

## APPLICATION INSTRUCTIONS

1. All persons 18 and over who will be residing in the unit are required to complete a rental Application – NO EXCEPTIONS. Fill out the attached application COMPLETELY.
2. \$20 non-refundable Credit Check fee for EACH application – **cash only**.
3. Proof of identity (driver's license or state ID), we will make a copy in our office.
4. Proof of income (**two** most recent paystubs).
5. \$50 refundable\* earnest deposit per apartment – **cash only**.
6. Applications will not be processed until all of the required documents have been received and fees paid in full. All applications, documentation and fees must be turned in together to:

Berg Management  
235 W. Broadway  
Waukesha, WI 53186

Monday – Friday  
8am – 4pm

\*If application is approved the earnest deposit will be applied to the security deposit.  
If application is declined the earnest deposit will be returned to the applicant.  
If application is approved and applicant declines to take the apartment the earnest deposit is forfeited.



# Berg Management

235 W. Broadway Suite 10 • Waukesha, WI • 53186 • 262-521-9935

## Rental Application

Separate application required from each applicant age 18 or older

*This is not a lease*

### THIS SECTION TO BE COMPLETED BY LANDLORD/MANAGER

Address of property to be rented: \_\_\_\_\_

Rental Term:  Month-to month  Lease from \_\_\_\_\_ to \_\_\_\_\_

#### Amounts Due Prior to Occupancy

Earnest Deposit .....	\$ _____	Paid .....	\$ _____	Due .....	\$ _____
Credit Check Fee .....	\$ _____	Paid .....	\$ _____	Due .....	\$ _____
First Month's Rent.....	\$ _____	Paid .....	\$ _____	Due .....	\$ _____
Security Deposit .....	\$ _____	Paid .....	\$ _____	Due .....	\$ _____
Pet Deposit.....	\$ _____	Paid .....	\$ _____	Due .....	\$ _____

Promotion Offered: \_\_\_\_\_

### Applicant

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

Driver's License \_\_\_\_\_ State \_\_\_\_\_

Vehicle Model \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_

License Plate \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_

### Additional Occupants

List all occupants **under the age of 18** who will be residing with you in the home.

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Pets** Please list the following information for any pets that may be residing in the home.

**PETS PERMITTED ONLY WITH LANDLORD CONSENT, AND ARE SUBJECT TO ADDITIONAL FEES**

**• MAXIMUM OF 2 PETS PER HOUSEHOLD • RESTRICTIONS MAY APPLY •**

Type of Animal		Breed		Color	
Weight	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Spayed/Neutered (circle one)	Name	
Type of Animal		Breed		Color	
Weight	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Spayed/Neutered (circle one)	Name	

## Rental History

Please provide rental history for the last 3 years. Please use back side if additional space is needed.

### Current Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Apt \_\_\_\_\_

First Date of Occupancy \_\_\_\_\_ Rent \_\_\_\_\_ Deposit \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

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

### Previous Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Apt \_\_\_\_\_

Occupied: From \_\_\_\_\_ to \_\_\_\_\_ Rent \_\_\_\_\_ Deposit \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Have you ever had an eviction filed against you?  Yes  No How many times? \_\_\_\_\_

**Employment History** Please provide employment history for the last 3 years. Please use the back side of this sheet, if additional space is needed.

### Current Employer

Employer Address \_\_\_\_\_

Employer Phone Number \_\_\_\_\_ Position \_\_\_\_\_

Employed Since \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

### Previous Employer

Employer Address \_\_\_\_\_

Employer Phone Number \_\_\_\_\_ Position \_\_\_\_\_

Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

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



Have you ever filed for bankruptcy?  Yes  No When? \_\_\_\_\_

Bank Account Information  Checking  Savings

Name of Institution \_\_\_\_\_

Additional Sources of Income (i.e. CD, IRA, Trust Account, SSI, Disability...)

Amount \_\_\_\_\_ Source \_\_\_\_\_

Amount \_\_\_\_\_ Source \_\_\_\_\_

### Emergency Contact (not residing with you)

Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Relationship \_\_\_\_\_

*I understand that with this application, a **non-refundable credit check fee**, and an earnest deposit is required. Shall my application not be accepted, all earnest deposit monies paid, will be refunded to me. If my application is accepted, and I decide not to take occupancy, or if I cancel my application beyond 72 hours from the date submitted, I understand that I am forfeiting any paid earnest deposit, and therefore, I am not entitled to a refund.*

*I certify that all the information provided above is true and correct to the best of my knowledge, and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. Furthermore, I authorize Berg Management to perform verification of the information provided in this application, which includes, but is not limited to; conducting a consumer credit report, criminal background check, as well as contacting current and previous landlords, and employers for rental references, and income verification purposes. This permission will survive the expiration of my tenancy.*

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant

### For Landlord/Manager Use Only

Application Taken by: \_\_\_\_\_ Date \_\_\_\_\_

Accepted  Declined Landlord/Manager \_\_\_\_\_



You may 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://www.widocoffenders.org> or by phone at 1-877-234-0085.