

Penmar Properties, LLC

P.O. Box 47123; Minneapolis, MN 55447 Phone 763-258-9988 Fax 763-536-2270

Apartment Application Policies

This is a statement of our rental application and screening policies. These policies explain our rental and occupancy standards and our requirements for all potential residents.

1. **Rental Application Process:** The rental application needs to be filled out completely and accurately. We will not process an incomplete application. Any misstatement or omissions made on your application, whether or not discovered before you move into the building, is a ground for denial of an application or termination of an existing tenancy. Information must also be verifiable. If information given to us on the application cannot be checked out and verified, this is a valid basis for rejection.

2. **Photo Identification:** Every adult that will be living in the apartment is required to complete a rental application and to provide a current government issued photo ID.

3. **Screening Service:** Management uses the tenant screening service below:

Rental History Reports
701 South Fifth Street
Hopkins, MN 55343
952-545-3953 (phone)

4. **Lease Paperwork and Payments:** Applications approved for occupancy will not be entitled to an apartment until they sign all lease paperwork and pay any rent required as of the time signing. Management requires that its forms of lease paperwork, and any applicable addenda or rules, be signed.

5. **Occupancy:**

Studio:	Maximum of 1 person
1 Bedrooms	Maximum of 2 persons
2 Bedrooms:	Maximum of 4 persons
(no more than two of these persons may be 18 or over)	

6. **Minimum Income:** The minimum applicant income must be equal to three (3) times the amount of monthly rent for the apartment. To be counted as household income, amounts must be verifiable, reliable, and predictable.

7. **Housing History:** You must provide the name and last known telephone number of each landlord/property manager for each address you had for the last three years. Roommate references are not acceptable. Failure to disclose an address of record in the last three-(3) years is cause for rejection of your application. Positive rental references are one of the most important things management looks at in screening applicants. The refusal of a prior landlord to give a reference, or a negative reference, will be grounds for rejection of your application. In the case of first time renters, young people or students, Penmar Properties reserves the right to vary this requirement if all other aspects of the screening appear positive and/or applicant is able to pay an additional deposit, or pay an amount for advance rent. We may also vary it for prior homeowners.

8. **Eviction Filings:** Unlawful Detainer or eviction case history will be checked. Eviction actions within the past five (5) years may be the basis for rejection of your application.

9. **Credit References:** Bank and credit references will be checked. An adverse bank or credit reference or the absence of a credit history may be grounds for rejection for an application. A bankruptcy or adverse credit report within the past 12 months is grounds for rejection.

10. **Criminal History:** The following criminal convictions are the basis for rejection of an application: conviction for a felony; conviction within the past ten (10) years for anything greater than a misdemeanor but less than a felony; conviction within the past two (2) years for misdemeanor, other than traffic or parking violations.

11. **Business Relationship:** The relationship between owner or owner's representative (management) and resident is a business relationship. A courteous business like attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is under the influence of alcohol or other drug, is argumentative, or in general displays an attitude at the time of the apartment showing and application process that causes management to believe we would not have a positive business relationship.

12. **Equal Opportunity:** Penmar Properties, LLC is an equal opportunity housing provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familiar status, disability sexual orientation, or status with respect to receipt of public assistance. If you feel you have not been treated fairly in any way or have been discriminated against in any way by an agent or employee of Penmar Properties, LLC, contact us at the address above. We will promptly investigate and respond to any concern that we have not followed the fair housing laws.