

Rental Application
INNOVATION VILLAGE
 2405 10th Street Suite #1
 Brookings, SD 57006
 All information is kept in confidence

For Office Use Only

Building/Apartment _____ Move In Date _____
 Rent \$ _____ Housing Recipient? Yes _____ No Initials _____

Applicant Information

Full Name:

Last Name	First Name	Middle Name

Are you known by any other name:

Last Name	First Name	Middle Name
() Home Phone	() Cell Phone	() Work Phone
- - -	/ /	
Social Security Number	Date of Birth	Other ID Number

Personal Email Address

Other Email Address

Current address:

Street Address	Apt/Unit #	City	State	Zip

Current employment:

	/	
Employer	Start Date	Monthly Income
Supervisor's Name	Supervisor's Phone Number:	

Additional Applicant Information

Emergency contact information:

	()			
First & Last Name	Phone Number	Relationship		
Street Address	Apt/Unit#	City	State	Zip

Other occupants under the age of 18 residing with you: (Any person 18 or older must complete full application.)

1. Date of Birth
2. Date of Birth
3. Date of Birth

License/Vehicle information:

Drivers License #	State Issued	
Vehicle Make/ Model	Vehicle Color	
License Plate #	State Issued	

Do you have a legal right to be in this country? YES US Citizen Other Please Explain: NO

Background Information (A Credit & Criminal Background Check Will Be Required)

Have you or any member of your household ever been charged with a crime? (Excluding traffic violations) YES NO

If you have answered yes, please explain:

Awaiting Trial: YES NO **What was the crime you were convicted of or awaiting trial? When and where did it occur:**

Are you or any member of your household required under South Dakota law to register as a sex offender? YES NO

Pets (Pets not allowed at all properties. Pets must be at least 6 months old, spayed or neutered, up to date on shots, and meet breed restrictions)

Pet #1 Type:

Breed:

Age:

Pet #2 Type:

Breed:

Age:

Rental History (Application cannot be processed without thorough completion including dates & accurate phone numbers)

Have you ever applied at or lived at a Lloyd managed property before?		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
If Yes:					
	<i>Property Name</i>	<i>Street Address</i>	<i>Apt. #</i>	<i>City</i>	<i>State</i>
Have you or any other people occupying your apartment ever been evicted from a rental property?					
If Yes:				<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<i>Property Name</i>	<i>Street Address</i>	<i>Apt. #</i>	<i>City</i>	<i>State</i>
		()			
<i>Landlord Name</i>		<i>Phone Number</i>			

Current Landlord:

		()			
<i>Landlord Name</i>	<i>Phone Number</i>		<i>Dates Rented</i>		
<i>Your Address</i>	<i>Apt #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	

Previous Landlord:

		()			
<i>Landlord Name</i>	<i>Phone Number</i>		<i>Dates Rented</i>		
<i>Your Address</i>	<i>Apt #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
Prior Landlord:					
		()			
<i>Landlord Name</i>	<i>Phone Number</i>		<i>Dates Rented</i>		
<i>Your Address</i>	<i>Apt #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	

List 2 additional references which have known you for 2 years or longer. (NO FRIENDS OR RELATIVES)

		()	()
<i>Name</i>	<i>Relationship</i>	<i>Home Phone Number</i>	<i>Cell Phone Number</i>
		()	()
<i>Name</i>	<i>Relationship</i>	<i>Home Phone Number</i>	<i>Cell Phone Number</i>

Lloyd Property Management Selection Criteria: All Applicants are interviewed and must complete an application before acceptance. This screening criteria will be applied uniformly to all applicants and will be used for the basis of final acceptance of the application.

1. Credit Report 2. Criminal Background 3. Comments from prior landlords 4. Comments from present landlords 5. Comments from other references
LLOYD PROPERTY MANAGEMENT WILL NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, FAMILIAL STATUS, SEXUAL ORIENTATION, OR CREED
 Applicant understands and represents: (A) That this application is complete and contains all material facts, (B) Applicant hereby gives full permission to verify the information set forth therein with the business and personal references stated, (C) Applicant represents that statements and information set forth herein are true, and correct, (D) Lloyd Property Management, at its option, may investigate and verify such information before and after renting to the applicant, (E) APPLICANT AGREES THAT IF S/HE RENTS, SUCH RENTAL MAY BE CANCELLED BY LLOYD PROPERTY MANAGEMENT IN THE EVENT THAT ANY STATEMENT OR INFORMATION FURNISHED BY THE APPLICANT IN THIS APPLICATION IS FALSE.

DAMAGE/CLEANING DEPOSIT AGREEMENT

\$ _____ Deposit paid _____, 20 ____ to be applied to Damage/Cleaning Deposit if this application is accepted. I understand that if application is accepted and I do not complete a lease agreement or cancel my rental within 72 hours I forfeit \$200 of my deposit. The Damage/Cleaning deposit will be placed in an interest bearing account at _____ Bank, of which the interest will be paid to the owner of the property. The resident agrees that the deposit can be transferred to the owner or new property manager, upon mailing of proper notification, when the owner or property manager changes. The Damage/Cleaning Deposit will be refunded only after each and all of the conditions as set forth in the rental agreement and house policies have been met. Resident agrees that in the case of roommates the Damage/Cleaning Deposit will remain with the unit until all parties have vacated. Resident may not apply Damage/Cleaning Deposit to rent. A non-refundable processing fee of \$ _____ has been paid.

By signing below, I hereby understand that all Lloyd Companies employees are AGENTS for the owner, are authorized to manage the Premises, and are authorized by the OWNER to accept service of process and to receive and give receipt for notices and demands, in accordance with South Dakota Statues.

**THIS IS A LEGAL DOCUMENT – READ CAREFULLY BEFORE SIGNING.
I HAVE READ AND UNDERSTAND THIS APPLICATION IN ITS ENTIRETY.**

APPLICANT	DATE	OWNERS REPRESENTATIVE	DATE
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REASONS FOR REFUSING AN APPLICANT

An applicant will be disqualified for admission under the following conditions:

1. Inability to verify a means of payment or unable to get a qualified co-signor or unable to pay first and last month's rent in advance; (see income guidelines)
2. A record of unfavorable past performance of payment or rightful obligations, including rent, utilities, student loans and child support
3. A record of disturbance of neighbors
4. A record of destruction of property
5. A record of poor living or housekeeping habits, including the creation of fire hazard through acts such as hoarding of rags and papers; severe damage to premises and equipment, if it is established that the individual family or their guests is responsible for the condition; seriously affecting the neighbors by causing infestation, foul odors, depositing garbage improperly or serious neglect of the premises
6. Criminal History. Any open cases will be considered a violation for the purposes of determining whether or not to accept applicant.

NO TIME LIMITATION

- A history of criminal activity (resulting in a pending felony charge or conviction) involving crimes of physical violence to person(s) or property or a record of other criminal acts which would adversely affect the health, safety or welfare of other residents; (i.e. arson, rape, child molestation, a registered sex offender, aggravated assault, domestic violence, murder, grand theft, burglary of 1st or 2nd degree, robbery, drug distribution, drug trafficking).

OCCURRED WITHIN PAST 3 YEARS

- A record of possession of drugs or drug paraphernalia, resulting in less than a pending Felony charge or conviction.
- A record of habitual offenses. Habitual will be considered anyone with three or more violations (with the exception of traffic violations not referenced below) occurring on separate occasions during the past 3 years.

OCCURRED WITHIN PAST 5 YEARS

- A record of three or more offenses of driving under the influence or reckless driving
- A record of felony drug possession
- 7. Problems involving chemical dependency and inability to provide professional verification of treatment
- 8. Demonstrated inability to control dependent children who would also be occupying property
- 9. Cannot pay damage deposit or processing fee in advance
- 10. Too many people for the number of bedrooms in the unit (see occupancy guidelines)
- 11. Has large items that cannot be stored on the premises (boats, campers, trailers, extra vehicles, etc.) and is not willing to store elsewhere.
- 12. Plans to use the premises for something other than living purposes
- 13. Writes initial check that is not honored by the bank
- 14. Is a minor under the age of 18
- 15. Refuses to sign lease agreement
- 16. Has pets and the property owner firmly prohibits them or applicant will not comply with our pet policy (see pet policy)
- 17. Has more than the allowed number of vehicles but is not willing to store excess vehicles over 2 or as specified by the property, at another location
- 18. Will not furnish references from a previous landlord
- 19. Falsifies information on any application; does not give complete information; does not list all previous addresses within the last 3 years
- 20. Cannot provide identification (a government issued photo ID used to verify the application)

By signing below, I hereby agree that I have read and understand the above listed reasons for refusing an applicant. Furthermore, I understand that a credit and criminal background check is required in order for me to apply, along with a non-refundable payment of the \$40 application fee.

Applicant

Date

Owner Representative

Date