

# 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. **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, or completed evictions within the last four years. Considerations include length of time since conviction, severity of crime, rehabilitation and age at time of conviction. This lookback shall be limited to two years in Madison.
4. **Occupancy limit:** Occupancy is generally limited to two people per bedroom as adjusted for unit size or configuration, bedroom size, number of bedrooms, number of persons in the family, physical limitations (septic, sewer or other limits), State and local laws and a family's need for reasonable accommodation. Studios may be occupied by 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 start dates, amounts and 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 a judgement of eviction in the last four years

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

**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, Apt #, Rent: \$, Dates: From, To, City, State, Zip, Present Landlord's Name, Day Phone, Evening Phone

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

Previous Applicant Employer, Employer Address, Dates: From, To, Position, City, State, Zip, Supervisor, Gross Monthly Wage, Supervisor Phone & Ext

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

Applicant's Parent or Relative: Name, Address, Phone, City, State, Zip

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) ▲