Milwaukee.**

**You may also email or fax your application  
with your photo ID to  
[himountgardens@att.net](mailto:himountgardens@att.net) or to 414-445-9872.**