



Rental Application

This document is not a lease agreement, contract, or lease, and is not considered valid for residency or parking. Incomplete application forms, failure to submit an application for every individual resident (over age 18), and the insufficient submission of earnest money invalidate this application. All applications are subject to the approval of the property manager (see back).

A. PERSONAL INFORMATION Each co-applicant over the age of 18 must complete a separate application.			
Full Legal Name (First, last) :			
Mobile phone: ()	E-mail address*:		Date of birth: ____ / ____
Home phone: ()	SSN (U.S. citizen only, optional):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Current street address:			
City:	State:	ZIP Code:	Country:
Own Rent (Please circle)	Current monthly payment or rent:		How long?
Previous street address (if applicable):			
Street 2:			
City:	State:	ZIP Code:	Country:
Number of total residents on the lease:	Names of all additional residents:		
*By providing this information, you are granting Carolina Apartments permission to email you important updates, notices, and information you may opt out upon			
How did you hear about us?			
B. EMERGENCY CONTACT			
Full name of a person not residing with you:			
Mobile Phone: ()	Home phone: ()	E-mail address:	
Street address:			
City:	State:	ZIP Code:	Country:
Relationship to applicant::			
C. EMPLOYMENT INFORMATION			
Current employer:			How long?
Position:	Hourly <input type="checkbox"/> Salary <input type="checkbox"/>	Approximate total annual income:	
If you are not presently employed or have additional sources of income, please indicate the source and monthly amount you receive (i.e. pensions, grants, loans,			
Source:		Amount/month:	
Source:		Amount/month:	
Have you ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No		In the event of application denial, do you wish to receive a list of reasons in writing? <input type="checkbox"/> Yes <input type="checkbox"/>	
D. APARTMENT INFORMATION			
Address or type of apartment applying for:			
Expected move in date:		Security Deposit:	
Rental amount:			Pro-rated rent:
Lease begin date:		Lease end date:	
E. PARKING INFORMATION Complete if applying for car parking. All vehicles MUST be registered.			
Select one: <input type="checkbox"/> Unassigned outdoor, uncovered parking space <input type="checkbox"/> Underground, heated garage parking space*			
Driver's license number:		License plate number:	
Make:	Model:	Color:	
*Rate: \$75 month-to-month or \$50 with term of lease			
F. RENTAL REFERENCE			
Current landlord:	Address:		Phone:
Landlord fax:	Reason for moving:		
Previous landlord:	Address:		Phone:
Landlord fax:	Reason for moving:		

CAROLINA APARTMENTS APPLICATION ACCEPTANCE CRITERIA / RENTAL VERIFICATION

Income: The applicant must show a verifiable monthly income of three times the amount of rent each month. Or the ability to pay comparable rent with two or more of the following documentation for the past 24 months:

1. Rental reference from two most recent rental, housing providers not related to you or documentation of successful home ownership. Reference must show successful rent history and rent payment.
2. References from the past 24 months from employer(s).
3. Verification of income from employer. We consider increases in expenses and debts when calculating actual ability to pay the rental amount.
4. Other written documentation of income; such as, canceled checks, government forms, wage statements, bank statements, tax returns, grants loans, investments, acceptance letter, etc.
5. When no rental history can be provided, a qualified co-signer might be required. Co-signers will be subject to above criteria.

Credit History: A credit report will be requested from TransUnion.

Current and Previous Rental History: All prospective tenants will be informed of the availability of apartments, tenant selection criteria and rental policies. Each adult applicant (over 18 years of age) must fill out a separate application completely.

Verification will be completed to determine timely rental payments, current lease expirations, noise complaints and if a renewal was offered.

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), family status, marital status, lawful source of income, ancestry, sexual orientation, physical appearance, political beliefs, military discharge, student status and arrest/conviction records (excluding applications who have certain conviction records, City of Madison only/or an offense that would cause a reasonable person to have justifiable fear for the safety of other residents or employees).

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. Notification of the acceptance or denial will be given no more than 21 calendar days from date application is submitted.

We require an earnest money deposit of \$100.00 to accompany the application. If your application is not accepted, the earnest money deposit will be returned to you. If your application is accepted, the earnest money is applied towards the security deposit.

A current, valid, official form of identification with a picture will be required. This may include a driver's license, a state ID or a passport.

With signing this document, applicant gives permission for Carolina Apartments to investigate all statements on the application. This includes verification of employment, rental history, criminal background and credit report.

All applicants must provide the following:

- A. Valid Photo ID
- B. International applicants only: Visa/Passport, and immigration documents (ex. I-20, J-1, F-1)
- C. Recent paystub or acceptance letter for proof of employment and/or student status
- D. \$100 Earnest Money as a check or cash payable to The Carolina Apartments must be received in order to hold the apartment before the application is processed

Receipt in the sum of \$100.00 is hereby acknowledged. This deposit is to be returned to the undersigned if the application is not accepted. If accepted, this sum will be applied to the Security Deposit. If you do not enter into a lease after we accept the application, actual expenses incurred in processing this application will be deducted from the deposit and the balance will then be refunded.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, public record check, rental and eviction history and statements made in this application and to obtain a consumer credit report from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such a reporting agency. I also understand that if I do not give complete information it can generate inaccurate credit reports and cause applications to be denied. I also understand that I am not required to give a social security number.

The applicant hereby certifies that the information given herein is true and complete to the best of his/her knowledge and further authorizes investigation of all statements contained in this application for residency as may be necessary. If any information provided is false or misleading, the landlord will refuse to rent to such applicant and refund all earnest money deposited. I acknowledge that the Manager, agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with fair housing law, and to disclose material adverse facts about the property. I further understand that Landlord uses minimum income requirements or minimum income-to-rent ratio and requires reliable demonstrable evidence of ability to pay the rental amount as part of the screening process.

Upon denial of an application for housing that is based solely on minimum income requirements or minimum income-to-rent ratio, Landlord shall furnish in writing a notice of reason for denial. Reasons for denial shall be furnished within 21 days after receipt of completed application and earnest money. Applicant will receive another consideration if there is an available unit and if the applicant furnishes to the Landlord evidence of actual ability to pay the rental amount. Notice of denial shall also include information regarding the information the Landlord will find acceptable in order to reconsider the applicant. Nothing in this subsection requires the Landlord to hold the apartment for an applicant who has initially been denied based on a minimum income requirement or minimum income-to-rent ratio.

Applicant Signature:	Date:
Print Name	
Leasing Agent /Landlord:	Application received date:

Carolina Apartments

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