

STEFFEN ZENNER PROPERTIES

585 Portland Avenue, Saint Paul, MN 55102

Office: 651-290-0391 Fax: 651-292-8417

www.steffenzennerproperties.com

szapply@comcast.net

Agent / Manager: _____ Property Address: _____ Unit #: _____

Number of people to occupy unit: _____ Pets: _____

Smoker / Non-Smoker (circle one) Email Address: _____

Who referred you? _____ Desired Lease Start Date: _____

APPLICANT INFORMATION / RESIDENTIAL HISTORY

Applicant Last Name:			First:	Middle:	Driver's License Number:	
Cell Phone:	Work Phone:	Date of Birth:	Social Security Number:		Maiden Name / A.K.A.(s):	
Co-applicant Last Name:			First:	Middle:	Driver's License Number:	
Cell Phone:	Work Phone:	Date of Birth:	Social Security Number:		Maiden Name / A.K.A.(s):	
Current Address:			Apt. #:	City:	State:	Zip Code:
From: / /	To: / /	Rent:	Landlord (Property Owner, Complex Name or Mgmt. Co.):		Landlord's Phone Number:	
1st Previous Address:			Apt. #:	City:	State:	Zip Code:
From: / /	To: / /	Rent:	Landlord (Property Owner, Complex Name or Mgmt. Co.):		Landlord's Phone Number:	
2nd Previous Address:			Apt. #:	City:	State:	Zip Code:
From: / /	To: / /	Rent:	Landlord (Property Owner, Complex Name or Mgmt. Co.):		Landlord's Phone Number:	

SOURCE OF INCOME / EMPLOYMENT HISTORY

Applicant's Employer (If employed by a temp agency, write agency name here)			Position:		Hire Date: / /	Wage or Salary: \$
Address:		Supervisor:		Phone Number to Verify Income:		Part-time <input type="checkbox"/> hours/wk: _____ Full-time <input type="checkbox"/>
Previous Employer (If employed by a temp agency, write agency name here)			Position:		From: / /	To: / /
Address:			Supervisor:		Phone Number to Verify Income:	
Co-applicant's Employer (If employed by a temp agency, write agency name here)			Position:		Hire Date: / /	Wage or Salary: \$
Address:		Supervisor:		Phone Number to Verify Income:		Part-time <input type="checkbox"/> hours/wk: _____ Full-time <input type="checkbox"/>
Assistance / Other Income (check box(es)): AFDC / MFIP <input type="checkbox"/> Social Security <input type="checkbox"/> Gen. Assistance <input type="checkbox"/> Other <input type="checkbox"/> _____					Amount of Income: \$	
Social Worker's Name:			Social Worker's Phone Number:			County:

FINANCIAL AND AUTO INFORMATION

Bank Name:	Address:	Phone Number:	Savings <input type="checkbox"/>	Checking <input type="checkbox"/>	Loan <input type="checkbox"/>
Vehicle Info / Make:	Model:	Year:	License Plate Number:	2nd Vehicle Info:	

PERSONAL AND CREDIT REFERENCES

Name of Nearest Relative:	Is this a parent: Yes / No	Address:	Phone:
Name of Friend (not relative):		Address:	Phone:

SCREENING PROCEDURE

HAVE YOU EVER:

- Filed for bankruptcy? Yes No If yes, when? _____
- Been served an eviction notice or been asked to vacate a property you were renting? Yes No
- Willfully or intentionally refused to pay rent when due? Yes No If yes, when? _____
- Been sued for unlawful detainer? Yes No
- Been convicted of misdemeanor or felony? Yes No If yes, what and when? _____

Criminal Record Screening Policy:

- An applicant in the city of St. Paul may be denied if they have been convicted of a felony in the previous seven (7) years. A felony seven (7) to ten (10) years old from the date of sentencing may be cause for a denial in accordance with the City of St. Paul's Ordinance 20-14, Section 193.04.
- Applicants convicted of crimes related to illegal manufacture or distribution of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802) and any crime that requires an applicant to register as a sex offender may be a basis for denial

Credit Record Screening Policy:

- Credit: A complete check of every applicant's credit history will be made. Charged-off accounts, past due accounts, collection accounts, judgments, and bankruptcies may be a basis for denial.

Housing Screening:

- For applicants applying in the City of St. Paul, Evictions within the previous 3 years that resulted in a judgment, will be cause for a denial. Evictions older than three (3) years will not be cause for a denial.

Income Qualifications:

- The combined gross income for the household must be equal to or greater than 2.5 times the total monthly payment.

EQUAL HOUSING OPPORTUNITY

Steffen Zenner Properties affirms its policy and commitment to equal housing opportunity pursuant to local, state, and federal fair housing laws and regulations.

Requests for exceptions or reasonable accommodations to community rules, policies, practices, or services or structural modifications should be made to szproperties@comcast.net.

CONSENT TO OBTAIN CREDIT / RENTAL / EMPLOYMENT / CRIMINAL INFORMATION

I / We authorize Steffen Zenner Properties to investigate my / our **credit qualifications, rental references, criminal history, and employment information** and hereby release, in any manner, all of the information obtained by you. I / We further release all persons, agencies, or firms from any liabilities resulting from providing such information. I / We declare under penalty of perjury that the information listed in this application is true and correct.

Applicant's Signature

Date

Co-applicant's Signature

Date