

Progressive Property Management

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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 \$35.00 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 \$15.00 (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 return.

• **Credit Requirements**

1. Applicant's credit history should be free of judgments, collections, and bankruptcies.

2. Applicants with a credit score lower than 550 would 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 must have a credit score above 550.

• **Rental History**

1. Applicants must have a minimum of 6 months rental history or home ownership within the last 3 years. If applicants do not meet this requirement, they may be considered with an approved co-signer and/or last month's rent.

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.

• **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 degree assault
- False imprisonment
- Theft (does not include theft by shoplifting)
- First, second, or third degree burglary
- Two (2) or more separate fourth degree burglary convictions in the last ten (10) years
- Terrorist threats
- Non-felony stalking or harassment
- Two (2) or more separate fifth degree assault convictions in the last ten (10) years
- 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 #		DRIVERS LICENSE #			
APPLICANT'S PRESENT ADDRESS						MOVE-IN DATE	MOVE-OUT DATE
CITY	STATE	ZIP	APT. #	HOME PHONE ()	PRESENT LANDLORD/CARETAKER	RENT AMOUNT	PHONE ()
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 ()	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOAN
ADDRESS	CITY	STATE	ZIP

IN CASE OF EMERGENCY NOTIFY

NAME	RELATIONSHIP	PHONE ()	ADDRESS	CITY	STATE	ZIP
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MOTOR VEHICLE

LICENSE PLATE #	MAKE	YEAR	MODEL & COLOR
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HAVE YOU EVER . . .

HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCEPT DRIVING CITATION) WITHIN THE PAST 10 YEARS? YES NO

HAVE YOU EVER BEEN EVICTED OR BEEN ASKED TO VACATE? YES NO

IF YES ON EITHER OR BOTH OF 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 if 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	PHONE
Rental History Reports	(888) 389-4023
ADDRESS	CITY STATE ZIP
701 5th Street South	Hopkins MN 55343

Applicant hereby grants to Management full authorization necessary to verify the information on this form, included but not limited to check credit history, rental history, criminal history, income verification, information from public agencies and other information relevant to this application for a residential tenancy.

Applicant Signature _____ Date _____ Management/Owner Signature _____ Date _____

