



1005 S Washington St – Grand Forks, ND 58201 \* Office: 701-746-7368 \* Fax: 701-775-7216 \* [www.elitend.com](http://www.elitend.com)

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## **APPLICATION REQUIREMENTS**

### **APPLICATION:**

- Each adult of the age of 18 must complete their own application in full
- \$40.00 non-refundable application fee
  - \$1.20 service fee if using a credit card
- Submit a government issued photo ID

### **INCOME:**

- Submit a paystub or proof of income source
- Rent may not exceed 50% of total net “take home pay” monthly income or a cosigner will be required

### **CREDIT CRITERIA:**

- Have a credit score of 600+
  - A “zero” credit score will be approved provided there are no outstanding balances or collections

### **BACKGROUND CHECK:**

- Pass a criminal background check
- No felonies
- Only minor misdemeanors with management’s approval
- Decisions on criminal history are only made once management reviews the final criminal background report

### **RENTAL HISTORY:**

- Receive a positive rental reference
- The form included in this packet is to be completed by your landlord

### **REASONS FOR DENIAL:**

- False or misleading information on application
- Outstanding balance or collection accounts with a landlord or utility company
- Negative rental reference
- Unable to pass a criminal background check
- Do not meet our income criteria and unable to obtain a cosigner

### **COSIGNER REQUIREMENTS:**

- \$40.00 non-refundable cosigner application fee
  - \$1.20 service fee if using a credit card
- Submit a government issued photo ID
- Have a credit score of 600+
  - A “zero” credit score will be approved provided there are no outstanding balances or collections
- Have a source of income.
- Please see the cosigner form for more details.

## Rental Application

- All sections of the application are required and must be completed in full.
- Complete all sections of the application as an individual regardless of marital status.
- Each applicant over the age of 18 that will be occupying the property must complete a separate application.
- This application is preliminary only and does not obligate the landlord to deliver possession or keys to the premises. No contract will be established between the parties until a lease agreement has been signed by all parties.
- If a cosigner is required, the cosigner must fill out a cosigner form & pay an additional \$40.00 non-refundable cosigner application fee.
- Credit cards for application fees & deposits are accepted: (3% service fee applies)
- **DEPOSITS: I understand that this rental unit will continue to be shown and offered to perspective tenants until a deposit is received at our office. I understand that when paying a security deposit for this property that it will be non-refundable if I choose not to rent. It will only be refunded to me if my application is denied.**

**NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**Address of rental property that you are applying for:** \_\_\_\_\_

\_\_ YES \_\_ NO Have you ever been convicted, plead guilty or no contest to a **felony**?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Do you have any misdemeanors on your criminal history (other than minor traffic violations)?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Have you ever been convicted of a charge of possession, sale or manufacturing of illegal drugs?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Are you a registered sex offender?

\_\_ YES \_\_ NO Have you ever been evicted, whether or not a court proceeding was necessary?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Do you have any outstanding balances with any current or previous landlords or management companies?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Have you ever filed for bankruptcy?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Are there any outstanding judgments or liens against you?  
**If yes, explain:** \_\_\_\_\_

\_\_ YES \_\_ NO Do you have any pets? Total number of pets that will be living in the unit: \_\_\_\_\_  
**If yes, please describe:** \_\_\_\_\_

\_\_ YES \_\_ NO Do you have any service animals? *(If yes, please ask management for paperwork and verification requirements)*

# ELITE PROPERTY MANAGEMENT LLC

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

SSN: \_\_\_\_\_ Birthday: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Number of Persons to be Occupying the Rental Unit: \_\_\_\_\_ (Number of Adults \_\_\_\_\_ Number of Minors \_\_\_\_\_)

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate #: \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Other Income (source and amount): \_\_\_\_\_

*\*Other income need not be revealed if you do not wish to have it considered*

Emergency Contact (someone who will not be living with you): \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you in the Military: \_\_\_\_\_ NO \_\_\_\_\_ YES

Rank: \_\_\_\_\_ Squadron: \_\_\_\_\_

Name, Rank & Number of Supervisor: \_\_\_\_\_

## ACKNOWLEDGEMENT AND AGREEMENT

- The undersigned represents that all of the application statements are true and complete and hereby authorizes management, its employees and agents to contact and obtain information from any individuals or entities that may have information regarding credit/criminal history, employment and past residential arrangements of the undersigned.
- The undersigned hereby indemnify and holds management, its employees and agents and all other individual or entities contracted by management harmless from all causes of action, expenses, losses, damages of any kind arising from or related to information obtained regarding credit/criminal history, employment or prior residential arrangements of the undersigned.
- All persons will be treated fairly and equally without regard to race, color, religion, sex, familial status, handicap, marital status, status with respect to public assistance, or national origin in compliance with the Fair Housing Act.
- Application criteria can be found on the front page of the application. Please ask an employee if you have questions on the criteria prior to submission.
- I authorize Elite Property Management, LLC to request the credit reports, background checks, rental references & income verifications as identified in this application. I understand that false and misleading information on my application is grounds for immediate denial.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Landlord please complete & return within 24 hours**

Date Faxed: \_\_\_\_\_

Initials: \_\_\_\_\_

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## Rental Reference

**Authorization:** I authorize Elite Property Management to verify the below information on matters relating to my previous and current rental status. This information will solely be used for verification purposes in regards to our rental screening criteria. \*\*\*\*\* **Check this box if you have not rented in the past 5 years**

Tenant's Name: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_

Landlord Phone # \_\_\_\_\_ Landlord Fax # \_\_\_\_\_

Rental Address: \_\_\_\_\_

Lease Dates: \_\_\_\_\_ Check here if this is a previous rental address

**Tenant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Landlords:** Please complete below and return within 24 hours to:

**FAX: (701) 775-7216 or EMAIL: [frontdesk@elitend.com](mailto:frontdesk@elitend.com)**

Lease Dates: \_\_\_\_\_ Scheduled move out date if still occupied \_\_\_\_\_

Proper Notice Given? Yes \_\_\_\_\_ No \_\_\_\_\_ Other: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_

Late Payment History: \_\_\_\_\_

Any lease violations or pest control issues? Yes \_\_\_\_\_ No \_\_\_\_\_ *Please explain below:*

\_\_\_\_\_

Has the tenant been evicted or received a non-renewal? Yes \_\_\_\_\_ No \_\_\_\_\_ *Please explain below:*

\_\_\_\_\_

Pets or Service Animals? No \_\_\_\_\_ Yes \_\_\_\_\_ Types: \_\_\_\_\_

Is there a balance owing? No \_\_\_\_\_ Yes \_\_\_\_\_ Amount: \_\_\_\_\_ *Please explain below:*

\_\_\_\_\_

Comments: \_\_\_\_\_

Verified By: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_



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## DEPOSIT HOLD FORM

**THIS CONTRACT TO ENTER LEASE AGREEMENT** is made and entered into by and between Elite Property Management, LLC, of 1005 South Washington Street, Grand Forks, ND 58201 (hereafter referred as "EPM"), and tenants whose name(s) are listed below hereafter referred to as "Tenant").

**Tenant(s):** \_\_\_\_\_

**Address of Rental Property:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **\*\*\*Desired Move-in Date** \_\_\_\_\_

\*\*\* (Move in date is subject to approval from EPM and will depend upon the condition the rental unit is left in from the current tenants at their checkout, hold times will vary, ask in advance for available move in date options. Maximum hold time on a vacant unit is 2 weeks)

1. Only complete this form at the time you are paying a deposit.
2. The rental property listed above will be removed from the rental market and held with the paid deposit.
3. Security deposits are cashed upon receipt.
4. Tenant(s) agree to enter into a Lease Agreement once approved.
5. The security deposit will be held by EPM in an interest earning account. The security deposit is refundable at checkout provided the tenant(s) have completed their lease term and were not in violation of the lease. (ex: eviction, lease break, outstanding rent balance, etc...). If there are items in need of cleaning, repairs, replacements or paint due to the resident(s) negligence they will be charged to the resident(s) at the current rate, with the exception of normal wear and tear. Please refer to your lease agreement for full details.
6. There is a 3% processing fee for credit cards.
7. Tenant(s) understand the security deposit will not be refunded to you if you are unwilling or unable to proceed with the rental of this property even if you change your mind for whatever reason, or due to fraud, misrepresentation, or incomplete information submitted by Tenant(s) on the application(s), or failure to turn in an application. In the event your application is denied by EPM or if EPM is unable to enter into the Lease Agreement your security deposit will be refunded to you.

**Signature(s):**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Elite Property Management Agent \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE STAFF COMPLETE BELOW**

**DEPOSIT AMOUNT \$** \_\_\_\_\_ **PAYMENT TYPE:** CHECK MONEY ORDER CREDIT CARD\*

\*\*\*There will be a 3% processing fee applied to the total balance for deposits when using a credit card\*\*\*

**DESIRED MOVE-IN DATE:** \_\_\_\_\_ **PRORATE (if available) \$** \_\_\_\_\_

**PET TYPES (DEPOSITS DUE AT LEASE SIGNING):** \_\_\_\_\_

**OTHER:** \_\_\_\_\_



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## Co-Signer Application & Lease Guarantor Agreement

(Only complete this form if required)

**REQUIREMENTS:**

- \* \$40.00 non-refundable cosigner application fee.
- \* Submit a copy of a photo ID
- \* Credit score of 600+
- \* Must have a source of income

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Employer Information or Source of Income:** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

**Agreement:**

- \* The cosigner may not be someone who is living in the household.
- \* For good and valuable consideration and for rental of the property under Elite Property Management LLC, (or the company managing the rental unit applying for), tenants of the undersigned jointly and severally guarantees to Elite Property Management LLC (or the company managing the rental unit applying for) the prompt and punctual payments of all sums now or hereinafter due for the rental, utility billing and maintenance of said property, without restriction, including any and all lease extensions.
- \* Elite Property Management LLC will be requesting a credit report and criminal background check. Elite may verify income source.
- \* The cosigner is liable for the entire term of the tenancy and any lease extensions.
- \* All tenants and their cosigners are equally and jointly financially responsible for property, not just a proportionate share.
- \* Online tenant ledger balances are available to cosigners and tenants. Please provide your email address above and a login link will be emailed to you at the time the tenant signs their lease. The email will come from [donotreply@managebuilding.com](mailto:donotreply@managebuilding.com). The cosigner may also call the management company at any time to ask the financial status of the unit if online access is not available to you.
- \* Late payment notices and/or 3-day evictions will not be sent to the cosigner. It is the cosigner’s responsibility to monitor the tenant’s payment history. It is the tenant’s responsibility to keep their cosigners informed of any change in unit or lease status.
- \* Payment for the application fee may be made by check or money order. A \$1.20 processing fee will apply for credit card payments.

**In the event of default the undersigned further agrees:**

1. That the landlord may seek payment directly from the undersigned without need to proceed first against the tenant.
2. That creditor may accelerate and demand the balance in full of all amounts owed by tenant at same time of default.
3. That should legal action be necessary, to enforce payment of any amounts due by tenant, or to regain possession of said property, the undersigned shall be responsible for all attorney fees and court costs, where appropriate by law.

**Tenant’s Name:** \_\_\_\_\_

**Address of Rental Property:** \_\_\_\_\_

**Signature of Lease Guarantor:** \_\_\_\_\_ **Date:** \_\_\_\_\_