

RENTAL REQUIREMENTS

Management reserves the right to approve or disapprove any application for any reason that is not prohibited by law. Following are examples of some of the factors Management considers when determining whether or not to approve a rental application.

Rental Application Process. Your application(s) to rent from us must be made on Management's application form. The rental application needs to be filled out completely and accurately. We will not process an incomplete application. Any omission or misstatement on your application, whether or not it is discovered before you are approved or move into the building, is grounds for denial of an application or termination of an existing tenancy. Information provided must be legible and verifiable. If information on the application cannot be verified, this is a basis for denial. If Management receives or discovers any negative information that was not properly disclosed, whether or not it is discovered before you are approved or move into the building, it is grounds for denial of an application or termination of existing tenancy.

Age of Lease Holders. All lease holders must be at least 18 years of age at the time of application.

Photo Identification. Every adult that will be living in the unit is required to complete a rental application and to provide a government issued photo ID, in a form acceptable by Management.

Minimum Income. Income from all sources must be sufficient to pay applicant's rent. To be counted as household income, amounts must be verifiable, reliable, and predictable. The rent must not exceed 33% of the gross monthly income of all proposed leaseholders. All leaseholders must provide verification of current employment and/or other income in a form or manner acceptable by Management. For employment, the two most recent pay stubs must be submitted or, if self-employed, tax returns.

Housing History. You must provide the name and last known telephone number of each landlord/property manager/or mortgage/contract for deed holder for each address you have had for the past two years. Roommate references are not acceptable. Failure to disclose an address of record in the last two years is cause for rejection of your application. Positive rental references are one of the most important things Management looks at and screening applicants. The refusal of a prior housing provider to give a reference, or negative reference, may be grounds for rejection of your application.

Credit References. Credit references will be checked. An adverse credit reference, a high amount of household debt, a record of unpaid housing debt (including unpaid utilities), or the absence of a credit history may be grounds for rejection of an application.

Criminal / Public Record Background Check. All persons 18 years of age or older living in the apartment must consent to and provide Landlord with such information as Landlord requires to obtain a criminal / public record background check. This information must be provided at the time of application for the tenant(s) who will sign the lease and the move-in date for all other persons living in the apartment who are 18 years of age or older. Applicants who have an adverse criminal/public history may be rejected. A criminal/public record history of convictions, or open and pending charges, may be a basis for denial. In considering criminal/public record history, we do consider the age and severity of the offense and the impact that the offense record could have on the potential safety and welfare of residents, Management staff, the wellbeing of the property, the reputation of the property, the conformance of the property to rental licensing, local ordinance requirements, and participation in any crime-free/drug-free housing program.

Eviction Filings. Unlawful detainer or eviction case history will be checked. Eviction actions may be a basis for rejection of your application.

Occupancy Guideline / Familial Status.

Studio – 2 persons

1 bedroom – 3 persons, but no more than 2 adults*

2 bedroom – 4 persons, but no more than 3 adults*

3 bedroom – 6 persons, but no more than 4 adults*

*The limitation on adults is to allow maximum opportunities for families with minor children but to minimize problems that can occur with traffic, guests, and noise with multiple adult roommates.

Animals. Up to two domestic animals, cats and/or dogs, are allowed with approval of Management, along with payment of an additional deposit and animal rent. There is a weight limit of 70 pounds for all dogs, and a restriction against what are commonly referred to as "dangerous breeds." Examples of prohibited breeds include, but are not limited to, Pit Bull Terriers, Rottweilers, Mastiffs, Doberman Pinschers, German Shepherds, Akitas, Chows, American Staffordshire Terriers, Saint Bernards, Bull Terriers, American Bulldogs, Cane Corsos, Alaskan Malamutes, Wolf-hybrids, and any cross breed or related breed. More detail on our animal policies can be found in the Animal License Addendum.

Business Relationship. The relationship between a property owner or manager and tenant is a business relationship. A courteous and business like attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, make threats, has been drinking or appears to be under the influence, is argumentative, or in general displays a poor attitude at the time of showing and application process that causes Management to believe we would not have a positive business relationship.

Exceptions. Exceptions may be considered for applicants who do not have a housing history because they are first time renters, applicants who are on the borderline for acceptance because of household and credit reasons, or applicants who do not have a complete housing history or have reasonable gaps in housing history that do not give Management cause to believe applicant has an adverse housing history. Exceptions are based solely on the discretion of Management. Exceptions will depend on the overall strength of the balance of the applicant's application and will require the prospective tenant to fulfill one of the exception requirements such as making an advance payment of rent and signing an Advance Payment of Rent Addendum and/or submitting an additional security deposit no greater than one month's rent, or, alternatively, providing a guarantor that meets Management's income and credit requirements for a guarantor, and that signs a Rental Guaranty Addendum. Exceptions are not granted for applicants with an adverse housing history, prior balances owed to prior landlords, or criminal/public record history.

Equal Opportunity. Sentinel Management Company is an equal opportunity housing provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, disability, affectional preference, or status with receipt of public assistance. Sentinel Management Company provides reasonable accommodation to persons with disabilities.

Rental Application

Site Name: Ballantrae Apartments Bldg: _____ Apt #: _____ Garage #: _____ Move-In Date: _____ Prorate: _____
 Lease Dates: _____ to _____ Monthly Rent: _____ Garage: _____ Other Charges: _____
 Total Monthly Charges _____ Approved: Yes No Comments: _____ Date Approved: _____
 This application and the Contents Hereof are Considered as Part of my Lease (Co-tenants must file separate applications)

Applicant Info	First Name _____	Middle Name _____	Last Name _____	Gender _____
	Social Security Number _____	Date of Birth _____	Email Address _____	
	Driver's License Number _____	State _____	Daytime Phone (____) _____	Evening Phone (____) _____

Current Address	Present Address _____			Apartment Number _____
	City _____	State _____	Zip Code _____	Rent Amount _____
	Move-In Date _____	Move-Out Date _____	Lease in Whose Name? _____	
	Complex/Landlord Name _____		Phone Number of Present Landlord (____) _____	

Previous Address	Previous Address _____			Apartment Number _____
	City _____	State _____	Zip Code _____	Rent Amount _____
	Move-In Date _____	Move-Out Date _____	Lease in Whose Name? _____	
	Community/Landlord Name _____		Phone Number of Previous Landlord (____) _____	

Income	Present Employer _____			Phone Number (____) _____
	Supervisor's Name _____			Phone Number (____) _____
	Address _____	City _____	State _____	Zip Code _____
	Position _____	Monthly Gross Income _____	Start Date _____	End Date _____
	Other Income (list all sources and information to verify) _____			Monthly Amount (____) _____

Emergency Contact	Emergency Contact _____	Address (Street, City, State, Zip) _____	Phone Number (____) _____
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Personal Data	Vehicle #1 Make _____	Model _____	Color _____	Year _____	License Number _____	State _____
	Vehicle #2 Make _____	Model _____	Color _____	Year _____	License Number _____	State _____
	Do you have any animals? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you lived here before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a piano? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a water bed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you or any member of your household been convicted of any felony or misdemeanor or have any criminal charges pending adjudication? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____					

Occupants	Other Resident / Occupant Name _____	Date of Birth _____	Relationship _____	Social Security Number _____	Driver's License Number _____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Mkt Data	How did you hear about us? _____
	Why did you choose to make this your home? _____

Application Fee

I have submitted the sum of \$39.00 which I understand is a nonrefundable payment for a credit check and processing charge and not a rental payment. In the event this application is not approved, I understand and agree this sum will be retained by Management to cover the cost of processing this application.

Pre-Lease Deposit

I have also submitted the sum of \$400.00 with Management in connection with this rental application. If this application is approved, the pre-lease deposit will be applied to any security deposit owed under the lease. If this application is not approved, I understand that the pre-lease deposit will be returned within 7 days of the notification that my application has not been approved. If this application has been accepted with additional conditions or a requirement to provide additional funds, I will be notified of such conditional acceptance. If I do not agree to accept Management's approval with conditions, and provide any additional funds, the pre-lease deposit will be returned within 7 days.

I acknowledge that the pre-lease deposit is submitted with the understanding that the unit is being held for me subject only to the completion of successful screening. I acknowledge that a unit has been taken off the market and is not being offered to other prospective applicants until this screening is completed. The pre-lease deposit holds the unit for me. If, for any reason, I decide that I do not want to proceed with a lease or fail to sign lease papers, the pre-lease deposit will be retained as liquidated damages for taking the unit off the market. If Management denies my application for reasons other than the submission of false or misleading information, or the omission of material information, then the pre-lease deposit will be returned to me.

Management will notify me of acceptance of this application. It is my obligation to promptly make arrangements to sign the lease and any other lease paperwork and to pay all required deposits, fees or other funds due. If I fail to sign the lease and pay any required funds within the time requested by Management, Management may retain the pre-lease deposit and may proceed to re-market and attempt to re-rent the unit.

Administrative Fee

If my application is approved, I understand that a one-time administrative fee of \$150.00 will be due and payable on the move-in date stated in my lease, in addition to the first month's rent and any other deposits that may be required. This one-time, non-refundable fee will reimburse Management for its costs in setting up the lease file, preparing documents, and performing other administrative tasks necessary for move-in.

False Information

I agree that if any information in this application is false, incomplete, or omitted, the application may be rejected and the pre-lease deposit may be retained by Management as liquidated damages for taking the unit off the market. If Management does not discover any false, incomplete, or omitted information until after I sign the lease, Management has the option of terminating the Lease based on the false or omitted information in this application.

Section 8 Voucher Program

Ballantrae Apartments does not participate in subsidized housing programs that require any change in our criteria or standard forms and paperwork. Ballantrae Apartments does not participate in the Section 8 voucher program.

Consent and Release for Applicant Screening

I authorize Resident Check, Experian, and/or the above-named company to do a complete investigation of all information provided within my application for residency. I have personally filled in and/or reviewed all information contained within the application. I understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MPHA), Unlawful Detainer/Eviction Investigation, Identity Trace, Sex Offender Search, Terrorism Search, Check Writing History, and Personal Interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I understand that I have a right to make a written request within 30 days to receive information pertaining to this report if I am not accepted based upon information contained in the report. I authorize Resident Check and Experian to produce to the credit grantor Federal and State records of employment and income history, including State Employment Security Agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year. Resident Check can be contacted by phone at 800-491-2580, by fax at 800-495-4842, by mail at 5005 LBJ Freeway Suite 225, Dallas, TX 75244, or at www.Residentcheck.com. Experian can be contact by phone at 888-397-3742, or by mail at P.O. Box 949, Allen, TX 75013. Notice to applicants applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screening report is not ordered, you are entitled to a refund of the application fee.

If I am entitled to a return of the pre-lease deposit and/or a refund of the application fee, it will be mailed to the address shown on my application (if submitted by paper check) or reversed electronically (if submitted as an online payment). If it is my preference that a refund be processed by another method, I will indicate it with a check mark below:

- Destroy it
- Hold for pick-up by me upon one business-day's notice

Date: _____ Signature of Applicant: _____

I further acknowledge that I have read and received a copy of the RENTAL REQUIREMENTS.

Date: _____ Signature of Applicant: _____

Ballantrae Apartments is managed by Sentinel Management Company, LLC, 5215 Edina Industrial Boulevard, Suite 100, Edina, MN 55439 and is empowered to accept service and receive and give receipt for notices and demands.



SENTINEL
Management Company

