



Dear Applicant,

Birwood Property Management strives to keep the apartments we manage safe and pleasant for our residents. Therefore, we use screening procedures to evaluate each prospective tenant. These procedures are listed below. We have also listed below reasons why an applicant may be rejected. Please speak with a rental agent if you have any questions or need more information. Our phone number is (608)241-4449.

Application Standards

1. An applicant is any person who will live in the apartment and who will make or guarantee rent payments for the apartment.
2. Each adult applicant (over 18 yrs of age) must completely and accurately fill out an application. If it is incomplete, we will notify the applicant that it will not be processed until completed. The applicant then has 24 hours in which to complete the application. If applicant does not provide the needed information, rejection may be based on an incomplete application. **If any information on the application is false or withheld, the application will NOT be approved.** All applications must include the following: Full legal name of applicant(s), names of all persons to occupy the apartment, present address (including the name and phone number of the unit manager/owner), income information (source, amount and party to contact for verification), driver's license information, and the signature of the applicant. Social Security Number disclosure is voluntary and your application will not be denied on the basis that it is not provided.
3. Applicants must demonstrate an ability to pay the monthly rent. We use a monthly income guideline of three times the monthly rent in our screening process. On the application, we will ask you to list all income that you wish to have considered as a part of your monthly income. Income includes, but is not limited to: salaries, health benefits, government assistance (e.g. disability, AFDC payments), pensions, interest income, alimony, child support and financial aid. If an applicant receives an income subsidy, the applicant must provide verification when turning in the completed application. If an applicant does not demonstrate the ability to pay the monthly rent, a co-signer may be required to guarantee the financial obligations of the lease.
4. Applicants must have a successful rental and rent payment history. **If the applicant has been evicted from a previous apartment during the last two years due to nonpayment of rent or other reasons, your application will NOT be accepted. If the applicant owes any judgments or has an outstanding balance owed to any current or past landlord, the applicant will NOT be accepted.** Exceptions may be made when an applicant can document that they were evicted because of a roommate's failure to pay rent, and all of the applicant's obligations were met. If a previous/current landlord reports that during the past two years there was behavior that included causing a disturbance, threatening other persons, damaging an apartment, or other reasons, your application will be rejected.

Information Checked for Every Application

1. We verify income amounts. We use a monthly income guideline of three times the monthly rent in our screening process. Applicants who are self-employed will be asked to submit tax returns for verification.
2. We check references from at least one landlord (previous and/or current) to determine an applicant's rent payment history and behavior. The applicant must have a minimum of 12 months of rental history. Applicants with less than 12 months of housing history may be required to obtain a co-signer to guarantee the financial obligations of the lease.

3. We check a credit report, as it relates to total debts, rent, utility payments, and judgments against the applicant.
4. We run criminal background checks on all applicants (as it relates to the safety & security of fellow residents).
5. A Co-signer may be required for an applicant in cases where one of the following applies: less than 12 months of rental history, insufficient income or no credit history.

Application Process

1. **Submit the completed application along with \$150 earnest money deposit (check or money order made payable to: Birwood, LLC – NO CASH PLEASE)** to our office at 2510 Pennsylvania Ave, Madison, WI 53704 OR fax the application to (608)241-8171 along with a copy of the earnest money check to our office. If the application is faxed, the applicant must mail the earnest money check for \$150 on the same day. The \$150 earnest money check will be deposited into the Birwood Trust account. If your application is accepted the full earnest money will be applied to your security deposit. If your application is accepted and you do not sign the lease agreement, you must forfeit \$50 per application of the earnest money to cover our processing cost, the remainder will not be reimbursed until the check(s) have cleared the bank (approximately 5 to 7 business days). If your application is not approved, the \$150 earnest money will be returned to you.
2. When we receive more than one application for the same apartment, the applicant who submits a completed application along with the \$150 earnest money deposit to us first will be considered first in line for the apartment, pending approval of the application (assuming that all the applications we have received are equal). However, if we receive another application for the same apartment at the same time or after we have received the first application, we will review both applications and accept the more qualified applicant.
3. All applicants are required to provide a valid driver's license or state identification card and photo ID.
4. Applications will not be processed unless all parties applying for the unit have submitted completed applications.
5. **All necessary rental references, employment verifications, and/or guarantor forms must be completed within 5 business days from the landlord's receipt of applications. If the above requirements are not met the landlord retains the right to declare the application null and void. A \$50 application fee per applicant will be deducted.**
6. **All applicants have 3 business days upon notification of application approval to sign the lease documents at the office of Birwood, LLC, 2510 Pennsylvania Ave, Madison, WI 53704. If the above requirements are not met the landlord retains the right to declare the application null and void. A \$50 application fee per applicant will be deducted.**
7. Your security deposit is due upon lease signing.

Other application and lease signing information

If an application is approved and a lease is signed, and the applicant decides not to execute the lease, the landlord will attempt to mitigate all damages. Only after the apartment is re-rented will the Landlord refund any monies paid, minus costs, including future lost rent. The applicant is responsible for all rental payments due under the terms of the contract until the apartment has been re-rented. Monies being refunded will be done within 21 days of the new lease signing.

Request for previous tenant(s) security deposit withholdings

Within 30 days, you may submit a written request to the Landlord to view the photographs maintained by the Landlord which document the physical damages or defects that were charged to the security deposit of the previous tenant(s).

