

# MIDDLETON & MIDDLETON MANAGEMENT



P. O. Box 875, Crivitz, WI 54114 // (715) 350- 7173 // <http://middletonrentals.com>

## STEPS TO THE RENTAL PROCESS 2020

### 1<sup>st</sup> Step: Applying

- 1) The most important step is the get your completed application to us ASAP. All tenants, roommates and guarantors must fill out and sign a separate application. The applications may be mailed, faxed, or dropped off in Crivitz. The applications can be downloaded from our website, picked up at one of our MH park locations, or requested via fax or email.
- 2) **Pay the \$20 application fee.** Checks and money orders should be payable to **BROOKVIEW VILLAGE**
- 3) The following **required items** must be submitted along with the application
  - a. Proof of Identity: A copy of your valid photo ID (driver's license, passport, or other government issued ID)
  - b. Proof of Income: A copy of your last two (2) pay stubs, (or last year's tax return and Y-T-D income if self-employed), SSI/SSDI statements, official child support statements, etc
  - c. If you are a homeowner, a copy of your property tax statement and mortgage statement
- 4) The approval process can take approximately 5-7 days after all applications are completely received.

**\*\*INCOMPLETE APPLICATIONS WILL BE TURNED DOWN. NO REFUNDS ON APPLICATION FEES\*\***

### 2<sup>nd</sup> Step: Qualifications & Verification

- 1) Minimum income must be 3x the rent based on provided "Proof of Income" above. For applicants planning to share the home, the combined income for all the tenants will be used to determine whether they meet the income requirement. Must have minimum 1-year employment history.
- 2) Minimum rental history of 1 year with landlord references or 2 professional references if you own
- 3) No evictions in the last 10 years.
- 4) Credit must show good payment history, without unpaid bills that could lead to wage garnishment, and NO judgments to prior landlords.
- 5) History of illegal activity/drug use is not accepted. No sex offenders. Felony and misdemeanors reviewed for impact on safety and potential problems.
- 6) Pets: Up to two (2) cats allowed if spayed/neutered and declawed with \$125 refundable deposit per cat. Fish, hamsters, gerbils, birds, small snakes, small lizards and mice allowed if kept caged. **NO DOGS ALLOWED.**
- 7) Credit and court records will be checked. Employers and landlords will be called. Please make sure we have proper contact numbers on the application. If your employer uses the "Work Number" for employment verification, you must provide a letter from your employer on company letterhead stating salary or hourly rate, average hours, position, and length of employment.

### 3<sup>rd</sup> Step: Signing a Rental Agreement

- 1) After your application is approved, you have 24 hours to set up a time to sign the rental agreement or tell us you no longer want the home. If you have not responded within 24 hours, we will move on to the next approved application. We continue to show the home and accept applications until a rental agreement is signed. If multiple applications are approved, applicants will be notified in the order in which the **completed** application was received.
- 2) Security deposits and 1<sup>st</sup> month rent is due at the time of signing. If the move in date will be the first of the month, the 1<sup>st</sup> month rent payment may be delayed, but keys will not be given until the 1<sup>st</sup> month rent is received in full. At the lease signing, we only accept "Good Money" such as certified check, bank check, postal check or money orders. After you become our tenant, personal checks are accepted as rent payment. All rent and security deposits are to be made out to the legal property name at which you will be residing.
- 3) The security deposit is always the same amount as the rent.

# APPLICATION FOR RENTAL AGREEMENT



**ENTIRE APPLICATION MUST BE COMPLETED FULLY**

ADDRESS OF SITE/HOME APPLYING FOR: \_\_\_\_\_

**NO DOGS ALLOWED**

MONTHLY RENT: \$ \_\_\_\_\_ (SECURITY DEPOSIT SAME AS 1 MONTH RENT)

**TENANCY TERM OF 1 YEAR REQUIRED. UTILITIES ARE NOT INCLUDED.**

**PERSONAL INFORMATION (Each adult over 18 years of age, including adult children still in high school, must complete a separate application)**

Name of Applicant: \_\_\_\_\_ Social Security No. \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Other Minor Occupants/Dependents (write N/A or none if none): \_\_\_\_\_

Dependent Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

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Dependent Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

## RESIDENCE HISTORY

**Present** Address: No. and Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Rent / Mortgage Payment (choose one: \_\_\_\_\_) \$ \_\_\_\_\_ Lease Term: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Present Landlord/Manager's (Lender's if residence owned) Name: \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

**Prior** Address: No. and Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Rent / Mortgage Payment (choose one: \_\_\_\_\_) \$ \_\_\_\_\_ Lease Term: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Prior Landlord/Manager's (Lender's if residence owned) Name: \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

## EMPLOYMENT HISTORY

**Current** Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ Supervisor's/HR Name/Phone No. \_\_\_\_\_

Work Phone No. (\_\_\_\_) \_\_\_\_\_ **Monthly** Income (Base) \$ \_\_\_\_\_ Bonus \_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Prior** Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ Supervisor's/HR Name/Phone No. \_\_\_\_\_

Work Phone No. (\_\_\_\_) \_\_\_\_\_ **Monthly** Income (Base) \$ \_\_\_\_\_ Bonus \_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Reason for Leaving: \_\_\_\_\_

**Other Income** (SSI/SSDI/Child Support/Pension/Etc) \_\_\_\_\_ Monthly Amt \$ \_\_\_\_\_

## OTHER INFORMATION

Driver's License No. \_\_\_\_\_ State of Issue \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

Do you have any animals?  NONE  Dog  Cat  Other \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Name/Color \_\_\_\_\_

## DISCLOSURES

NO YES

Known by any other name(s)? List: \_\_\_\_\_

Been evicted or served with a notice of a breach of your lease?

Describe: \_\_\_\_\_

Convicted for the illegal manufacture or distribution of a controlled substance?

Describe: \_\_\_\_\_

Arrested or convicted of a crime? (A "yes" answer **does not** automatically disqualify you for tenancy.)

Describe: \_\_\_\_\_

State arrest or conviction took place: \_\_\_\_\_

**Management and or owner reserves the right to deny tenancy if:**

- You misrepresent any information on this application. If misrepresentations are found later, your rental agreement may be terminated.
- Your background check includes drug, other criminal activity or prior evictions or unsatisfied judgements.
- Your credit check shows an unsatisfactory record.
- Any other lawful reason.

**CERTIFICATION AND AGREEMENT – Please read carefully!**

**An application fee of \$20.00 applies** (\$25 maximum per person)

**FOR MICHIGAN RESIDENTS:** An additional background check fee of \$15.00 applies. (\$25 maximum per person)

A security deposit is required against damages or loss to Site and/or Home and the security deposit must be paid in full prior to the applicant moving into Home and/or Site. The security deposit cannot be used to pay the last month’s rent.

I represent that the information provided is true and correct to the best of my knowledge. I understand that if my application is accepted any false statements on, or omissions from this application may result in eviction. Landlord and Management Company are authorized to investigate my personal history, previous rental history, financial and credit record through any investigation agency or bureaus of Landlord’s choosing.

I understand Landlord and Management Company may also use state court records and the sex offender registry. I understand that a security deposit, or earnest money deposit, if any, will be returned if my application is not accepted; however, a credit check fee, if any, is nonrefundable. I acknowledge that I have been given copies of the Rental Agreement, Rules and Regulations, and Nonstandard Rental Provisions (if applicable). I understand that the Premises is limited to the use and occupancy of the Applicant and Minor Occupants/Dependents as listed on this application, without any right by the Tenant to sublet or assign any portion of the Premises without Landlord or Management Company’s written consent.

\_\_\_\_\_  
*APPLICANT SIGNATURE*

\_\_\_\_\_  
*PRINTED NAME*

\_\_\_\_\_  
*DATE*

# PRIVACY POLICY



## What This Privacy Policy Covers

This Privacy Policy covers Middleton & Middleton Management, LLC, our treatment of nonpublic personally identifiable information that we collect when you, the "customer" or "consumer" apply to rent from us. This policy also covers our treatment of any nonpublic personally identifiable information that our business partners share with us.

This policy does not apply to the practices of non-affiliates of Middleton & Middleton Management, LLC.

## Information Collection and Use

We collect nonpublic personal information about you from the following sources:

- information we receive from you on applications or other forms;
- information about your transactions with us, our affiliates, or others; and
- information we receive from a consumer reporting agency

We may disclose the following kinds of nonpublic personal information about you:

- Information we receive from you on applications or other forms, including, but not limited to, your name, address, social security numbers, assets, and income, etc.
- Information about your transactions with us, our affiliates, or others, including, but not limited to, your account balance, payment history, parties to transactions, etc.; and
- Information we received from a consumer reporting agency, including, but not limited to, your credit worthiness and credit history.

## Information Sharing & Disclosure

In addition to disclosing nonpublic personal information about you to anyone as permitted by law, we may disclose nonpublic personal information about you to the following types of third parties:

- Financial service providers, such as mortgage bankers, mortgage brokers, insurance agents, and/or companies, title companies, escrow agents and/or companies, etc.;
  - Nonfinancial companies such as retailers, direct marketers, airlines and publishers; and
  - Others, such as non-profit organizations.
- We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law.
  - We may disclose all of the information we collect, as described above under the heading "Information Collection and Use," to companies that perform marketing services on our behalf or to other financial institutions with whom we have joint marketing agreements.

## Offering You Choices

We offer financial products and services you can use to meet your financial goals, and we want to let you know about them when they could be of interest to you. We recognize, however, that you might have preferences about how we contact you to let you know about them. If you prefer that we not disclose nonpublic personal information about you to nonaffiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make those disclosures (other than disclosures permitted by law.) If you wish to opt out of disclosures to nonaffiliated third parties, you may contact us by calling the following number: (715) 350-7173.

## Confidentiality and Security

We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

By signing below, I acknowledge that Middleton & Middleton Management, LLC provided me with a copy of its Privacy Policy.

TENANT/  
PURCHASER: \_\_\_\_\_ TENANT/  
PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature) (printed)