



1111 MILWAUKEE AVENUE (street)  
P.O. BOX 40 (mailing)  
SOUTH MILWAUKEE, WI 53172

Phone 414-762-5400  
Fax 414-762-5402  
[office@benkowskiproperties.com](mailto:office@benkowskiproperties.com)

## APPLICATION STANDARDS

We use a number of screening procedures to evaluate all prospective residents before entering into a rental agreement. These procedures are listed below, as are reasons why an application may be rejected. We urge you to read this information carefully before you complete an application. Please speak with us if you have any questions or need further information.

**APPLICANT** Any person who will reside in the rental unit OR who will make or guarantee rent payments for persons living in the unit.

**APPLICATION** Each adult (18 years of age or older) who may reside in the unit must complete a Rental Application. All unrelated adults (18 years of age or older) will become a leaseholder upon acceptance of an application. If an application is incomplete or contains any omissions (not satisfactorily explained), Landlord will notify Applicant the application will be denied. Completed and signed application must be accompanied by a signed Application Standards.

**PERSONAL IDENTIFICATION** You must provide some form of photo identification. If a photo identification is not available two (2) forms of personal identification: letter or document, a copy of a utility bill (or other bill acceptable to landlord) with your name and current address on it dated within the last two (2) months.

**INCOME** Your gross income (before taxes) must be:  
3 times the amount of the total monthly charges for town homes or flats which do not include utilities  
2.5 times the amount of the total monthly charges for 2 bedroom apartments which include heat  
2 times the amount of the total monthly charges for 1 bedroom apartments which include heat

On the application, Landlord will ask Applicant to list all income that Applicant wants to be considered as part of monthly income. Income includes, but is not limited to: wages, pensions, alimony, child support, government benefits such as disability, SSI, or other provided those benefits received are not of a limited term.

Landlord must be able to verify independently both the amount and stability of the income of the Applicant (i.e., pay stubs, employer/source contact or tax records). Cash will not be considered as an income source. For those self-employed: business license, previous two years of tax returns, bank records, or a list of client references may be reviewed.

**RENTAL HISTORY** It is the responsibility of Applicant to provide Landlord with the information necessary to contact previous Landlords. Landlord reserves the right to deny application if, after making a good faith effort, Landlord is unable to verify the rental history listed as shown on the application. If Applicant owned, rather than rented, the mortgage history on the credit report will serve as verification.

**CREDIT REPORT** Refers to total outstanding debts, monthly recurring obligations, utility payments, public records and judgments or liens against Applicant.

**REPORT CARD** Please submit a copy of the most recent report card received by the children of Applicant for the current school year or most recent available if school term is beginning or about to begin.

**BACKGROUND REVIEW** Landlord is using public records provided by a third party service to determine your eligibility to rent. Neither Landlord, nor the third party service, can vouch for the accuracy of the records as they have no control over such records. It is the responsibility of the applicant to check the accuracy of their own public records.

**QUALIFIED APPLICATION** A qualified application includes verification of the following:

- a. Previous Landlord references\*
- b. One (1) year of continuous employment
- c. Reliable credit history\*\*
- d. Satisfactory credit report review
- e. Satisfactory background review

\*First time renters – minimum of a triple security deposit or an increased security deposit with a qualified co-signer are required.

\*\*No credit history – qualified co-signer is required.

Any variance from a Qualified Application criteria or if Applicant can only provide limited information, the Landlord reserves the right to increase the Security Deposit, and/or require a qualified co-signer for each Applicant as a condition of the lease.

**CO-SIGNER REQUIREMENTS:** Minimum 650 credit score, must reside in Wisconsin, and sufficient income to meet co-signers own obligations and the rental obligation of the applicant.

**PETS:** Pet are permitted at most, not all, of our properties. Permitted pets are cats, dogs (some breed restrictions), birds, and fish. Pet fees apply. We do not permit reptiles and amphibians, including but not limited to: snakes, lizards, turtles, frogs, etc.

**APPLICATION WILL BE DENIED IF:**

- a. Applicant misrepresents or falsifies any information on application or during the application review. If misrepresentations are found after the agreement is signed, the Rental Agreement between the Landlord and Resident(s) will be terminated.
- b. If you have been convicted of manufacturing or distributing a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. 802) your application will be denied. If you have been convicted of any other crime that shows a demonstrable risk to tenant safety and/or property within the past six (6) years your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case by case basis. You should provide any mitigating information or documentation that you would like to be considered regarding any prior conviction along with your application.
- c. If any Applicant has been evicted for late or non-payment of rent or for behavior that includes causing disturbances, threatening other persons, damaging a unit or similar reason. If a previous Landlord reports such behavior, application will be rejected. Applicant must have a successful rental history.
- d. Previous Landlords report significant levels of complaints against Applicant for such activities as repeated disturbance of neighbors peaceful enjoyment of the area, reports of gambling or 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 or failure to give proper notice when vacating the property, and damage to public areas within building/complex.

**WHEN YOU SUBMIT YOUR APPLICATION PLEASE REMIT \$20.00 PER APPLICANT OVER AGE 18 OR OLDER FOR A CREDIT APPLICATION FEE. \$20.00 MAY BE CASH OR MONEY ORDER. NO PERSONAL CHECKS.**

**Upon acceptance of the application the security deposit is due in full.**

I have read and understand the above screening criteria.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, RELIGION, FAMILIAL STATUS, MARITAL STATUS, LAWFUL SOURCE OF INCOME, HANDICAP, SEXUAL ORIENTATION OR AGE.**

REVISED 11/16

