

river towne PROPERTIES



Thank you for choosing to make our community your home.

Country View Townhome Apartments
1810 5th Ave NE
East Grand Forks, MN 56721

Stanford Manor
1110 Stanford Road
Grand Forks, ND 58201

Green Acres
1720 5th Ave NE
East Grand Forks, MN 56721

River Towne Properties Office
1720 5th Ave NE D7
East Grand Forks, MN 56721
Phone: (218) 773-3466 Fax: (218) 773-7980
information@centurypropertiesegf.com
www.rtpegf.com
Office Hours: Monday-Thursday 8:00am-5:00pm & Friday 8:00am-3:00pm

PLEASE MAKE SURE TO INCLUDE:

Proof of All Forms of Income for the last 30 days

Copy of Valid ID

\$30 Application Fee

Please make checks & money orders payable to River Towne Properties. Cash must be for the exact amount only.

Application Form

Date: _____ Property: ☐ Country View ☐ Green Acres ☐ Stanford Manor Unit: _____

Non-Refundable Application Fee: \$30.00 Rental Unit Amount: _____ Move-in Date: _____

YOUR INFORMATION - Please Print & Answer All Questions

Name: _____ Birthdate: _____
First Middle Last

Phone #: _____ SS #: _____ Email: _____

Current Address: _____ How Long? _____
Address City State Zip

Previous Address: _____ How Long? _____
Address City State Zip

OTHER OCCUPANT(S) INFORMATION - Include all other persons who will occupy the unit

Full Name: _____ Birthdate: _____ Relationship: _____

Full Name: _____ Birthdate: _____ Relationship: _____

Full Name: _____ Birthdate: _____ Relationship: _____

RENTAL REFERENCES - Property Manager, Owner, etc.

1. _____
Contact Person Company Phone

2. _____
Contact Person Company Phone

VERIFICATION OF INCOME - Employment, Social Security, Child Support, Government Assistance, etc.

1. _____
Source of Income Contact Person Phone Amount per month

2. _____
Source of Income Contact Person Phone Amount per month

EMERGENCY CONTACT - Should be a person not residing in the unit

Name: _____ Relationship: _____ Phone #: _____

CRIMINAL HISTORY

Have you been convicted of a crime? ☐ Yes ☐ No

Have you been convicted of a felony? ☐ Yes ☐ No

Are you currently registered as a sex offender or have you ever been required to register as a sex offender? ☐ Yes ☐ No

If yes to any above, explain: _____

MISCELLANEOUS

Have you ever filed for bankruptcy? ☐ Yes ☐ No

Have you ever refused to pay rent when it was due? ☐ Yes ☐ No

Have you ever been evicted or asked to vacate/leave a residence or rental unit? ☐ Yes ☐ No

Do you smoke? ☐ Yes ☐ No

Have you ever been known by any other name (maiden, alias)? ☐ Yes ☐ No If yes, what name(s): _____

Do you have a pet? ☐ Yes ☐ No If yes, what kind? ☐ Cat ☐ Dog (dogs must be under 50lbs)

Are you on Section 8? ☐ Yes ☐ No If yes, who is your housing representative? _____

How did you hear about our community? ☐ Walk-in ☐ Current Resident: _____ ☐ Internet Search ☐ Facebook

☐ Apartments.com ☐ www.rtpgef.com ☐ Other: _____

SCREENING CRITERIA

In order to be considered for residency, applicants shall be 18 years of age or older (or a legally emancipated minor) and meet the minimum screening criteria stated below:

GENERAL REQUIREMENTS & INFORMATION

- Each applicant must qualify SOLELY AND INDIVIDUALLY. Each applicant and co-signer is jointly and severally responsible for the entire rent payment as well as all community rules and policies. All roommates must pass the application and screening process.
- Application fees must be paid prior to processing the rental application. This covers the cost of obtaining your credit and criminal report.
- Processing of applications requires 3 business days; however, processing can take several days due to inability to contact previous/present landlord(s), employer and other references. Management will make a reasonable attempt to contact these parties submitted by applicant; however, the ultimate responsibility for supplying the information to management lies with the applicant. Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.
- Notification of denial will be made via US Mail.
- We cannot guarantee any unit you have seen to be available to you by the time your application is received. Dwelling units are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the rental application is approved.

CREDIT/INCOME

- A credit rating of 600 or higher is required for all applicants. A score lower than 600 may be considered with a qualified guarantor. Negative incidents noted on credit reports may be grounds for denial of an application. Bankruptcies must be discharged.
- Total gross income shall be at least 2.5 times the amount of rent, including garages. If it is less than 2.5 times, an applicant may be considered with a qualified guarantor. Subsidy recipient's income must be 2.5 times the amount of the rent portion they are responsible to pay.

VERIFIABLE INCOME

- Current Employment: Photocopies of most recent 30 day's worth of pay stubs. Pay stubs must indicate that taxes are being withheld.
- Self-Employment: Tax records showing reported income and paid taxes. Back statements back three months demonstrating a steady flow of income.
- Newly Employed: signed, typewritten letter from employer on letterhead stating start date, wage, and hours per week.
- Savings Account: Past 3 months bank statement demonstrating: a sufficient balance to cover rent for entire lease term and balance has been maintained over three month period without significant fluctuation.
- Social Security: documentation from Social Security Administration indicating amount and frequency of payments.
- Spousal/Child Support: Notarized documentation indicating amount and frequency of payment.
- Retirement Funds: Documentation indicating the amount and frequency of payment. Notarized verification of entire retirement fund balance that must cover the rent for the entire lease term.
- Section 8/Subsidized Rent: Official documentation from agency subsidizing rent. Must include payment amount and length of eligibility.
- Disability: Official documentation from payment source indicating amount and frequency of payment.
- Military: letter verifying income from military, notarized documentation of military housing allowance withheld, or notarized documentation of military housing allowance.
- Cosigner Rental Criteria: If you do not meet one or more of the above criteria, you may be able to qualify for the property if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except we require the guarantor's income to be 4 times the monthly rent of the unit being applied for and their credit must be over 650.

CRIMINAL HISTORY

- Applicants with a felony will be considered for residency based on date of conviction and type of felony.

RENTAL HISTORY

- Applicants with a history of late payments, evictions, non-renewals, unlawful detainers, etc. may be denied residency. Applicants with verified housekeeping problems or with a history of property disturbances will be denied. Applicant agrees to submit a non-refundable application fee of \$30.00.

Applicant hereby authorizes River Towne Properties, Inc. to obtain any information it deems necessary for the purpose of evaluating this applications, including without limitation to credit history, criminal history, civil information, rental history, employment history, income verification, vehicle records, information from public agencies, and/or any other information relevant to this application. Applicant understands that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made. Applicant hereby releases River Towne Properties, Inc. and any procurer or furnisher of information from any liability in the use, procurement, or furnishing of such information, and understands that the application information contained herein may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

Applicant represents and warrants that all above information and statements are correct and complete, and agrees that the information may be used by River Towne Properties in determining whether to lease to applicant. Applicant agrees that applicant has no right to occupy an apartment unit until and unless this application is approved, a lease is signed and applicant has made any necessary initial payments. Applicant understands that any misrepresentation on this application may be cause for lease termination and/or non-acceptance of this application.

All persons will be treated fairly and equally without regard to race, creed, ancestry, color, religion, gender, familial status, disability, national origin, age, marital status, sexual orientation, or public status in compliance with Fair Housing Act and all other applicable state laws. Our policies comply with the Equal Housing Opportunity Act and other similar laws.

ACKNOWLEDGEMENT: I have read the above information and fully understand its contents.

Printed Name: _____ Signature: _____ Date: _____

Landlord Reference Form

Renter's Name: _____ Property Name: _____

Renter's Address: _____ Landlord's Name: _____

_____ Landlord's Phone/Email: _____

By signing below, the applicants identified above hereby authorize the release of the information contained in this landlord reference form:

Signature of Applicant Date

The following is to be completed by Landlord. DO NOT give to the Landlord, we will fax or email it to them.

TO CURRENT/PREVIOUS LANDLORD: The renter identified above have applied to rent an apartment from River Towne Properties, Inc. As the owner of the apartment, we need your help in answering the questions below. Your answers will be used to help us determine the renter's eligibility to rent an apartment from us. Please return a completed copy of this form to us within one business day by fax (218) 773-7980; ATTN: Property Manager or via email at information@centurypropertiesegf.com Thank you for your cooperation.

When did they rent this property? From: _____ To: _____

Other individuals listed on the lease: _____

What was their monthly rent? _____

Was their rent paid on time? ☐ Yes ☐ No If no, how many times? _____

What was their security deposit? _____

Amount refunded (or expected to be refunded)? _____

Did they give proper notice before moving out? ☐ Yes ☐ No If no, when is their lease up? _____

Did they ever have a bug infestation? ☐ Yes ☐ No If yes, what type of bug(s)? _____

Was there any damage to the unit? ☐ Yes ☐ No If yes, what was damaged? _____

Were there any lease violations? ☐ Yes ☐ No If yes, please explain: _____

Do they currently have an outstanding balance? ☐ Yes ☐ No If yes, how much? _____

Would you rent to them again? ☐ Yes ☐ No

Additional Comments: _____

By signing below, I verify that I have the authority to act on behalf of the landlord identified above and I hereby certify the information above is correct to the best of my knowledge:

Signature of Landlord & Title _____ Date Verified: _____