



COLONIAL MANAGEMENT, LLC

222 North Street
Madison, WI 53704

www.colonial-management.com

T. (608) 245-0753
Fax. (608) 245-0770

Colonial Management, LLC must have a completed application for each adult (18 years of age or older) who will be living in the residence. Incomplete application(s) will not be accepted. Applicant(s) must apply for the specific address on their application or it will be considered an incomplete application. Upon submitting the application, a valid ID must be shown. A valid driver's license must be presented if applicant is applying for parking on the premises.

COLONIAL MANAGEMENT, LLC WILL CHECK THE FOLLOWING WHEN PROCESSING THE APPLICATION:

- **HOUSING:** Colonial Management, LLC will check references for applicant's last two (2) years of recent Landlord references. Applicant(s) must fill in their exact address for the last two (2) complete years of housing. Applicant(s) must fill in the Landlord's name (either the owner or property/resident manager). Applicant(s) cannot give the name of a roommate that does not own or manage the property. If applicant(s) is related by blood or marriage to one of the previous landlord(s) listed, or their rental history does not include at least one year of previous landlord(s), Colonial Management, LLC may require a qualified co-signer on applicant(s) rental agreement. It is applicant's responsibility to provide Colonial Management, LLC with the information to contact their past landlords. Colonial Management, LLC reserves the right to deny applicant's application if, after making an effort of good faith, Colonial Management, LLC is unable to verify applicant's rental history. If a Landlord refuses to give a reference, it may be basis for denial of applicant(s) application. Poor Landlord references may also result in the denial of applicant(s) application.
- **EVICTION:** Applicant(s) application will be automatically denied if they have been evicted within the last two (2) years.
- **CREDIT:** Applicant(s) credit history must be satisfactory to Colonial Management, LLC standards. Credit checks are completed through TransUnion®. An applicant's application will be automatically denied if they still owe money to a past or present Landlord.
- **CONVICTION RECORD:** Applicant's conviction record must be satisfactory to Colonial Management, LLC standards. An applicant's application will automatically be denied if applicant(s) have a history, conviction, sentenced or released from prison or jail within the last two (2) years for any of the following reasons:
 1. Disturbance of Neighbors
 2. Destruction of or Criminal damage to property
 3. Drug Related Criminal Activity
 4. Criminal Activity involving violence to persons or property
- **INCOME:** Colonial Management, LLC must be able to verify the amount and stability of applicant's income. Income must be sufficient to pay rental amount or the applicant must be able to prove rental payments for the last year is equal to or above the rental amount of the apartment applicant(s) is applying for.

DENIED APPLICATION

Applicant(s) will be denied if they misrepresent any information on this application. If misrepresentations are found after a rental agreement (lease) is signed, the applicant's rental agreement will be terminated. Colonial Management, LLC reserves the right to ask for additional information if needed.

AUTOMATIC DENIAL

1. Eviction in the last two (2) years
2. Poor Landlord references
3. Owes money to a Landlord
4. Falsification of Information
5. Registered D.O.C. Sex Offender

APPROVED APPLICATIONS

If applicant's application is approved, the applicant must sign the lease within 24 -hours of acceptance or their application may become null and void and Colonial Management, LLC will process the next application in line. Current Tenants may or may not have the right to renew first, if a new lease has not yet been signed.

Maximum person per unit: two (2) persons allowed per bedroom.

One Hundred \$100 Earnest Money must received with each application before Colonial Management, LLC can process the application. If the application is accepted, the \$100 will go towards the applicant's first month's rent. If the application is denied, the \$100 will be returned. Colonial Management, LLC accepts the first qualified applicant. **NO CASH PAYMENTS ARE ACCEPTED.**

SECURITY DEPOSIT is due in full at the lease signing.

FIRST MONTH'S RENT must be PAID-IN-FULL at the apartment check-in or before. No keys will be given for an apartment until the security deposit and first month's rent are paid in full.

EQUAL HOUSING OPPORTUNITY

COLONIAL MANAGEMENT, LLC will not discriminate on basis of race, color, religion, sex, handicap, honorable discharge, physical appearance, sexual orientation, student status or political beliefs.

By signing below, I acknowledge that I have read and understand all of the above:

NAME: _____

DATE: _____



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Colonial Management, LLC must have a completed application for each adult (18 years of age or older) who will be living in the residence. All requested information must be completed (including unit applying for) and the disclosure form must be signed and returned with \$100.00 Earnest Money, before the application will be processed.

RENTAL AGENT TO COMPLETE

TODAY'S DATE: _____ MOVE-IN DATE: _____ LEASE TERM: _____
ADDRESS APPLYING FOR: _____ RENT SPECIAL: _____
SECURITY DEPOSIT: _____ PARKING RENT: \$ _____ PET FEE: \$ _____ MONTHLY RENT: \$ _____ UTILITY CO-PAY \$ _____
CIRCLE UTILITIES NOT INCLUDED IN RENT: ELECTRIC HEAT HOT WATER GAS COOKING WATER/SEWER

APPLICANT INFORMATION

FULL NAME: _____ ★ SOCIAL SECURITY NUMBER: _____ - _____ - _____
First Middle Last
★ TIN NUMBER: _____
HOME TELEPHONE: _____ MOBILE NUMBER: _____ WORK NUMBER: _____
DRIVERS LICENSE #: _____ STATE: _____ ★★ DATE OF BIRTH: _____ / _____ / _____

Applicant must have a valid driver's license if you wish to apply for parking.

★ *Optional: Is used to determine credit worthiness. (If optional information is not provided and credit report is inaccurate or insufficient, COLONIAL MANAGEMENT, LLC may ask for further information or the application may be denied.)*

★★ **REQUIRED** - Date of birth for credit report and background checks reference only.

HOUSING INFORMATION

YOU MUST HAVE TWO (2) COMPLETE YEAR OF HOUSING REFERENCES WITH NO GAPS IN DATES

CURRENT ADDRESS: _____
Street Apartment # City State Zip
DATES AT ADDRESS - FROM: _____ / _____ / _____ TO: _____ / _____ / _____ MONTHLY RENT: \$ _____
LANDLORD'S NAME: _____ LANDLORD'S PHONE #: _____

PREVIOUS ADDRESS: _____
Street Apartment # City State Zip
DATES AT ADDRESS - FROM: _____ / _____ / _____ TO: _____ / _____ / _____ MONTHLY RENT: \$ _____
LANDLORD'S NAME: _____ LANDLORD'S PHONE #: _____

PREVIOUS ADDRESS: _____
Street Apartment # City State Zip
DATES AT ADDRESS - FROM: _____ / _____ / _____ TO: _____ / _____ / _____ MONTHLY RENT: \$ _____
LANDLORD'S NAME: _____ LANDLORD'S PHONE #: _____

INCOME INFORMATION

SOURCE OF INCOME: _____ CONTACT'S NAME: _____
ADDRESS: _____
CONTACT'S TELEPHONE: _____ START DATE: _____ POSITION: _____
GROSS MONTHLY INCOME: \$ _____ HOURS WORKED PER WEEK: _____

SOURCE OF INCOME: _____ CONTACT'S NAME: _____
ADDRESS: _____
CONTACT'S TELEPHONE: _____ START DATE: _____ POSITION: _____
GROSS MONTHLY INCOME: \$ _____ HOURS WORKED PER WEEK: _____

EMERGENCY CONTACT

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____
DAYTIME PHONE: _____ EVENING PHONE: _____



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MISCELLANEOUS

HAVE YOU OR ANY OTHER PERSON NAMED ON THIS APPLICATION BEEN EVICTED OR ASKED TO LEAVE?.....YES or NO
HAVE YOU OR ANY OTHER PERSON NAMED ON THIS APPLICATION BEEN CONVICTED OF A FELONY IN THE PAST TWO YEARS?
YES or NO. IF YES, PLEASE EXPLAIN: _____

DO YOU EXPECT TO ADD ANY HOUSEHOLD MEMBERS DURING THE TERM OF THIS LEASE?...YES or NO

DO YOU WISH TO RECEIVE WRITTEN EXPLANATION OF DENIAL OF TENANCY?.....YES or NO

DO YOU HAVE RENTER'S INSURANCE?YES or NO

DO YOU OWN/HAVE A WATER BED?YES or NO

IF YES, DO YOU HAVE WATERBED INSURANCE?.....YES or NO

WHERE DID YOU FIND OUT ABOUT THIS APARTMENT? _____

To receive rental credit from other than Colonial Management, lease term must be a 12 months in length and noted on application.

Rental credits from other than Colonial Management are forfeited if the term is less than 12 months. One Special Limit per unit per term.

VEHICLE INFORMATION

MAKE: _____ MODEL: _____ YEAR: _____ LICENSE PLATE #: _____ STATE: _____

MAKE: _____ MODEL: _____ YEAR: _____ LICENSE PLATE #: _____ STATE: _____

ADDITIONAL OCCUPANTS

APPLICANT: _____ Over 18 years old? YES or NO (please circle one)

NAME: _____ RELATIONSHIP: _____ D.O.B: ____ / ____ / ____ SOC. SEC. #: ____ - ____ - ____

NAME: _____ RELATIONSHIP: _____ D.O.B: ____ / ____ / ____ SOC. SEC. #: ____ - ____ - ____

NAME: _____ RELATIONSHIP: _____ D.O.B: ____ / ____ / ____ SOC. SEC. #: ____ - ____ - ____

NAME: _____ RELATIONSHIP: _____ D.O.B: ____ / ____ / ____ SOC. SEC. #: ____ - ____ - ____

PET INFORMATION

LIMIT TWO PETS PER APARTMENT

TYPE OF PET #1: _____ NAME: _____ AGE: _____ BREED: _____

DATE SPAYED/NEUTERED: _____ DATE OF LAST VACCINATIONS: _____ DECLAWED?: _____

TYPE OF PET #2: _____ NAME: _____ AGE: _____ BREED: _____

DATE SPAYED/NEUTERED: _____ DATE OF LAST VACCINATIONS: _____ DECLAWED?: _____

VETERINARIAN: _____ ADDRESS: _____ PHONE: _____

SIGNATURES

★FALSIFICATION OF ANY INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL★

The fair CREDIT REPORTING ACT requires that COLONIAL MANAGEMENT, LLC notify you that as part of our normal procedure a routine inquire will be made. This inquiry will provide applicable information character, general reputation, personal characteristics and mode of living and will include a CREDIT BUREAU REPORT.

APPLICANT'S SIGNATURE

DATE

RENTAL AGENT SIGNATURE

DATE