

# *FOOTSTEP MANAGEMENT LLC*

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## **PLEASE READ ALL FORMS CAREFULLY BEFORE FILLING OUT A RENTAL APPLICATION AND APPLYING**

A copy of the lease with non-standard rental provisions and rules and regulations are available for you to review before lease signing (if you are accepted). You can review on line at [www.werentnow.com](http://www.werentnow.com) or ask to have a copy printed and presented to you when you turn in this application.

1. A photocopy of your driver's license must accompany each application
2. Last two pay stubs must accompany your application or your previous 1099 or last Federal tax return. (I must have proof of income)
3. Current rent for 620 or 622 Victoria Lane is \$1350.00 for 3 bedrooms with 4 tenants, 5 tenants; \$1,425.00, 6 tenants; \$1,500.00.
4. Renter's insurance will be required of each tenant.

Also include with your application the following:

- A. Signed applicant screening criteria (one for each)
- B. \$20.00 per person application fee; made out to: Footstep Management LLC

**C. \*\*\*\*\* Any check or checks must come from  
the applicant only. No other checks will be  
accepted. ONE CHECK ONLY FOR ALL  
APPLICANTS!!!!!!**

**Pets are not allowed on this property!!!!!!**

# RENTAL APPLICATION

- Each adult applicant (18 years of age or older) must complete an application.
- Incomplete applications will not be considered.
- Your application will be denied if you misrepresent any information in this application.
- Please print legibly.
- Proof of identification is required.

## Proof of Identification is required.

Date: \_\_\_\_\_ Name of Landlord/Agent: Jeff Pralle Footstep Management LLC

## UNIT INFORMATION (TO BE COMPLETED BY LANDLORD)

Address 620 or 622 Victoria Lane, Onalaska, WI 54650 Unit No. 620 or 622

Monthly Rental Amount \_\_\_\_\_ Security Deposit Amount \$1000.00

Type of Tenancy (i.e. 12 month lease, month to month, etc.) Initial term 360 days, the n12 month

Utilities Included Trash and Recycling.

## PERSONAL INFORMATION

Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

List any prior names that you have used: \_\_\_\_\_

Address \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

D.L. No. \_\_\_\_\_ E-mail \_\_\_\_\_ Other Phone \_\_\_\_\_

OTHER OCCUPANTS include full names.	RELATIONSHIP	DATE OF BIRTH	SOC. SEC. NO.
21 _____	_____	_____	_____
22 _____	_____	_____	_____
23 _____	_____	_____	_____

## RENTAL HISTORY

Current Address \_\_\_\_\_ How Long? \_\_\_\_\_

Current Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Current Rent Amount \_\_\_\_\_ / \_\_\_\_\_

Previous Address \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Current Rent Amount \_\_\_\_\_ / \_\_\_\_\_

## EMPLOYMENT HISTORY

Current Employer \_\_\_\_\_ Starting Date \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
(before deductions)

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Other Employer \_\_\_\_\_ Starting Date \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
(before deductions)

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER SOURCES OF INCOME**

41 \_\_\_\_\_  
42 List any additional income to be considered – verification required \_\_\_\_\_  
43 \_\_\_\_\_

**CREDIT & FINANCIAL INFORMATION**

45 Bank \_\_\_\_\_ Account No. \_\_\_\_\_ Account Type \_\_\_\_\_

46 Bank \_\_\_\_\_ Account No. \_\_\_\_\_ Account Type \_\_\_\_\_

47 **Credit References (auto loans, personal loans, credit cards)**

48 Type \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Account No. \_\_\_\_\_

49 Total Amount Owed \_\_\_\_\_ Monthly Payment Amount \_\_\_\_\_

50 Type \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Account No. \_\_\_\_\_

51 Total Amount Owed \_\_\_\_\_ Monthly Payment Amount \_\_\_\_\_

**OTHER INFORMATION**

53 **Automobiles and Other Vehicles**

54 Make and Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

55 Make and Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

56 Make and Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_

57 Do you have any pets? \_\_\_\_\_ If yes, what type and how many? \_\_\_\_\_

58 Do you own furniture? \_\_\_\_\_ Do you smoke? \_\_\_\_\_

59 Have you ever been evicted? \_\_\_\_\_ If yes, please provide circumstances: \_\_\_\_\_

60 \_\_\_\_\_

61 **Emergency Contact:**

62 Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

63 Address \_\_\_\_\_

64 **NOTICE: You may obtain information about sex offender registry and persons registered with the registry by contacting the**  
65 **Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public/> or by phone at 877-234-0085**

66 The rental of this property is limited to the use and occupancy by the individuals listed above without any right to sublet any or all of the property.  
67 Tenant may request in writing within seven days after delivery of the rental unit a list of physical damages or defects, if any, charged to the  
68 previous tenants security deposit.

69 I enclose the sum of \$ 20.00 (not to exceed \$20) for the purpose of purchasing my consumer credit report.

70 I understand that if I have misrepresented any information on this application that my application will be denied.

71 I authorize Landlord to do the following: (1) contact any individuals and/or businesses listed above and verify all of the information provided  
72 in this application before, during, and/or after my tenancy, and (2) obtain a copy of my consumer credit report.

73 I acknowledge being furnished copies of the Rental Agreement, Rules & Regulations, and if applicable, any Nonstandard Rental Provisions.  
74 I agree to sign the Rental Agreement, Rules & Regulations and Nonstandard Rental Provisions, if applicable, prior to taking occupancy of  
75 the unit.

76 I certify that all of the information provided in this application is true and accurate to the best of my knowledge.

77 \_\_\_\_\_  
78 \_\_\_\_\_  
79 Signature of Applicant

\_\_\_\_\_ Date

**NOTE: A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES AND THE SECURITY DEPOSIT CANNOT BE USED FOR THE LAST MONTH'S RENT.**

82 **Please Note: Landlord is using public records provided by a third party service to determine your eligibility to rent. Neither Landlord, nor**  
83 **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**  
84 **applicant to check the accuracy of their own public records.**

# APPLICANT SCREENING CRITERIA

Applicant Name: \_\_\_\_\_  
*Print Name*

Date: \_\_\_\_\_

Owner/Agent Name: \_\_\_\_\_ Address of Premises: \_\_\_\_\_

The Applicant Screening Criteria below sets forth both the minimum requirements that must be met in order for your rental application to be accepted and what may cause your application to be denied. Screening criteria is used to assist in the evaluation of each rental application.

## **REQUIREMENTS:**

1. **APPLICATION:** Each adult eighteen (18) years of age or older must complete a rental application in its entirety. Your application will be denied if all portions are not fully completed. If you misrepresent any information on the rental application your application will be denied.
2. **PERSONAL IDENTIFICATION:** You must provide two (2) forms of personal identification one of which must contain a photo. You must also provide 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.
3. **RENTAL HISTORY:** You must provide contact information for both your current and prior landlord. Your application will be denied if, after making a good faith effort, your current and prior landlord cannot be contacted to verify your rental history. If your current or prior landlord report that you or your guests or invitees engaged in behavior in violation of your rental agreement including, but not limited to, disturbing the quiet use and enjoyment of the premises by other tenants and/or neighbors, allowing persons not listed on your rental agreement to reside with you, and/or failure to give your landlord proper notice prior to vacating, your application will be denied. If you previously owned a home you must provide contact information for the mortgage company, if applicable, as well as proof of ownership.
4. **PRIOR EVICTIONS:** If a judgment of eviction has been entered against you within the last five (5) years your application will be denied.
5. **INCOME:** If you are employed your income must be verifiable. You must provide contact information for any and all employers for any job that you would like to be considered. Your application will be denied if, after making a good faith effort, your employer cannot be contacted to verify your income. You must also provide acceptable written documentation including, but not limited to, a paycheck stub dated within the last 30 days or your most recent tax records. If you are self-employed you may have to provide a business license, tax records, bank records, and/or client references.
6. **FINANCIAL BACKGROUND:** Your application will be denied if a money judgment has been entered against you within the last five (5) years and you have not satisfied the judgment by paying all monies owed. Your application will also be denied if your credit report indicates that you have an account that is past due more than sixty (60) days. If you have only one minimally past due account your application may still be considered if a reasonable explanation for the delinquency is provided.
7. **CRIMINAL CONVICTIONS:** 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.

**I have read and understand the above screening criteria.**

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*Applicant Signature*


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*Date*

**When To Use:** This form may be given to a rental applicant and sets forth both the minimum requirements that a rental applicant must meet in order to become a tenant and what may cause the rental applicant to be denied.

# FOOTSTEP Management LLC

Jeffery Pralle  
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footstemgt@gmail.com

## **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 thorough screening process. If you meet the application criteria and are accepted, you can have peace of mind knowing that other renter's 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.**
2. A rental history check will be conducted. Good housing reference(s), with a minimum of two years immediate and satisfactory past history, will be required. No previous evictions within the last five (5) years. Home mortgage payment history is acceptable in the absence of rental housing history. Past housing reference(s) shall include: a) record of timely payment of rent or mortgage, b) record of abiding by housing rules, c) record of not disturbing other residents, d) record of respect for property. If applicant(s) has no prior rental or home mortgage history, we may require additional security deposit. You will be turned down if a previous landlord reports complaint from neighbors, failure to follow rules and regulations, damage beyond normal wear and tear, allowing someone not on the agreement to reside in the apartment, and unacceptable criminal activity, or if landlord would not rent to you again.
3. No person(s) will be accepted for residency that has been convicted for disturbance to neighbors, violence to persons or property, destruction of property, drug related crime, record of conviction of illegal manufacture or distribution of controlled substances, or is a user of controlled substance within the past six (6) years or show a history of off and on unacceptable criminal convictions over a period of years.
4. Applicant(s) credit report shall reflect a habit of prompt payment of debts and no unsatisfied judgments. We look for a credit score that shows your ability to purchase a home as an acceptable score. **I do NOT** accept cosigners; you need to be qualified on your own merit to be able to rent our properties.
5. **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.

6. 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.
7. False or incomplete information is grounds for denial, so please fill out the application honestly and completely. If misrepresentations are found after the rental agreement is signed, the rental agreement will be terminated. If special circumstances have existed, bring them to our attentions for discussion.
8. 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 retained.**
9. **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 units:** 2 and 3-bedroom townhome units, Rhyme St duplex. **Pets are not allowed in** 1-bedroom apartments or County HD, Hwy 35, or 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! Service/Companion Pets are welcome with proof of need. 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 dogs)**
10. **Rent Payments:** All rental payments are required to be by ACH Debit. 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.
11. **Smoking:** Smoking is not allowed inside any of our units, the 2 & 3-bedroom Townhomes, Rhyme St. or Victoria Lane. Any smoking must be done at least 6 feet from the apartments.
12. **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: November, 2019

Jeffery Pralle  
Property Manager/Broker/Owner