

# DECKER PROPERTIES, INC. EQUAL HOUSING OPPORTUNITY

## Leasing Criteria

Thank you for applying for an apartment with Decker Properties, Inc. Our leasing decisions are made based upon the following criteria:

1. **Minimum income:** The minimum income is equal to three times the rent. All legal sources of income from all adults (age 18 and over) that will be living in the apartment counts toward the minimum income. For applicants that have all or part of their rent paid by a government agency, this requirement is modified accordingly.
2. **Credit report:** A credit report is obtained and reviewed by management to assess whether or not an applicant's bills and other obligations are paid on time.
3. **Criminal background check.** On a case by case basis, with a goal toward eliminating demonstrable risk to resident safety or property, an applicant may be denied for convictions related to violent crimes, sex crimes, crimes against property or persons (such as theft or arson) and convictions involving the manufacture or distribution of drugs. Considerations include length of time since conviction, severity of crime, rehabilitation and age at time of conviction.
4. **Occupancy limit:** Occupancy is limited to two people per bedroom. Studio may be occupied by up to two people. Infants less than the age of two do not count toward the occupancy limit.
5. **Continuity of Income:** The current and/or previous source(s) of income will be contacted to verify the following information:
  - A. Start date.
  - B. Wages/earnings/income.
  - C. Outlook for continuing income stream.
6. **Landlord reference:** The current and/or previous landlord will be contacted and asked these questions:
  - A. Has rent been paid on time?
  - B. Was there proper notice to vacate?
  - C. Would you rent to this individual again?
  - D. Did the applicant's pet cause any damage or problems (if applicable)?In addition, we do not rent to any applicant that was subject to an eviction in the last four years.

We always try to process applications as quickly as possible. Because we must make contact with third party landlord and employers, an immediate answer may not be possible. Please feel free to inquire about the status of your application at any time.

Thank you again for your interest.

**IF YOU FEEL THAT YOU HAVE BEEN TREATED UNFAIRLY AT ANY TIME PLEASE CONTACT DAVID DECKER AT (262) 785-0840**



DECKER PROPERTIES, INC.

A Wisconsin Real Estate Brokerage
250 N. Sunnyslope Road
Suite 290
Brookfield, WI 53005



EQUAL HOUSING OPPORTUNITY

Phone (262) 785-0840
Fax (262) 785-0799
dave@daviddecker.com

Applicant Last Name M.I. Applicant First Name Birthdate

Home Phone Work Phone Social Security No.
( ) - ( ) -

Cell Phone E-Mail Address (if applicable)
( ) -

Present Address Dates:
Apt # Rent: \$ From:
City: State: Zip: To:

Present Landlord's Name Day Phone: ( ) -
Evening Phone: ( ) -

Previous Address Dates:
Apt # Rent: \$ From:
City: State: Zip: To:

Previous Landlord's Name Day Phone: ( ) -
Evening Phone: ( ) -

IF YOU INCLUDE A PROOF OF INCOME WITH YOUR APPLICATION THAT WILL EXPEDITE PROCESSING!

Applicant Employer Employer Address Dates: From To

Position City: State: Zip: Supervisor:
Gross Monthly Wage: \$ Supervisor Phone & Ext: ( ) - X

Previous Applicant Employer Employer Address Dates: From To

Position City: State: Zip: Supervisor:
Gross Monthly Wage: \$ Supervisor Phone & Ext: ( ) - X

Additional Monthly Income \$ Source: Phone: ( ) -

How were you referred to this apartment? Referred by current resident - Resident's name:
Yard sign or banner Newspaper Classified Advertisement - Newspaper name:
Start Renting Magazine Other:

Applicant: Have you ever been convicted of a felony? Y N

Others sharing occupancy: Name: Relationship: Age:
Name: Relationship: Age:
Name: Relationship: Age:

Applicant's Parent or Relative: Name: Address:
Phone: ( ) - City: State: Zip:

Make of Automobile: Year: License Plate: State:
Make of Automobile: Year: License Plate: State:

APARTMENT INFORMATION (To be completed by landlord or manager)

Address of apartment to be rented: Apt. # City State Zip No. of Occupants

Move in date: Days of notice required to vacate: Heat included with rent? Y N
Rent: \$ Pets: Y N Pet fee: \$ App fee \$ 25 Lease term:

The undersigned applicant(s) acknowledge and agree to the following:
1. This application cannot be processed without an application fee of \$25. This fee is not refunded if the application is rejected.
2. If this application is accepted and applicant has tendered a deposit, should applicant(s) fail to occupy the rental premises for any reason not the fault of Landlord, applicant(s) must give written notice to the Landlord or Manager within 48 hours of the date of this application. FAILURE TO GIVE NOTICE WILL RESULT IN FORFEITURE OF THE DEPOSIT
3. By signing below, the applicant(s) grants Landlord the authority to verify all information given, to access criminal records, and to obtain a copy of the applicant(s) credit report.
4. The undersigned applicant(s) certify all the information provided is true and accurate. Also that the information and terms of this application become a part of the lease for the rental premises and any misrepresentations or incomplete applications shall be grounds for rejecting this application or for terminating the lease at the Landlord's option.
5. By signing below, the applicant(s) acknowledge they had the opportunity to review the Lease, Rules & Regulations and Nonstandard Lease Provisions.
6. Wisconsin law requires the disclosure of available information regarding sex offenders and persons registered with the sex offender registry by contacting the Wisconsin Department of Corrections at (877) 234-0086 or on the internet at www.widocoffenders.org.
I certify that I have read, understand, and agree to all the above terms and conditions.

date Applicant date Landlord or Manager

WISCONSIN REALTORS® ASSOCIATION  
4801 Forest Run Road  
Madison, Wisconsin 53704

**RENTAL DISCLOSURE FORM**



Prospective Tenant(s)' Names <i>(Please print or type)</i>	This is the location and address of the specific dwelling unit I want to rent <i>(check box if true)</i> : <input type="checkbox"/>
	Unit Number: _____ Building: _____
	Address: _____

**Rental Application Checklist: [Before Earnest Money or Security Deposit Paid]**  
*[Check the boxes for all statements that apply]*

- 1. Rental Agreement. A copy of the rental agreement and the rules and regulations were furnished for inspection.
- 2. Code Violations & Conditions Affecting Habitability of the Unit. The landlord disclosed the following:
  - The uncorrected building and housing code violations noted on the attached list.
  - The dwelling unit does not have hot and cold running water.
  - The dwelling unit is not served by plumbing facilities in good operating condition.
  - The dwelling unit is not served by sewage disposal facilities in good operating condition.
  - The heating facilities serving the dwelling unit are not in safe operating condition, and/or are not capable of maintaining a temperature of at least 67°F (19°C) in the living areas, measured at the center of the room midway between the floor and ceiling.
  - The dwelling unit is not served by electricity, and/or the electrical wiring, outlets, fixtures, and other components of the electrical system are not in safe operating condition.
  - Structural or other conditions in the dwelling unit or premises that present a substantial health or safety hazard, or that create an unreasonable risk of personal injury.
- 3. Promises to Repair. The landlord has put any promises to repair the unit in writing and I have received a copy.
- 4. Utility Charges. *[Tenant pays all Utility Charges that are Separately Metered or subject to Cost Allocation.]*

Utility Charges Chart	Electric	Heat	Water Bill	Unit Gas	Air Cond.	Hot Water	Trash\Recycling
<b>Included in Rent</b>							
<b>Separately Metered</b>							
<b>Cost Allocation *</b>							

\*The landlord explained how my share of these costs would be calculated.

- 5. Earnest Money Receipt.
  - The landlord gave me a receipt when I paid the earnest money (paid in cash, receipt requested, etc.).
  - I did not receive a receipt (paid the earnest money by check with a notation stating the purpose of the check, no earnest money required, etc.).

**The undersigned have read and dated this first page of this Rental Disclosure Form and have received all indicated information and documents:**

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(Prospective Tenants' Signatures) ▲ Print Names ► (Date) ▲

**PLEASE NOTE: THIS RENTAL DISCLOSURE FORM IS NOT A RENTAL AGREEMENT OR AN AGREEMENT TO ENTER INTO A RENTAL AGREEMENT IN THE FUTURE**

## **Lease/Rental Agreement Signing Checklist:** *[Check the boxes that apply]*

### **If the Landlord Requires a Security Deposit:** [Before Security Deposit is Paid]

1. Right to Inspect for Pre-Existing Damages and Complete Check-In Form.  
The landlord hereby advises that during the first 7 days of my tenancy, I have the right to inspect the dwelling unit and notify the landlord of any preexisting damage or defects.
2. Check-in-Sheet. The landlord gave me a written check-in-sheet.
3. Right to List of Damages and Defects Causing Deductions from Prior Tenant's Security Deposit  
The landlord hereby advises that during the first 7 days of my tenancy, I have the right to request, in writing, a list of the damage and defects for which the landlord deducted money from the prior tenant's security deposit.
4. Security Deposit / Receipt.  
The landlord gave me a receipt when I paid the security deposit (paid in cash, receipt requested, etc.).
- I did not receive a receipt (paid the security deposit by check with a notation stating the purpose of the check, no security deposit required, landlord applied my earnest money to the security deposit, etc.).

### **When I Enter into the Lease or Rental Agreement:** [Before or at Signing]

5. Contact Persons for Rent Payments, Maintenance & Management, & Service of Legal Paper  
The landlord gave me, in writing, the names and addresses of the following contact people: *[these contact people may be listed in the rental agreement and they all may be the landlord]*
- (a) The person(s) to whom I should pay my rent;
- (b) The person(s) who I should contact regarding the management and maintenance of the premises; and
- (c) The owner(s) or some other person(s) in Wisconsin who is authorized to accept personal service of legal papers and notices on behalf of the owner.
6. Copy of Rental Agreements, Rules and Regulations, and Nonstandard Rental Provisions  
The landlord gave me a copy of any rental agreement that I signed and the current rules and regulations, if in writing.
- The landlord gave me a copy of any Nonstandard Rental Provisions that I signed or initialed.
7. Lead-Based Paint (LBP) Disclosure  
The landlord gave me a LBP Disclosure Statement and a lead hazard information pamphlet.

**Ⓟ THIS FORM INCLUDES THE DISCLOSURES A LANDLORD MUST MAKE WHEN A PROSPECTIVE TENANT APPLIES TO RENT A DWELLING UNIT AND WHEN A TENANT ENTERS INTO A RENTAL AGREEMENT. IF THE LANDLORD DOES NOT MAKE PROPER DISCLOSURES, ANY RENTAL AGREEMENT MAY BE VOID OR THE TENANT MAY BE ABLE TO COLLECT DOUBLE DAMAGES FROM THE LANDLORD [per Wis. Admin. Code Chap. ATCP 134 & Wis. Stat. § 100.20(5)].**

**The undersigned have read and dated this second page of this Rental Disclosure Form and have received all indicated information and documents:**

(Tenants' Signatures) ▲ Print Names ►

(Date) ▲

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No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.