



## **RENTAL QUALIFICATION STANDARDS AND APPLICATION GUIDELINES**

Applications will be accepted until the apartment has an approved application. Please note that submitting an application does not guarantee the apartment will be held/reserved for the applicant. Applications are subject to the availability of apartment types requested. Equal Housing Opportunity: It is the policy of JBJ Properties, a division of JBJ Companies, Inc. (JBJ) to lease apartments to the public on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, familial status, disability, marital status, ancestry, source of income, sexual orientation, age, or status of a victim of domestic abuse, sexual assault, or stalking. JBJ practices equal opportunity. Rent Assistance (Section 8 Housing Choice Vouchers) are not accepted.

JBJ has adopted the following screening criteria to evaluate rental applications of each prospective applicant. Applications are reviewed and accepted or denied based on the criteria listed below. All applicants are urged to read this information carefully prior to completing an application.

### **Qualifying Criteria:**

1. An applicant is any person who will reside in the apartment or who will make, or guarantee rent payments for the persons living in the apartment.
2. All persons eighteen (18) years of age or older must fill out an application. Married couples are required to fill out separate applications.
3. No more than two (2) unrelated persons can rent or reside in an apartment. Maximum number of persons to occupy various apartment sizes is as follows:

Efficiency/Studio	2 Occupants
1 Bedroom	2 Occupants
1 Bedroom with Den	2 Occupants
2 Bedroom	4 Occupants
2 Bedroom and Den	4 Occupants
3 Bedroom	6 Occupants

*Occupants include Tenants designated on the Residential Lease and additional persons less than eighteen (18) years of age as listed as other occupants on the Residential Lease.*

4. Credit history with a minimum credit score of 630 (Vantage Score 3.0 obtained from Experian). A credit score between 400 and 629 will require a qualified Guarantor or a security deposit equal to three times the monthly rent. A credit score under 400 will be denied. Limited or no credit will require a security deposit equal to one month's rent. Judgements in favor of a landlord within the past five (5) years will result in denial of the application.

If applicants have 2-4 accounts in collections, a review of both the total past due balances of all accounts and the total balances of all accounts in collections will be made.

If the total past due balance of all accounts is less than \$20,000 and the total balance of all accounts in collections is less than \$10,000, a qualified Guarantor will be required regardless of credit score.

If the total past due balance of all accounts is greater than \$20,000 or the total balance of all accounts in collections is greater than \$10,000, the application will be denied.

If applicants have five (5) or more accounts in collections the application will be denied regardless of credit score.

5. Applicants with a bankruptcy filed within the last twelve (12) months shall provide proof of discharge (Bankruptcy Closed) for the application to be processed and approved or denied based on current qualifying criteria. Applicants with an open bankruptcy, will be denied unless approved with a qualified Guarantor.
6. 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.
7. Income Verification. Applicants who are self-employed will be asked to submit the previous two (2) years tax returns to verify amount of income.

Monthly rent should be no more than thirty-five percent (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 twenty-four (24) months. Applicants may list all legal sources of income that they want to be considered as part of their monthly income. Legal sources of income may include Salary and Tips (from all current jobs), Social Security, Pensions, Alimony and Child Support, Savings and Checking accounts, Trust Funds, and Unemployment compensation. If an applicant does not meet this requirement, the applicant will be denied unless approved with a qualified Guarantor or chooses to prepay the lease term.

8. References from landlords for the previous two (2) years to determine an applicant's rent payment history and behavior.
9. Applicants must have at least one (1) year of successful rent payment or ownership history. If applicants have no verifiable housing history a full security deposit which is equal to one (1) month's rent is required at lease signing. Any negative past rental payment or behavior history is grounds for denial of the application. **If applicants have been evicted from a previous apartment within the past five (5) years, the application will be denied.**
10. If the applicant does not qualify under the income and credit requirements a qualified Guarantor is required.

If an applicant does not meet the credit requirements but meets the income requirements, the applicant is given the option of paying a security deposit equal to three (3) months' rent or obtaining a qualified Guarantor.

If required, a Guarantor application must be completed and submitted with a \$25.00 application/transaction processing fee within one (1) business day of notification. A Guarantor will be qualified on the same criteria as the applicant, except income requirements are calculated as follows: Monthly rent shall be no more than twenty-five percent (25%) of the Guarantor's gross monthly income, unless Guarantor has no mortgage or rent liability then thirty-five (35%) will be used. A Guarantor must sign a Lease Guaranty prior to the applicant signing the Residential Lease. A Guarantor is considered a Guarantor of the Lease and is not considered a Tenant nor allowed to reside in the apartment without being approved as a Tenant. It is recommended that the Guarantor obtains a copy of the Residential Lease and reads it. The Lease Guaranty applies even if the Guarantor does not do so.

11. JBJ reserves the right to deny any application that is incomplete, falsified, or does not meet the application requirements. JBJ reserves the right to modify the application requirements at any time.
12. Up to two pets are allowed at all properties.

Dogs are only allowed at **Arbor Ridge Senior Apartments, Duet Apartments, Hillstone Apartments,**

**Main & Mill Apartments, Main Street 2 Apartments, Main Street 3 Apartments, Riverwalk Townhomes, and Saxony Village Apartments.**

Service/Emotional Support Animals are accepted per Wisconsin Fair Housing Laws with proper documentation.

A separate application must be completed if a pet or service/emotional support animal will reside in your apartment. All pets/animals are subject to JBJ policies.

Applicants will be required to submit the following along with a fully completed rental application:

- Copy of Driver License or State Issued ID for each person 18 years or older.
- Copy of a utility bill or cell phone bill dated within the last two (2) months in the applicant's name.
- Proof of income.
- Housing/Landlord History
- \$25.00 application fee which includes a \$5.00 AppFolio transaction fee per applicant.

If all required items are not submitted within twenty-four (24) hours of the application being received or subsequent requests for additional information, JBJ may deny the application.

Please remember that the time required depends upon the availability and cooperation of the reference sources. An application will in most cases be accepted or denied within three (3) business days of receipt in our office. In some circumstances twenty-one (21) days may be required to verify all information.

**DISCLOSURES:**

The purpose of an application is to determine whether applicant will qualify as a Lessee. If the application is approved, the Landlord and applicant(s) shall sign a written Residential Lease and pay applicable deposits within two (2) days of receiving approval and the Residential Lease. If a Guarantor is required, a Guarantor must sign a Lease Guaranty prior to the applicant signing the Residential Lease. If the Residential Lease and if applicable, the Lease Guaranty, is not signed by all required parties and/or deposits not paid within the two (2) days, Landlord may rescind the Residential Lease and have no further obligations to applicant. The Landlord and applicant have no rental agreement until the time that the Residential Lease is signed.

Applicant's rental of said premises is to be limited to use and occupancy by family of size, age, and description provided without any right on applicant's part to sublet all or any of said premises or engage in any other short-term vacation rental of the premises or any part thereof without the prior written consent of Landlord. This application is subject to the approval of the Landlord or Landlord's agent.

Release, Waiver and Indemnity: The applicant will be asked to authorize any and all third parties (i.e., former landlords, existing and former employers, creditors, credit reporting agencies, BK hotline, law enforcement agencies, etc.,) having information regarding the undersigned, to disclose to JBJ (and any of its agents, affiliates and employees) any and all such information that may be requested by JBJ with respect to its investigation of the suitability of the applicant for occupancy in a JBJ community. JBJ will request authorization to seek and obtain such information. The applicant will be asked to waive any and all claims, liabilities, or actions which may exist with respect to any such disclosure and forever release all such third parties from any liability with respect to such claims.

The applicant will be asked to declare that the representations of fact in the application are true and correct. Applicant understands that if any information on the application is false, the application will be denied and the Residential Lease made in the strength of this application may, at the option of the Landlord, be terminated at any time.

Applicant acknowledges that smoking is not allowed in any building, apartment unit, garage, and/or storage locker. Smoking is allowed outside of the building unless it causes a disturbance to other tenants.

Applicant acknowledges that JBJ Properties, a division of JBJ Companies, Inc. and the agents and employees thereof represent the interests of JBJ Properties, and they have a duty to treat all parties fairly and in accordance with fair housing law, and to disclose material adverse facts about the property. Applicants acknowledge that they have the right to inspect the dwelling unit the applicant has applied for.

**If applying at Arbor Ridge Senior Apartments**, applicant warrant and represent that applicant is at least fifty-five (55) years of age (or that at least one co-applicant in the unit is at least fifty-five (55) years of age) and that all statements herein are true and correct, to the best of their knowledge. No occupants at Arbor Ridge can be under the age of eighteen (18).

Notice: Applicants may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by phone at (877) 234-0085.

According to the State of Wisconsin Statutes, Chapter 704 and Wisconsin Department of Agriculture, Trade & Consumer Protection, Chapter 134, the following required disclosures have been met prior to entering into a rental agreement and/or prior to accepting earnest money or a security deposit.

- Copies of the proposed Residential Lease and addenda have been made available for inspection by the applicant.
- The form of payment given for the security deposit shall serve as a receipt of payment.
- The applicant has been advised of the name and address of the person authorized to collect or receive rent, manage and maintain premises, person who can be readily contacted by Tenant, an owner or agent and address within the state who is authorized to receive rent, make receipt for notices and demands, and at which service of process can be made in person.
- Being advised that there are no uncorrected building and housing code violations for which the Landlord has received notice from code enforcement authorities, and which affect the dwelling unit and common areas.
- Being advised that the premises contain no conditions adversely affecting habitability.
- That the applicant has been advised of utility charges not included in rent. The utilities included in the rent are outlined on [www.jbjcompanies.com](http://www.jbjcompanies.com).
- That the applicant has been advised that the Tenant has seven days after beginning tenancy to inspect the dwelling unit and notify Landlord of any damages or defects existing prior to the beginning of tenancy that were not noted on the move-in condition report during the move-in inspection, and that defects not noted within the seven-day period may not be considered to have existed prior to the Tenant's tenancy.