



PLEASE RETAIN FOR YOUR RECORDS
Application Requirements

J.B.J. Properties is working to provide quality service and a pleasant environment for our residents. Therefore, we have established consistent screening procedures to evaluate the rental applications of each prospective resident before we rent. Each application is thoroughly reviewed and accepted or rejected based on the criteria listed below. We urge you to read this information carefully prior to completing an application. We welcome applications from all persons who meet our application standards. The rental unit will be available to the first applicant who completes the application, provides identification as requested, submits the credit check fee of \$20.00 per applicant, submits the \$100.00 application deposit and fulfills our screening criteria listed below.

Application Requirements:

1. An applicant is any person who will live in the apartment or who will make or guarantee rent payments for the persons living in the apartment.
2. Each adult applicant, over 18 years of age, must fill out an application completely. Incomplete, unsigned, inaccurate, or falsified applications will be rejected.
3. Our policy requires that the monthly rent should be no more than 35% of the applicant's gross monthly income, unless the applicant can show that they have successfully paid a higher portion of their income for rent for at least the past consecutive 24 months. On the application we will ask you to list all legal sources of income that you want to be considered as part of your monthly income. Legal sources of income may include: Salary and Tips (from all current jobs), Social Security, Pensions, Alimony and Child Support, AFDC, General Assistance Payments made directly to you, Scholarships, Savings and Checking accounts, and Trust Funds.
4. Applicants must have at least one year of successful rent payment or ownership history. If you have no rental history a full security deposit which is the same as the rent is required at lease signing. Any negative past rental payment or behavior history is grounds for denial of the application. If you have been evicted from a previous apartment within the past five years your application will be rejected.
5. Applicant's must show that they have not filed for bankruptcy within the past twenty-four (24) months.

We check the following information for every applicant:

1. Credit report, as it relates to total debts, rent and utility payments and major judgments against you.
2. Criminal Background check with any decision based on arrest record or conviction record to be made in compliance with applicable federal, state and local laws.
3. Amount of income. Applicants who are self-employed will be asked to submit the previous two years tax returns to verify amount of income.
4. References from landlords for the previous 3 years to determine an applicant's rent payment history and behavior.

Management reserves the right to reject any application that is incomplete, falsified, or does not meet qualifying criteria. Management reserves the right to modify the criteria, subject to current market factors.

None of the following factors will be used to assess an application: race, color, national origin, gender, religion, disability, age (over 18), familial status, marital status, lawful source of income, ancestry, sexual orientation, physical appearance, political beliefs, military discharge, or student status.

J.B.J. Properties accepts up to 2 cats at all of our properties. Ask about additional charges and restrictions

Applications may be mailed to or dropped off at **W178 N9912 Rivercrest Drive, Suite 101, Germantown, WI 53022-4645** or dropped off at the Seasons Model.

We will make every reasonable effort to check an application promptly, but please remember that the time required depends upon the availability and cooperation of your reference sources. An application will in most cases be accepted or rejected within three (3) business days of receipt in our office. In some circumstances twenty-one (21) days may be required to verify all information. A Co-signer may be requested if applicant does not qualify under financial/ credit requirements. If requested, a Co-signer application must be signed and returned within one (1) business day of notification. A Co-signer is qualified under the same criteria and must also sign the lease within seven (7) days of acceptance.

We require a non-refundable credit check fee in the amount of \$20.00 per applicant and a \$100.00 application deposit per apartment to accompany each application. The credit check fee and application deposit cannot be combined on one check. Married couples are required to fill out separate applications and pay \$20.00 each. The \$100.00 application deposit will be applied toward the security deposit upon acceptance and is refundable if application is rejected. If applicant is approved and applicant cancels or fails to sign the lease within 7 days from acceptance, the \$100.00 application deposit will be forfeited and the apartment will no longer be held for applicant. **A copy of the lease is available for review at our office or Seasons Model.**

Maximum number of persons to occupy various apartment sizes is as follows:

1 bedroom	2 occupants
2 bedroom	4 occupants
2 bedroom + den	4 occupants
3 bedroom	6 occupants

No more than two (2) unrelated persons can rent or reside in an apartment.

We appreciate your interest in becoming a resident of J.B.J. Properties. We hope this information has been helpful to you. If you have any questions, please contact us at the Main office at 262-255-1800 or the Seasons Model at 262-820-0627.

Sincerely,
J.B.J. Properties
(a division of J.B.J. Companies, Inc.)