

Progressive Property Management
1511 Northern Pacific Rd Suite 101
Brainerd, MN 56401
218-829-0007

Tenant Screening Criteria

These are our standardized screening/occupancy standards and they will be enforced on a uniform basis with all prospective tenants.

- 1. Each adult who will be living in the unit must fill out an application and pay the \$25.00 non-refundable application fee. All applications must be submitted at the same time. If one applicant is denied, all applicants will be denied.**
- 2. Applications should be filled out completely and accurately. An incomplete application may be rejected or not processed.**
- 3. Co-signer application fee is \$10.00 (non-refundable). Co-signer's credit report will be processed and should be acceptable.**
- 4. Acceptance or denial of an application(s) may take up to two business days.**
- 5. A security deposit equal to one month's rent is due within 24 hours of approval to remove property from the market.**
- 6. Each resident (and co-signer if applicable) must sign the lease and the rent must be paid in full before anyone moves in.**

• Minimum Income

1. If all utilities are included in rent, Applicant's monthly income should be at least 2 ½ times the rent.
2. If all utilities are not included in rent, Applicant's monthly income should be at least 3 times the rent.
3. Income from all legal and verifiable sources will be considered. If Applicant has insufficient income, Applicant may be considered with a co-signer and/or last month's rent. The co-signer should meet credit and income standards.
4. Self employed Applicants may be required to submit the previous year's tax statement.

• Credit Requirements

1. Applicant's credit history should be free of judgments, collections, and bankruptcies.
2. Applicants with a credit score lower than 550 may require a co-signer and/or last month's rent.
3. If Applicant has no credit, or insufficient credit, applicant may be considered with a co-signer. The co-signer should meet credit and income standards.

• Rental History

1. Applicants should have a minimum of 6 months rental history or home ownership.
2. Applicants must provide current and previous rental addresses for the past **3 years**, along with Landlord's name and phone number for each address. If applicant owned a home, applicant may be required to provide contact information for mortgage holder. Omission of an address could be grounds for denial. Please use back of application for additional address and landlord information.
3. Applicants should have acceptable Landlord references. Rental history reflecting past due rent or an outstanding balance due to a former landlord may be denied, unless a written payment arrangement is provided.
4. Applicants with a history of late payments may be denied residency.
5. Applicants with verified housekeeping problems or with a history of disturbing the peace may be denied residency.
6. Prior evictions or a history of problems with prior owners/managers/residents may result in denial of the application.
7. Applicants without rental history may require a co-signer.

• Occupancy Limits

1. Occupancy may not exceed two persons per bedroom.
2. Brainerd City Ordinance: No more than 4 unrelated people in a dwelling unit.

• Other Reasons for Possible Denial

1. False or incorrect information. 504B.173, Subd. 4(b) – A prospective tenant who provides materially false information or omits material information on the application is liable to the landlord for damages plus a civil penalty of up to \$500.00, civil court filing costs and reasonable attorney fees.
2. Attitude. If an Applicant is rude or argumentative, this can be the basis for denial.
3. Negative or unverifiable references.
4. The use, possession, manufacturing of, or sale of controlled substances.
5. Applicants with criminal conviction relevant to Landlord/Tenant issues, anything covered under the Koskinen Background Check, or MN Statute 504B.171, may be denied residency. (**See opposite page**)

UNITS ARE RENTED FOR DATE AVAILABLE UNLESS WRITTEN AUTHORIZATION OBTAINED FROM PROGRESSIVE PROPERTY MANAGEMENT.

PROGRESSIVE PROPERTY MANAGEMENT DOES NOT DISCRIMINATE AGAINST APPLICANT BECAUSE OF COLOR, CREED, DISABILITY, FAMILIAL STATUS, MARITAL STATUS, NATIONAL ORIGIN, RACE, RECEIPT OF PUBLIC ASSISTANCE, RELIGION, SEX, OR SEXUAL ORIENTATION.

I have read and understand Tenant Screening Criteria (front and back)

(Signature)

(Date)

PROGRESSIVE PROPERTY MANAGEMENT

Koskinen Background Check Minnesota Statute 299C.66 thru .71 And Minnesota Statute 504B.171

Your rental application will be denied if you have ever been convicted of one of the following crimes:

First or second degree murder
First degree manslaughter
First, second or third degree assault
Kidnapping
First, second, or third degree criminal sexual conduct
First degree arson
Felony stalking or harassment
An attempt to commit any of these crimes

Your rental application will be denied if you have been convicted of any of the following crimes in the last ten (10) years:

Third degree murder
Second degree manslaughter
Simple or aggravated robbery
Fourth degree criminal sexual conduct (if no similar convictions)
Fourth or fifth degree assault
False imprisonment
Theft (does not include theft by shoplifting)
Burglary
Terrorist threats
Non-felony stalking or harassment
An attempt to commit any of these crimes

Your rental application may be denied if you have been involved in any of the following activities in a rental unit as defined under MN Statute 504B.171 in the last ten (10) years:

- (i) unlawfully allowed controlled substances in the rental unit, or in the common area of the premises;
- (ii) allowed prostitution or prostitution-related activity to occur on the premises or in the common area of the premises;
- (iii) allowed the unlawful use or possession of a firearm on the premises or in the common area of the premises;
- (iv) allowed stolen property or property obtained by robbery in those premises or in the common area of the premises.

NOTE: Pending charges or outstanding warrants for any of the above will result in suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

Rental Application

Fill out one application for each individual adult

DATE	APARTMENT NO.	UNIT SIZE	PROPERTY ADDRESS		
RENT PER MO. \$	OTHER CHARGES		TOTAL RENT		
DEP. ON ACCT.	SECURITY DEP. DUE		BALANCE DUE ON ACCEPTANCE	NON-REFUNDABLE APPLICATION FEE PD.	
APPLICANT (please print clearly)					
COMPLETE LEGAL NAME LAST/FIRST/MIDDLE			OTHER NAMES USED (MARRIED, MAIDEN, OR NICKNAMES)		
BIRTH DATE	SOCIAL SECURITY #		DRIVER'S LICENSE #		
APPLICANT'S PRESENT ADDRESS				MOVE-IN DATE	MOVE-OUT DATE
CITY	STATE	ZIP	APT. # ()	HOME PHONE ()	PRESENT LANDLORD/CARETAKER RENT AMOUNT ()
PREVIOUS ADDRESS				MOVE-IN DATE	MOVE-OUT DATE
CITY	STATE	ZIP	APT. #	PREVIOUS LANDLORD/CARETAKER RENT AMOUNT ()	PHONE ()
MONTHLY INCOME (employment, if employed)					
SOURCE (EMPLOYER IF EMPLOYED)	CONTACT OR SUPERVISOR'S NAME		MONTHLY INCOME	START DATE	END DATE
ADDRESS			CITY STATE ZIP ()	PHONE ()	
PREVIOUS EMPLOYER, IF ANY			START DATE	END DATE	REASON FOR LEAVING
ADDRESS			CITY STATE ZIP ()	PHONE ()	
OTHER SOURCES OF INCOME (assistance, part-time job, etc.)					
SOURCE			AMOUNT PER MONTH	PHONE ()	
SOURCE			AMOUNT PER MONTH	PHONE ()	
BANK REFERENCE (indicate bank branch and services used)					
NAME	ACCOUNT #	PHONE ()	CHECKING SAVINGS LOAN		
ADDRESS			CITY STATE ZIP		
IN CASE OF EMERGENCY NOTIFY					
NAME	RELATIONSHIP	PHONE ()	ADDRESS	CITY STATE ZIP	
MOTOR VEHICLE					
LICENSE PLATE #	MAKE	YEAR	MODEL & COLOR		
HAVE YOU EVER...					
HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCEPT DRIVING CITATION) WITHIN THE PAST 10 YEARS?			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
HAVE YOU EVER BEEN EVICTED OR ASKED TO VACATE?			<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
IF YES ON EITHER OR BOTH ABOVE, EXPLAIN:					
LIST ALL OCCUPANTS OF UNIT - RELATIONSHIP/AGE					
NAME	RELATIONSHIP	AGE	NAME	RELATIONSHIP	AGE
NAME	RELATIONSHIP	AGE	NAME	RELATIONSHIP	AGE
Is there any information that might appear on your credit, rental or criminal history that you wish to disclose and/or address up front knowing that failure to disclose such information may be considered grounds for denial of this application? Yes No					
Applicant understands and agrees that he/she makes incorrect or misleading statements or omissions on this form, applicant will forfeit his/her deposit.					
Applicant understands and agrees that he/she has only applied for a tenancy. This form is not a lease but an application and offer to lease which may be accepted or rejected by Management. Other prospective residents may also have applied. If Management does not accept this application, the deposit will be refunded except as provided below. If Management notifies the applicant that the application has been accepted, applicant must enter into the tenancy applied for or the deposit will be forfeited.					
Management is a fair housing provider and will grant equal opportunity to all persons under the law.					
TENANT SCREENING AGENCY (IF USED) NAME Rental History Reports			PHONE (888) 389-4023		
ADDRESS 701 5th St South		CITY Hopkins		STATE MN	ZIP 55343
Applicant hereby grants to Management full authorization necessary to verify the information on this form, including but not limited to check credit history, rental history, criminal history, income verification, information from public agencies and other information relevant to the application for a residential tenancy.					
Applicant Signature		Date		Management/Owner Signature	
MHA Minnesota Multi Housing Association				Date	
					