

# FOOTSTEP Management LLC

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## **POLICY STATEMENT APPLICATION PROCEDURES AND SCREENING CRITERIA**

*Thank you for your interest in our apartments. We feel it is important to maintain safe, clean, and comfortable housing for our residents. To that end, we have a through screening process. If you meet the application criteria and are accepted, you can have peace of mind knowing that other renters in this and other buildings are being screened with the same care.*

Please note that we provide equal housing opportunity. We do not discriminate on the basis of any federal, state and local protected class including race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age or ancestry. No person(s) will be denied occupancy based on membership in any protected class according to local, state, and federal fair housing laws.

1. All tenant applicant(s) must be eighteen (18) years of age. **A photocopy of each applicant's driver's license must accompany the application. Plus, a copy of a utility bill (or other acceptable to the landlord) with your name an current address, dated within the last two months.** \*\*\*\*\* DO NOT Forget a copy of that utility bill when applying!!!!
2. **I do NOT** accept cosigners; you need to be qualified on your own merit to be able to rent our properties. See Applicant Screening Criteria #5 and #6.
3. **List all sources of income.** Applicants must demonstrate the ability to pay the monthly rent. **A copy of the applicant's last two paychecks must accompany the application, if self-employed a copy of last year's Federal tax return. If new employment, an engagement letter from that employer must accompany the application.** If the applicant receives an income subsidy, the applicant must provide verification when turning in the completed application. We use the guideline that tenants rent should not exceed 1/3 of gross monthly income for or have a total debt to income ratio that shows you may have trouble paying rent.
4. No more than two (2) adults or two (2) persons shall occupy a one (1) bedroom unit. No more than four (4) adults or four (4) persons shall occupy a two (2) bedroom unit. No more than six (6) adults or six (6) persons shall occupy a three (3) bedroom unit. This policy shall be applied consistently to ALL qualified applicants, regardless of their membership in any protected class. This policy has been formulated by the management as appropriate for the overall size of the unit and the size of the bedrooms.
5. False or incomplete information is grounds for denial/rejection of your application, so please fill out the application honestly and completely.
6. Your Application may take as little as one day up to three days to complete. If your application is not approved your Earnest Money will be refunded. Once applicant(s) are approved/accepted, **the lease must be signed within three days and the balance of the security paid, or the next qualified applicant will be taken and a portion or all of the earnest money can be legally retained.**

7. **Pet Policy:** We accept one pet a year old and fixed, with proof of updated vaccines and a current pet license. Dogs must be 30 pounds and under, **no exceptions**. Additional security deposit and additional monthly rent is required. **Pets are taken only at the following unit: Rhyme St duplex. Pets are not allowed in 1-bedroom apartments or Hwy 35 single family home, Victoria twin homes. Under no circumstances are puppies, rabbits, parrots, ferrets, gerbils or reptiles (snakes) permitted in your apartment! Nothing that crawls on the floor! **ESA AND SERVICE DOGS ARE WELCOMED WITH PROOF OF NEED, IN ADVANCE**, as is the same with regular pets. (No rent or deposit are charged to ESA or Service Animals- Service Animals are defined only as a dog by HUD)**
  
8. **Rent Payments:** Tenants are jointly and severally liable, this means we take one check for the total monthly. All rental payments that are required by ACH Debit are drawn from only one account. An accepted applicant (one if a group) must bring a voided check and sign a form. This means that rents are automatically deducted from your checking account on the first of every month. Any payments that do not clear are subject to the NSF fee and the late rent fee per the lease agreement.
  
9. **Smoking:** Smoking **is not** allowed inside any of our units, including the garages, Rhyme St., Hwy 35, or Victoria Lane. Any smoking must be done at least 6 feet from the apartments.
  
10. **Smokers are not accepted as tenants in the one-bedroom Braund St. units. The property is a smoke free property, inside and out.**

SEX OFFENDER REGISTRY: Obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public> or by phone at 1-877-234-0085.

\*\*\*These policies and screening criteria are hereby established by *Footstep Management LLC* for the *Landlords we represent* and will be review annually. These policies are applied equally to all.

Date of this Policy/Screening criteria Statement: April 1, 2021

Jeffery Pralle - Property Manager/Broker/Owner