

### APPLICATION FOR APARTMENT

River Terrace LLP, the owner of River Terrace Apartments, 2652 Marshal Street, N.E., Minneapolis, Minnesota requests information to determine whether you qualify for an apartment. The information provided by you in this application will be an important part of the decision whether to rent to you. By completing this application, you represent and agree that: (1) the information provided by you in this application is true and correct; (2) the information provided by you is complete and includes all places you have lived or worked during the last two years; and (3) we may rely on this application in deciding whether or not to rent an apartment to you. If any of the information provided by you is determined to be false or misleading, we will have the right to reject your application or evict you if a lease has been signed.

**River Terrace LLP charges a non-refundable application fee of \$40.00. You also need to pay the \$250.00 security deposit for the apartment at the time your application is submitted. Please pay the application fee and security deposit by separate checks, each made payable to River Terrace LLP.**

Your application is subject to our review and approval. We may check your credit, criminal background, income, rental history, and other information prior to approving or rejecting your application. We do not use a tenant screening service, but we do use third-party companies for the purpose of running credit and criminal background checks.

If we reject your application, the security deposit will be refunded within 7 days, but the application fee will not be. If your application is approved and you decide not to sign a lease, neither the security deposit nor the application fee will be refunded.

**All leases are for a term of one year. Other than exceptions required by law, no pets are permitted.** You may separately rent reserved parking, subject to availability. We are a fair housing provider and grant equal opportunity to all persons.

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Last First Middle

S.S. No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Cell No. \_\_\_\_\_

Other Persons to Occupy Apartment: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Each occupant 18 years or older, including any spouse or partner, must complete a separate application.

**We require rental and income history for the past two years. If you have lived in or worked at more than two places in the last two years, please provide additional rental or income history information.**

Present Address: \_\_\_\_\_  
Street Address Apartment No. City State Zip Code

Current Rent: \_\_\_\_\_ Length of Residency: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Present Caretaker: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street Address Apartment No. City State Zip Code

Previous Rent: \_\_\_\_\_ Length of Residency: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Previous Caretaker: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Street Address Suite No. City State Zip Code

Position: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Supervisor/Human Resources Director: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
(For purposes of verifying employment and salary)

Monthly Wage or Salary: \$ \_\_\_\_\_ **A copy of a current paystub or a W-2 is helpful in verifying income.**

Previous Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Street Address Suite No. City State Zip Code

Position: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Supervisor/Human Resources Director: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
(For purposes of verifying employment and salary)

Monthly Wage or Salary: \$ \_\_\_\_\_

Other Sources of Income and Assets (Optional): \_\_\_\_\_

(It is not necessary to provide this information if total income outside your wage or salary is less than \$1,000 per year or total assets are less than \$10,000. You are encouraged to provide this information if your individual monthly wage or salary is less than three times the monthly rent.)

Checking Account: Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
City State Zip Code

Savings Account: Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
City State Zip Code

Have you ever been convicted of a crime other than a driving citation?  Yes  No

Have you ever been evicted or asked to move from an apartment?  Yes  No

If Yes to Either Question, Please Explain: \_\_\_\_\_

Car (Model and Year) \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street Address Apartment No. City State Zip Code

Relationship: \_\_\_\_\_ Telephone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

How did you hear about River Terrace Apartments?

- Friend; Resident  Rent.com  Apartments.com  Craigslist  
 Newspaper  Drive By  Rent411  Other \_\_\_\_\_

Please indicate below how you want the security deposit and/or application fee, as applicable, returned to you if we reject your application or do not review your application. If you do not make a selection below, the security deposit and/or application fee will be mailed to your present address, as provided by you on this application.

- Mail to Present Address  Destroy Check(s)  Hold for Retrieval at Property

Federal law requires the following disclosures:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

River Terrace LLP has knowledge of lead-based paint and/or lead-based paint hazards on the concrete parking stops and other painted surfaces in the parking lot of the property. The only reports or records River Terrace LLP has pertaining to lead-based paint and/or lead-based paint hazards in the Apartment or property are contained in the Freddie Mac Environmental Report dated September 3, 2003, copies of relevant portions of which have been provided to you. Since the Apartment and property were built prior to 1978, other lead-based paint and/or lead-based paint hazards may exist in the Apartment or property.

You acknowledge that you have received copies of: (a) the pamphlet Protect Your Family from Lead in Your Home; and (b) portions of the Freddie Mac Environmental Report dated September 3, 2003.

By signing this application, you agree that: (1) River Terrace LLP and Otness Management Company, its managing agent, are authorized to contact credit bureaus, government agencies, law enforcement authorities, employers, landlords, lenders, banks, and other parties to obtain additional information and to verify the accuracy of the information provided by you; and (2) all agencies, authorities, employers, landlords, lenders, banks, and other parties are authorized to release all information requested by River Terrace LLP or Otness Management Company.



Signature

\_\_\_\_\_

Printed Name

Date Signed: \_\_\_\_\_

**Otness Management Company**

7517 Washington Avenue South

Edina, Minnesota 55439

Phone: (952) 927-0612

Fax: (952) 829-3840

office@otness.com

**AUTHORIZATION AND RELEASE**

River Terrace LLP and Otness Management Company, its managing agent, are authorized to contact credit bureaus, government agencies, law enforcement authorities, employers, landlords, lenders, banks, and other parties to obtain additional information and to verify the accuracy of the information provided by me in connection with an application to rent an apartment. All agencies, authorities, employers, landlords, lenders, banks, and other parties are authorized to release all information requested by River Terrace LLP or Otness Management Company.

Signature

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

Date Signed: \_\_\_\_\_

**RIVER TERRACE APARTMENTS  
APPLICATION PROCESS**



**Thank you for your interest in living at River Terrace Apartments.** For the benefit of everyone, we carefully screen all applications. Below is a summary of our application process. Please read this summary if you have any questions about whether you qualify for an apartment.

1. **Completed Application; Fees:** We do not begin our review of an application until we have received: (a) an application which has been completely filled out and signed; (b) a government-issued ID for our review; (c) a check or money order for the application fee; and (d) a check or money order for the security deposit. Everyone 18 years or older who intends to live in an apartment must fill out and sign a separate application.

2. **Qualification Standards:** Applicants need to earn a certain number of “points” to qualify for an apartment. An application is rejected if the applicant falls below what we consider to be the minimal acceptable standard. The information we consider in reviewing an application is as follows:

**Credit:** Ideally, an applicant has 2 years of credit history (e.g. credit cards, loans, checking account) where all accounts have been paid on time. **An application is automatically rejected if there are unpaid judgments or unpaid collections over a minimal amount.** However, we ignore judgments, unpaid collections, and bankruptcies that relate to medical expenses, business failure, foreclosure, excessive student loan debt, or fraud. A bankruptcy is acceptable if good credit was re-established after the bankruptcy and more than 6 months have passed since the bankruptcy filing. **The lack of credit history is not a problem if income and/or rental history are strong.**

**Income:** Applicants should have monthly income of 3 times monthly rent. We can work with monthly income of as little as 2 times monthly rent if credit history and income history are strong. In making these calculations, we combine the income of all applicants for the apartment. **We include all forms of verifiable, legal income, including wages, salaries, child support, public assistance, disability payments, alimony, social security benefits, and pensions.**

**Rental:** Applicants should have 2 years of rental history without problems reported by prior landlords. Ownership of a house or condominium is usually a substitute for rental history. A foreclosure is usually not a problem if there is also positive rental history. **The lack of rental history is not a problem if income and/or credit history are strong.**

**Criminal Convictions:** **Criminal convictions are evaluated in accordance with evolving legal standards.** Our assessment is based on the nature, severity, and time of the criminal conviction.

**Many applicants are approved with less than 2 years of credit, income, or rental history.** Some weakness in one category is acceptable if the application is strong in other areas (e.g. no rental history is acceptable if credit and/or income histories are strong). We consider the lack of rental or credit history to be preferable to poor rental or credit history.

3. **Roommates; Guarantors or Co-Signers:** While each application is reviewed separately, a strong application will strengthen a weaker application from a roommate. If an application for an apartment is rejected, the applications of all roommates are also rejected. We accept guarantors/co-signers if the guarantor/co-signer lives in the Minneapolis-St. Paul metropolitan area and has strong income and credit. Guarantors/co-signers are accepted only in situations where the income of the applicants is insufficient.

4. **Lease Terms.** **All leases are for a term of one year. Other than exceptions required by law, no pets are permitted.** If you have questions about lease terms, you may look at a copy of our lease form.

5. **Ask Questions:** If you have any concerns about whether you qualify for an apartment, please discuss the issue with us. We may be able to work with you to clear up certain problems. It is to your benefit to be completely honest and open.

6. **Time:** It usually takes two or three business days to process an application if all necessary information has been provided.

Excerpts from:

# FREDDIE MAC ENVIRONMENTAL REPORT

2652 Marshall Street, NE  
Minneapolis, Minnesota 55418

September 3, 2003

*Lead Based Paint (LBP)*

Limited testing for lead-based paint (LBP) was conducted as part of this assessment. Testing was conducted using a Niton XL Lead in Paint Spectrum Analyzer (XRF). Painted surfaces appeared to be in generally good condition. Painted surfaces included interior walls, air-conditioner frames, fencing, decks, and parking stops. Painted surfaces were all in generally intact and good condition. No LBP was detected on any interior or exterior building components that were tested. LBP was however detected on parking stops in the parking lot on the subject property. Parking lot paint that is intact is typically considered exempt from Housing and Urban Development (HUD) regulations concerning lead-based paint in housing. However, based on Freddie Mac guidelines, the LBP on the parking stops should be maintained through implementation of an O&M program for lead-based paint. The lead-based paint test results are included as Attachment C.

Paint Page 1

Serial #XL700-U8276549LY Site: River Terrace Date: 8/21/2003

No	Room	Source	Sub	Cnd	Clr	Result	Pbl ± Prec	Pbk ± Prec	Pbc ± Prec
1	Shutter Cal 1					...	NA	NA	NA
2	Cal Check 1.0					POS	1.01 ± 0.13	0.19 ± 0.63	1.01 ± 0.13
3	Cal Check 1.0					POS	1.18 ± 0.19	-0.09 ± 0.76	1.18 ± 0.19
4	Cal Check 1.0					POS	1.08 ± 0.16	-0.05 ± 0.69	1.08 ± 0.16
5	W Parking Stop	Stop	Concrete	Intact	Yellow	POS	2.37 ± 0.61	2.95 ± 2.08	2.37 ± 0.61
6	shed	siding	wood	Intact	yellow	NEG	0.00 ± 0.02	-0.44 ± 1.36	0.00 ± 0.02
7	ext fence	fence	wood	Intact	yellow	NEG	0.01 ± 0.02	0.00 ± 1.47	0.01 ± 0.02
8	ext deck	deck side	wood	Intact	yellow	NEG	0.18 ± 0.82	0.00 ± 0.69	0.18 ± 0.82
9	102 kit	wall	plaster	Intact	white	NEG	0.03 ± 0.14	0.30 ± 0.71	0.03 ± 0.14
10	102 liv	wall	plaster	Intact	White	NEG	0.08 ± 0.19	-0.72 ± 1.10	-0.72 ± 1.10
11	101 bath	wall	plaster	Intact	White	NEG	0.01 ± 0.12	0.17 ± 1.09	0.01 ± 0.12
12	laundry	wall	plaster	Intact	White	NEG	0.00 ± 0.03	0.12 ± 1.10	0.00 ± 0.03
13	laundry	wall	concrete	Intact	White	NEG	0.00 ± 0.09	-0.15 ± 1.56	0.00 ± 0.09
14	111 kit	cab	wood	Intact	White	NEG	0.10 ± 0.26	0.48 ± 1.58	0.10 ± 0.26
15	219 kit	wall	drywall	Intact	White	NEG	0.01 ± 0.11	-0.09 ± 0.88	0.01 ± 0.11
16	215 liv	wall	drywall	Intact	White	NEG	0.02 ± 0.11	-0.09 ± 1.03	0.02 ± 0.11
17	205 bed	AC frame	wood	Intact	White	NEG	0.00 ± 0.17	-0.75 ± 1.90	0.00 ± 0.17
18	303 kit	cab	wood	Intact	White	NEG	0.00 ± 0.17	-1.56 ± 1.45	0.00 ± 0.17
19	stairwell	wing ledge	plaste	Intact	White	NEG	0.00 ± 0.10	-0.23 ± 0.98	-0.23 ± 0.98
20	stairs	stair rail	metal	Intact	White	NEG	0.04 ± 0.31	0.67 ± 2.55	0.04 ± 0.31
21	Cal Check 1.0					POS	1.00 ± 0.14	0.89 ± 0.68	1.00 ± 0.14
22	Cal Check 1.0					POS	1.01 ± 0.12	0.43 ± 0.61	1.01 ± 0.12
23	Cal Check 1.0					POS	1.03 ± 0.12	0.42 ± 0.62	1.03 ± 0.12