

Rental Policies

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, disabilities, familial status, or national origin. We also comply with all state and local fair housing laws.

Rental Criteria.

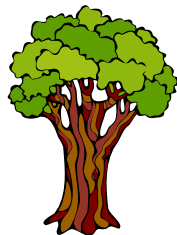
- **Income.** Your monthly income must be at least three times the monthly rent. If you are self-employed, you must provide proof of a source of income. If you are receiving assistance from Section 8 or other agencies, we must know your share as well as the agencies share of the rent.
- **Rental History.** You must have satisfactory rental references from at least two prior landlords. If you have ever been evicted or sued for any lease violation in the past five years, we will reject your application. If you have any money due and owing to a previous or current landlord, we will reject your application. You must have a co-signer if you have rented less than one year.

Terms. All leases are 12-months in length unless specifically requested by applicant. Any lease shorter than 12-months will incur a \$25.00 monthly fee in addition to the base rent.

Occupancy guidelines. To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow 2 persons per bedroom. For the health and security of all **SMOKING is NOT** permitted inside the building or within 15 feet of the premises.

Application Process. We evaluate every apartment application in the following manner. You must submit a rental application form and answer all questions on the form. **Any individual over 18 must submit a separate application. Each applicant must pay a \$30 application fee.** We check your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application.

A security deposit payment and signed lease will remove the rental unit from the market. Until then, the unit will be advertised, marketed and leased. Tall Oak Properties will retain 100% of security deposit if applicant chooses not to rent once deposit is paid and lease is signed.



Tall Oak Properties
P.O. Box 222
Watertown, MN 55388
info@talloakprop.com
952.955.1889
Fax 952-955-3218

Address of Unit applying for: _____

Rental Application

Applicant Name (First, MI, Last)		Date of Birth	Social Security Number	Drivers License #
Current Address:			City:	State and Zip:
Home Phone:		Cell/Alternate Phone:	Reason for Moving?	
Email address:			Current Lease Terms:	
Current Landlord:		Phone:	Current Rent Amount:	How Long?
Monthly Income Information: (Employment, Housing Assistance, and Others Sources)				
Employer Name:		Address:		City, St, Zip
Employer Phone:	FT or PT/ # of Hours per week	Supervisors' Name:	Dates of Employment:	Monthly Gross Income:
Previous Employers' Name:		Address:		City, State and Zip:
Previous Employers Phone:	FT or PT/ # of Hours per week	Supervisors Name:	Dates of Employment:	Monthly Gross Income:
Other Income Sources: (Housing Assistance, Alimony, Child Support, Etc.) *You do not need to include this amount if you do not wish for us to use it to qualify you for this lease				
Source:		Amount per month:	Contact Person:	Phone:
Excluding minor traffic violations, have you ever been convicted of any crime in the last 10 years? YES NO				
Explanation:				
Do you have any pets? YES NO If yes, please indicate: How many, type (dog, cat, etc), breed and weight.				
Desired Move-in Date:		Desired Length of Occupancy:		Have you ever been evicted?
				YES NO
Have you ever refused to pay rent? YES NO		If yes, Please Explain:		
Are you a smoker?		YES NO		

Please list other tenants you want to live with you:

Name:	Date of Birth:	Age:
Relationship:	Smoker: Yes No	
Name:	Date of Birth:	Age:
Relationship:	Smoker: Yes No	
Name:	Date of Birth:	Age:
Relationship:	Smoker: Yes No	

References -- We require at least two references, not related to you.

Name:	Phone Number:	
Address:	City:	State/Zip:
Relationship:	How long?	Type of Reference Business Personal (Circle One)

Name:	Phone Number:	
Address:	City:	State/Zip:
Relationship:	How long?	Type of Reference Business Personal (Circle One)

Name:	Phone Number:	
Address:	City:	State/Zip:
Relationship:	How long?	Type of Reference Business Personal

Previous Rental History (Complete for the past ten (10) years, use back of page, if necessary)

Previous Landlord:	From: (mm/yy)	To: (mm/yy)
Address:		
City:	State / Zip:	Phone:

Previous Landlord:	From: (mm/yy)	To: (mm/yy)
Address:		
City:	State / Zip:	Phone:

Previous Landlord:	From: (mm/yy)	To: (mm/yy)
Address:		
City:	State / Zip:	Phone:

Emergency Contacts:

In case of Emergency Contact #1			
Name:		Phone Number:	
Address:		City:	State/Zip:
Relationship:			
In case of Emergency Contact #2			
Name:		Phone Number:	
Address:		City:	State/Zip:
Relationship:			
Banking Information/ Reference			
Name of Bank:		Phone Number:	
Account Type	Type of Account (Savings, Checking, etc.)	Account Number	Current Balance

PROOF OF INCOME

We need to know income for the current and coming year. This includes all income from any source. Acceptable proofs of income will be:

1. **Social Security/SSI** – Statement of Benefits from Social Security
2. **Retirement** – (copy of check or deposit).
3. Interest from investments, savings, certificates, etc. – (copy of statements).
4. Income from real estate sales or rentals – (copy of payment schedule, income statement from holding company or copy of check).
5. **Wage Earners** – Last 4 pay stubs
6. **Emergency Assistance/Section 8 or other program** – Must have written letter of commitment to pay from and for the duration of the commitment directly from the authorizing agent.

I certify that all content in this application is true and correct to the very best of my knowledge.
Signature:
Today's Date:

The following pages are authorization forms that allow us to check your references and work and rental history.

We only need one authorization form per type of contact. For example, if you have only had one prior landlord, then only fill out one LANDLORD authorization form. If you have had two past employers, then we need two EMPLOYER verification forms filled out.

We need you to give us ten years of history.

If you need more forms, please print out additional copies.

***** Be sure Include a copy of your Drivers License or state ID with your application**

AUTHORIZATION FOR RELEASE OF INFORMATION

Please fill out one of these forms for **EACH COMPANY that we are contacting

I hereby authorize _____ (NAME OF EMPLOYER OR FINANCIAL FACILITATOR) to provide information to TALL OAK PROPERTIES, LLC for the purpose of determining previous rental history, credit worthiness and/or ability to pay .

This authorization shall remain valid for 90 days from the date of signature.

Signature

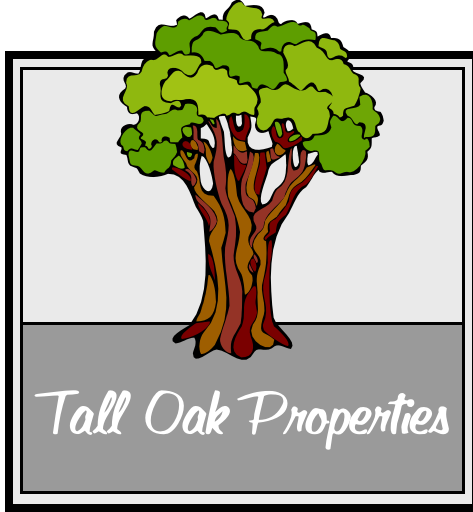
Date

Social Security Number

Printed Name

Company Fax # _____

Rental Reference Verification Form



The individual below has submitted a rental application to us.
Please provide the information requested and **FAX** the completed form to us at **952-955-3218**

“Release and Consent”

Name of Applicant: _____

Social Security Number: _____

Signature of Applicant: _____ X

Date: _____

Landlord / Management Company Name:

Landlord / Management Fax: _____