

HIGHLANDS RIDGE APARTMENTS
2412 E. Fourth Street
Pierre, SD 57501
(605)224-6345

Application Received: _____
Unit # _____
Move In Date _____

RENTAL APPLICATION

Last Name _____ First Name _____ Middle _____

Are you known by any other name: _____

Main Phone # _____ Secondary Phone # _____ E-Mail _____

Social Security # _____ Date of Birth _____ Drivers License # _____ State _____ Exp _____

Current Street Address _____ City _____ State _____ Zip _____

If Renting - Present Landlord _____ Phone # _____ Present Monthly Rent \$ _____

Length of Occupancy from: _____ To: _____ Reason for leaving _____

Previous Address _____ City _____ State _____ Zip _____

Previous Landlord _____ Phone# _____ Monthly Rent \$ _____

How long at this address _____ Reason for leaving _____

Present Employer _____ Position _____ Monthly Income _____

How long at job _____ Other income/source \$ _____ / _____ ; \$ _____ / _____

Supervisor's Name: _____ Supervisor's Phone Number _____

Joint Applicant : (First, Mid Initial, Last) _____ Cell Phone # _____ E-Mail _____

Social Security # _____ Date of Birth _____ Drivers License # _____ State _____ Exp. _____

Current Street Address _____ City _____ State _____ Zip _____

If Renting - Present Landlord _____ Phone # _____ Present Monthly Rent \$ _____

Length of Occupancy from: _____ To: _____ Reason for leaving _____

Have either applicant ever been party to an eviction? () Yes () No

Vehicle Information:

Auto Yr. _____ Make _____ Model _____ State/License Plate # _____

Auto Yr. _____ Make _____ Model _____ State/License Plate # _____

Background Information (A Credit & Criminal Background Check Will be Required)

Do you have a legal right to be in this country? _____ US Citizen? _____ Other? _____

Have you or any member of your household ever been charged with a crime? (Excluding traffic violation) _____

If you answer yes, please explain: _____

Awaiting Trial: _____ What is the crime you were convicted of or awaiting trial? When and where did it occur:

Are you or any member of your household required under South Dakota law to register as a sex offender? _____

Pets (Pets not allowed in all Units. Pets must be six months old, spayed or neutered, up to date on shots, and meet breed restrictions)

Pet #1 Type: _____ Breed: _____ Pet Weight _____ Age: _____

Pet #2 Type: _____ Breed: _____ Pet Weight _____ Age: _____

Emergency Contact Information:

_____ Relationship _____ Phone # _____

First & Last Name

Street Address

City

State

Zip

Other occupants under the age of 18 residing with you: (Any person 18 or older must complete full application.)

1. _____ Date of Birth _____

2. _____ Date of Birth _____

3. _____ Date of Birth _____

HIGHLANDS RIDGE APARTMENTS
RENTAL APPLICATION GUIDELINES

1. Income Requirements & Financial Responsibility:
 - a. Proof of income to be 2.5 times the monthly rent; employment or other source
 - b. Payment of security deposit and first month's rent in advance
 - c. Credit Report using Bacon Score. A good record of past performance of payment or rightful obligations, including rent, utilities; student loans and child support.
 - d. Co Applicants are each required to fulfill requirements

2. Following are Reasons that may deny applicant
 - a. Financial Reasons
 - *Bankruptcy
 - *Unpaid Child Support Payments
 - *No Credit History
 - *False Financial Information on Application
 - b. A record of disturbance on neighbors
 - c. A record of destruction of property
 - d. A record of poor living or housekeeping habits, to include fire hazard through acts, hoarding or rags and papers; severe damage to premises and equipment, causing infestation, foul odors, depositing garbage improperly or serious neglect of the premises
 - e. Criminal history. Any open cases will be considered a violation for the purpose of determining whether or not to accept applicant.
 - f. NO TIME LIMITATION: A history of criminal activity (resulting in a pending felony charge or conviction) involving crimes of physical violence to person(s) or property or a record of other criminal acts which would adversely affect the health, safety or welfare of other residents; (i.e. arson, rape, child molestation, a registered sex offender, aggravated assault, domestic violence, murder, grand theft, burglary of 1st or 2nd degree, robbery, drug distribution, drug trafficking).
 - g. OCCURRED WITHIN PAST 3 YEARS:
 - *A record of possession of drugs or drug paraphernalia, resulting in less than a pending Felony charge or conviction.
 - *A record of habitual offenses. Habitual will be considered with three or more violations (with the exception of traffic violations not referenced below) occurring on separate occasions during the past 3 years
 - h.. OCCURRED WITHIN PAST 5 YEARS:
 - *A record of three or more offenses of driving under the influence or reckless driving
 - *A record of felony drug possession
 - i. Planned use of premises for something other than living purposes
 - j. Check that is not honored by the bank
 - k. Is a minor under the age of 18
 - l. Refuses to sign lease agreement
 - m. Non-compliance with Pet Policy
 - n. Refusal to provide references from a previous landlord (s)
 - o. Falsify information on application; does not give complete information; does not list all previous addresses within the last 5 years
 - p. Cannot provide identification (a government issued photo ID used to verify the application)
 - q. Refusal to abide by No Smoking Policy. (No smoking is permitted within 25' of the building.)

By signing below, I hereby agree that I have read and understand the above guidelines for application and reasons for refusing an applicant. I understand that this list may be amended.

Applicant

Date

Co-Applicant

Date

Highlands Ridge Apartments Selection Criteria: All Applicants are interviewed and must complete an application before acceptance. This screening criteria will be applied uniformly to all applicants and will be used for the basis of final acceptance of the application.

1. Credit Report. 2. Criminal Background 3. Comments from prior landlords 4. Comments from present landlords 5. Comments from other references.

HIGHLANDS RIDGE APARTMENTS MANAGEMENT WILL NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, FAMILIAL STATUS, SEXUAL ORENTATION, OR CREED.

Applicant understands and represents: (A) That this application is complete and contains all material facts, (B) applicant hereby gives full permission to verify the information set forth therein with the business and personal references stated, (C) applicant represents that statements and information set forth herein are true, and correct, (D) Highlands Ridge Apartments, at its option, may investigate and verify such information before and after renting to the applicant, (E) APPLICANT AGREES THAT IF S/HE RENTS, SUCH RENTAL MAY BE CANCELLED BY HIGHLANDS RIDGE APARTMENTS MANAGEMENT IN THE EVENT THAT ANY STATEMENT OR INFORMATIN FURNISHED BY THE APPLICANT IN THIS APPLICATION IS FALSE.

DAMAGE/CLEANING DEPOSIT AGREEMENT

\$_____ Deposit paid _____, 20_____ to be applied to Damage/Cleaning Deposit if this application is accepted. I understand that if application is accepted and I do not complete a lease agreement or cancel my rental within 72 hours I forfeit \$200 of my deposit. The Damage/Cleaning deposit will be placed in an interest bearing account at BankWest, of which the interest will be paid to the owner of the property. The resident agrees that the deposit can be transferred to the owner or new property manager, upon mailing of proper notification, when the owner or property manager changes. The Damage/Cleaning Deposit will be refunded only after each and all of the conditions as set forth in the rental agreement and house policies have been met. Resident agrees that in the case of roommates the Damage/Cleaning Deposit will remain with the unit until all parties have vacated. Resident may not apply Damage/Cleaning Deposit to rent. A non-refundable processing fee of \$_____ has been paid.

By signing below, I hereby understand that all Highlands Ridge Apartments employees are AGENTS for the Owner, are authorized to manage the Premises, and are authorized by the Owner to accept service of process to receive and give receipt of notices and demands, in accordance with South Dakota Statues.

THIS IS A LEGAL DOCUMENT – READ CAREFULLY BEFORE SIGNING

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I understand that the landlord may terminate any rental agreement entered into for any misrepresentation made above.

Applicant Signature _____

Date _____

Applicant Signature: _____

Date _____

Owners Representative: _____

Date _____

Application Checklist: (To be completed by Management)

_____ Completed Application

_____ \$45.00 Non Refundable Application Fee

_____ Copy of Driver’s License or other ID

_____ Copy of Pay Stub or Proof of Income

_____ Pet – Photo

_____ Pet – Proof of Spayed/Neuter

_____ Pet – Proof of Shots