**Rules Relating to Tenant Screening At THE WOODLANDS**

Screening of tenants by Association management pursuant to Bylaw Article XV, section 1 is mandatory and must be completed PRIOR to a tenant taking occupancy. Refer to your By-Laws and Rules and Regulations for other rules and procedures relative to owner and tenant responsibilities to the Association. Failure to obtain approval of any prospective tenants through The Woodlands screening process prior to move in shall result in the assessment of a $500.00 fine per month against the OWNER from the date of occupancy until the tenant vacates or is approved through the Rental Application process. A complete, accurate application is crucial to returning a decision!

Your Application (for each adult) must include the following (please note the office will not make copies):

a. A complete application for each adult person (18 or older) years of age who will reside in unit.

b. A copy of a current picture ID (WI If current resident) and social security card.

c. Proof of income (pay stub, W-2, etc.). Minimum monthly income for a three (3) bedroom must be $3,000.00 and for a four (4) bedroom must be $3,300.00.

d. A $50.00 processing fee per each adult application will be required. If landlord provides a credit report the processing

 fee will be lowered to $35.00 per application. No fee will be charged if the tenant provides required screening

 information procured through a Woodlands approved third party that is no more than thirty (30) days old.

e. In order to be processed, the third-party screening service must collect and supply information meeting The Woodlands’ screening criteria. Failure to supply information satisfying all screening criteria will result in a denial of the application.

f. Once your tenant is approved by management, your unit will be inspected by management staff prior to final

 approval. Unit must be clean, safe and functional, and have proper smoke/co2 placement.

g. When the application background has been approved, all vehicles are required to have a valid sticker or will be

 subject to tow. Only tenant owned and properly registered vehicles will be allowed a parking sticker. Other

 vehicle/parking rules stated in the Woodlands Rules and Regulations.

h. Only month-to-month leases will be allowed and approval of screening is conditioned on leases being month-to-month only. A

 copy of the lease shall be supplied to The Woodlands’ office within five (5) business days of signing by the tenant(s).

As an owner, you may be responsible for the conduct of your tenant. Wisconsin statute also makes an owner responsible for fines assessed as a consequence of tenant/guest conduct if the tenant does not pay. (Sec. 703.24, Wis Stats). Such fines will be added to your account. You may not rent to a tenant who has previously been evicted from THE WOODLANDS CONDOMINIUMS, nor if the prospective tenant has had an eviction in the last five (5) years. Your prospective tenants past behavior and ability to pay for rent may affect acceptability. You may provide THE WOODLANDS OFFICE with keys to all tenant occupied units to allow access by the staff as needed in your absence for extermination or common element access.

When the application background has been verified, you will be contacted and required to schedule your unit inspection with staff. **When and only if it passes inspection by management staff can occupancy begin.**

Tenant and any Third-Party Payers assume liability, jointly and severally, and agree to pay for cost of repairs and damage done to property of The Woodlands, Landlord property, or property of surrounding residents caused by tenant or guests of tenant as well as fines and costs associated with the enforcement of rules and regulations.

*I, the undersigned Owner and Tenant, acknowledge receipt of these Rules Relating to Tenant Screening and renting of units at THE WOODLANDS as well as a full copy of the rules and regulations of the Woodlands Condominium Association and agree to comply.*

Rental Address Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Requested Move-in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_

**Rental Application**

###### One Application for each adult application 18 years of age or older is required

Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Rental Amount \_\_\_\_\_\_\_\_\_\_\_\_ Security Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_\_\_\_ Move-In Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

TENANT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_\_\_\_\_\_\_\_\_

 First /Middle/ Last

HOME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORK PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the unit you are applying for be your only place or residence? YES NO

Have you ever been evicted? YES NO If yes, give date & explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a felony? YES NO If yes, give date & explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# RESIDENT HISTORY (Last 2 Years Required)

PRESENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT LANDLORD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rent$:\_\_\_\_\_\_\_\_\_\_\_\_Utilities$:\_\_\_\_\_\_\_

AT THIS ADDRESS (from) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_REASON FOR MOVING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREVIOUS ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREVIOUS LANDLORD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rent$:\_\_\_\_\_\_\_\_\_\_\_\_Utilities$:\_\_\_\_\_\_\_

AT THIS ADDRESS (from) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_REASON FOR MOVING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCOME INFORMATION**

EMPLOYER NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PAY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LENGTH OF EMPLOYMENT \_\_\_\_\_\_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER INCOME SOURCE(S) *(Documentation may be required of income sources)*

SOURCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AMOUNT $ \_\_\_\_\_\_\_\_\_\_\_ SOURCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AMOUNT $ \_\_\_\_\_\_\_\_\_\_\_

SOURCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AMOUNT $ \_\_\_\_\_\_\_\_\_\_\_ SOURCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AMOUNT $ \_\_\_\_\_\_\_\_\_\_\_

**HOUSEHOLD COMPOSITION**

List **names, birth dates, and ages** of all persons who will live in the units

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY INFORMATION**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RELATIONSHIP \_\_\_\_\_\_\_\_\_\_\_\_ PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HOME/WORK/CELL

**CERTIFCATION STATEMENT**

I hereby swear and attest that all the information on this application is true and correct.

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_

**APPLICANT SCREENING**

APPLICANT NAME(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS APPLYING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **RENTAL VERIFICATION**

CURRENT LANDLORD/PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PREVIOUS LANDLORD/PHONE# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TENANCY LENGTH (from) \_\_\_\_\_\_\_\_\_\_\_\_\_ (to) \_\_\_\_\_\_\_\_\_\_\_\_RENT PAYMENTS (timely) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECURITY DEPOSIT REFUNDED ( YES ) ( NO ) ( Still there ) Any known deductions:\_\_\_\_\_\_\_\_\_\_

UNIT CONDITION: DOES/DID Tenant properly maintain unit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Procedures: Abide by Lease, Rules, or problems with Authorities. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Tenant give any false information or illegal activity: YES NO

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you rent to this resident again? YES NO

INDIVIDUAL PROVIDING INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE(S)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INCOME VERIFICATION DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOURCE (Employment, W2, Benefits, etc.) (Type of Income)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VERIFICATION: Individual Verification, copy of check stubs, discussion with employer, current Landlord

(note how verified; person talked to, date of verification etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME VISIT (Date, Completed By, Findings) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Individual(s) completing form Date(s)

**Notice to Owner: Management staff may contact and/or verify Applicant screening data even if submitted by owner.**

*Our Application Process*

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We are working to make sure that people do not use rental units for illegal activity. Therefore, we use screening procedures to evaluate each prospective tenant before landlords are allowed to rent to them. These procedures are listed below. Reasons why an application may be rejected are also listed.

Please review out listed criteria. If you feel you meet the criteria, we welcome you to apply. Please note that we provide equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age or ancestry.

Applicant Screening Criteria

\_\_\_\_ A complete application: One fully completed application **MUST** be received for each adult who will be residing in the rental property. All information supplied on the application must be independently verified by the screening authority. If the application is not fully completed or sufficient explanations are not provided to explain the omissions the application may be denied.

\_\_\_\_ Personal Identification: Two forms of identification are required along with each application. One form of identification must be a photo id.

\_\_\_\_ Residence History: You are required to have at least two years of verifiable residence history. It is your responsibility to supply information from which The Woodlands can determine where you lived for the two years preceding your application, such as: contact information for your landlord(s); documentary proof of your ownership or sale of a prior residence; or a written statement of the person with whom you lived and contact information for such person.

\_\_\_\_ Income Eligibility: We must be able to verify independently the amount and stability of your income such as through paycheck stubs, employer contact or tax record. If self-employed you will need to provide a business license, tax records, bank records, or a list of client references. Minimum monthly income for a three (3) bedroom must be $3,000.00 and for a four (4) bedroom must be $3,300.00. If this landlord accepts rent assistance, your assistance amount will be included when determining the amount of your income.

\_\_\_\_ Criminal Record: Verification of an Arrest and/or Conviction report will be obtained. The contents of such reports may be grounds for denial of an application pursuant to the criteria set forth below.

\_\_\_\_ Credit Report: A complete credit history report will be obtained. Information on your credit report will be compared to your rental application as a means of verifying information.

\_\_\_\_ Applications will be approved or denied by 4:00 p.m. of the third business day after the application is received by The Woodlands office. (e.g., an application received at The Woodlands office on Tuesday will be approved or denied no later the 4:00 p.m. on that Friday)

You will be denied if:

* You misrepresent any information on the application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.
* If, after making a good faith effort, your residence history or other information provided cannot be verified due to inaccurate, incomplete or conflicting information.
* You have been convicted of any drug-related crime, violent criminal activity, or any other offense that threatens the health, safety, and the right to peaceful enjoyment of the property by others within the last five (5) years.
* You have had unpaid collections, a court ordered eviction, or judgment against you for financial delinquency within the last (3) years. Negative credit history, other than for not fulfilling terms of a lease contract may be acceptable, provided there are more positive accounts than negative accounts. A pending eviction action may be the basis for a denial of an application absent a favorable landlord reference.
* Previous landlords report significant complaint levels or noncompliance activity such as: repeated disturbance of the neighbor’s peaceful enjoyment of the area; reports of gambling, prostitution, drug dealing, or drug manufacturing; reports of violence or threats to landlords or neighbors; allowing persons not on the rental agreement to reside on the premises; damage to the property beyond normal wear and tear.

Note: The above applies to all persons that will live in the unit, guests and/or persons allowed admittance to the unit. All tenants must follow the Rules & Regulations of The Woodlands Condominium Homeowners Association, Inc. Violations of such Rules & Regulations will be grounds for eviction. Any reports of illegal, disruptive or dangerous activity will result in termination of your tenancy. Dogs and cats are NOT allowed in rental units. Any fines for rule violations will be reported directly to the unit owner/landlord and are due in 30 days.

**TENANT RELEASE AND CONSENT FORM**

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned hereby authorize all persons all persons or companies in the categories listed below to release without liability information regarding employment, income, rental history, and/or assets to The Woodlands Condominium Homeowners Association, Inc. for purposes of verifying information on my/our rental housing application.

# INFORMATION COVERED

I/we understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include: personal identity; rental history; employment history; income; assets, and; medical or child care allowances. I/we understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation as a qualified tenant.

# GROUPS OR INDIVIDUALS THAT MAY BE ASKED

Past & Present Employers Welfare Agencies Veterans Administration

Previous Landlords (incl. Public Housing Agencies) Retirement Systems

Social Security Administration Banks Support & Alimony Providers

Medical & Child Care Providers Financial Institutions

# CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for twelve months from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Date Applicant Date