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## PROPERTY MANAGEMENT CONCEPTS, LTD.

Leasing Center 722 State Street, La Crosse, WI 54601 (608) 782-9680

Hudson Office: 204 Plaza 94, Hudson, WI 54016 (715) 386-9196

# APPLICATION FOR GUARANTEE

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## GENERAL INFORMATION

*Please tear off this page and keep it for future reference*

The attached form is an application to **GUARANTEE** the lease of a residence. As a guarantor, we want you to have the same information about our procedures that are provided to the primary applicants, and have copied below for your information our process for rental and move in. If you have any additional questions, please feel free to contact your property manager.

## APPLICATION

The attached form **is not a lease**. The application form is an agreement by you to lease a property. It is used by our staff to verify your credit history and previous leasing experiences. Your application will not be reviewed until it is complete, signed and accompanied by a credit report fee and earnest money deposit. The information we obtain from the credit agencies will be kept strictly confidential. Upon approval, the application becomes an agreement by you to sign the lease, and take possession of the property you have requested to rent. If you have requested any special conditions such as pets, painting or specific repairs, they should be noted in the appropriate space on the application form. The earnest money you will give us with the application will be applied to the security deposit. You will also give us a **non refundable fee of \$15.00** which pays for your credit report.

## LEASE SIGNING

A sample lease is available for your review at the rental office. Please ask to review it. After your application is approved, a lease will be prepared for your signature. You **must make an appointment** with your property manager for lease signing. At the time you meet, you should be prepared to pay the balance of your security deposit and the first month's rent. All rent is calculated from the first of the month and is due on the first. If you are moving before the first, you will be asked to pay a daily rate until the end of that month.

## RULES AND REGULATIONS

A copy of the rules of occupancy and a sample lease is available for your review at the office. You should thoroughly understand them before making an application to rent from us. You will receive copies of your lease and rules at the lease signing.

## **KEYS AND MOVE-IN**

Keys will be provided on or before the day that you are scheduled to move in. If you are given the keys early, you do not have any right to enter the unit prior to the day agreed upon in your lease. Moving in early is a violation of the lease, but more important it may cause problems for the maintenance crews when they try to prepare the unit for you.. Before you move your belongings in, please make a thorough inspection. Walk through the unit and note any damages that may have been done by the previous resident. Fill in the move in checklist and return the white and yellow copies to the office within seven days. The pink copy is for your records. **You may be held responsible for damages not noted on the move in checklist.**

## **JOINT RESPONSIBILITY**

If you have one or more persons intending to live with you, all adult residents must sign the lease. Many residents with roommates agree between themselves on a method of splitting expenses. The lease, however makes each individual responsible for the **entire** obligation under the lease. If a roommate does not pay, you are still liable for the entire amount. Prompt payment discounts are forfeited unless the **entire** amount due is received in the rental office by 5 P.M. on the 1st of the month, or postmarked by the 1st. We recommend that one person take responsibility of getting rent paid to us on time.

## **UTILITIES**

If you are responsible for payment of utilities, you must arrange with the utility companies to have service put in your name prior to the day you move in. If this is not done you may find the utilities are not on when you move in or they may be disconnected while you are there. We cannot be responsible for these occurrences and advise you to make application with the utility companies as early as possible.

## **SPECIAL NEEDS**

If you have a disability covered under Wis Statutes 101.22, we will permit reasonable modifications to afford you full enjoyment of the housing, provided the modifications are at your own expense and you agree to restore the property to its original condition upon move out. An escrow may be required to assure restoration of the property and we **must approve of the modifications in writing**. If you have any such disability, please inform us in the "comments" section of the application so we may work with you to accommodate your needs.

## **DISPUTE RESOLUTION**

If your application is turned down, or if you have any disputes that cannot be resolved with your property manager, you may request review by a supervisor. Your property manager will provide you with details on request.

**PROPERTY MANAGEMENT CONCEPTS, LTD.**

*As agent for Landlord*

**APPLICATION AND GUARANTEE**

**PLEASE READ CAREFULLY. THIS FORM MUST BE SIGNED IN TWO PLACES.**

**Initial Lease Term:** From: \_\_\_\_\_ To: \_\_\_\_\_ plus all extensions and renewals thereof. **Monthly Rent:** \$ \_\_\_\_\_

**Premises to be leased:** \_\_\_\_\_ **Tenant(s):** \_\_\_\_\_

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**Your Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Soc. Sec. #** \_\_\_\_\_ **Driver's License #** \_\_\_\_\_

**Current Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Rent or Own home?** \_\_\_\_\_ **Monthly Wages (gross)** \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

I hereby make application to GUARANTEE a lease on the above described premises for the persons named as TENANTS at the monthly rent and the term specified above. I have paid a credit report fee of \$15.00 which I understand is not refundable. As an inducement for the Landlord to accept this application, I warrant that all statements made herein are true.

I hereby authorize the Landlord, and any consumer or credit reporting agency or bureau authorized by it to investigate my credit and financial responsibility and the statements made with this application.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**GUARANTEE OF LEASE**

In consideration of Landlord's agreement to lease the Premises, the undersigned guarantee(s) both the payment of all amounts due under the above referenced Lease and all renewals and extensions thereof including the performance of all covenants of Tenant(s) set forth in the lease and /or by statute. This Guarantee is irrevocable and is not affected by any extension, renewal or modification of Lease. If I am married, I state that the obligation I am incurring is in the interest of the family.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If submitted by mail, it must be notarized and accompanied by a copy of Guarantor's photo ID**

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )  
 ) SS.  
\_\_\_\_\_ COUNTY)

**Personally came before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **in the year** \_\_\_\_\_

**the above named** \_\_\_\_\_ **to me known to be the person who executed the foregoing instrument and acknowledged the same.**

\_\_\_\_\_

**Notary Public** \_\_\_\_\_, **County, State of** \_\_\_\_\_

**My Commission** \_\_\_\_\_