

Mark Frisch  
651.248.3488  
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\$40.00 Application Fee  
Copy of ID

# MAJOR MANAGEMENT COMPANY

## VICTORIA APARTMENTS

### Apartment Rental Application

**Application Requirements:** Each adult applying must fill out separate applications and provide legal photo identification. There is a \$40 non-refundable application fee for processing the application. This fee is to cover the costs for performing and obtaining rental, credit and criminal histories. Victoria Apartments is a pet free community!

#### **Please Print Clearly**

Apartment Address \_\_\_\_\_ Apartment No. \_\_\_\_\_ Type of Unit \_\_\_\_\_  
Date of Occupancy \_\_\_\_\_ Lease Term: From: \_\_\_\_\_ To: \_\_\_\_\_  
Monthly Apt. Rental \_\_\_\_\_ Additional Rental Charges \_\_\_\_\_ **Total Monthly Rental** \_\_\_\_\_

**Security Deposit \$500.00 / \$700.00 for faithful performance of Lease. The full amount will be refunded if this application is NOT approved. Applicant will forfeit one half if accepted by Lessor prior to cancellation.**

**Applicant (Complete Legal Name)** \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Do you have any Pets?** Yes  No  **Victoria Apartments is a "pet free" community.**

**Name of Co-Tenants (NOTE: All non-married Co-Tenants need to fill out separate application):**

Co-Tenant #1 (Complete Legal Name) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Co-Tenant #2 (Complete Legal Name) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

**Applicant's Current Address** \_\_\_\_\_  
\_\_\_\_\_

Name of Current Landlord \_\_\_\_\_ Monthly Rental Amount \_\_\_\_\_  
Landlord's Address \_\_\_\_\_  
Landlord's Telephone \_\_\_\_\_ Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_

**Applicant's Previous Address** \_\_\_\_\_  
\_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_ Monthly Rental Amount \_\_\_\_\_  
Landlord's Address \_\_\_\_\_  
Landlord's Telephone \_\_\_\_\_ Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_

**Name of Current Employer (If Employed)** \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Contact Person to Verify Employment \_\_\_\_\_ Income \_\_\_\_\_  
Employer's Telephone \_\_\_\_\_ Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**Name of 2nd or Previous Employer (If Employed)** \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Contact Person to verify Employment \_\_\_\_\_ Income \_\_\_\_\_  
Employer's Telephone \_\_\_\_\_ Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Applicants Initials \_\_\_\_\_

**Additional Sources of Income:** (in US Funds) \_\_\_\_\_ Amount \_\_\_\_\_ Telephone \_\_\_\_\_

1) Name of Bank \_\_\_\_\_ Services Used: Savings  Checking  Loan

2) Name of Bank \_\_\_\_\_ Services Used: Savings  Checking  Loan

**Automobiles**

1) Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate \_\_\_\_\_ License State \_\_\_\_\_

2) Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate \_\_\_\_\_ License State \_\_\_\_\_

**In Case of Emergency Contact:**

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!**

All applications requires a photocopy of your drivers license or picture I.D. which includes a birthdate.

Each person occupying the apartment must sign the Lease Agreement (this does not include dependents).

Please report all changes to the rental office as soon as possible.

**Equal Housing Opportunity:** Major Management Company supports and follows the state and federal fair housing laws. Major Management Company does not discriminate on the basis of race, creed, color, ancestry, national origin, religion, sex, marital status, family status, with respect of public assistance, or affectional preferences.

**Application Process:** In taking an application and showing an apartment, we are each contemplating an on-going business relationship. Major Management Company is dedicated to treating you with professionalism and respect. In turn, we request a businesslike and courteous attitude. If any comments or behaviors during the application process leads us to believe this will not be a positive relationship, we may use this as grounds for rejection of an application.

I certify that all the above listed information is true and correct.

\_\_\_\_\_  
Signature

All information provided on this application is for administrative use only. Rental of apartment units at **Major Management Co.** buildings is on an equal opportunity basis.

**Return To: Major Management  
Victoria Apartments  
2350 W. 7th St.  
St. Paul, MN 55116  
(651) 690-3488 Office  
(651) 690-2613 Fax  
mark@majormanagement.com**

**Tenant Screening Service: Rental History Reports  
701 Fifth Street South  
Hopkins MN 55343**

# MAJOR MANAGEMENT COMPANY

2350 WEST SEVENTH STREET • ST. PAUL, MN 55116

(651) 690-3488 • FAX (651) 690-2613

Victoria Apartments

## Consent Form

To Whom It May Concern:

I/We have applied for rental of an apartment with Major Management Company. You are hereby authorized to release any information required by Major Management Company to complete the processing of my application request including:

Verification of my past and present employment and income,

Checking and savings account balances,

Consumer credit report, including balances on accounts, payments and history, including mortgage payment record balances, and

I give my consent to inquire into my credit, criminal and any other means necessary to verify my eligibility for rental housing.

I authorize the owner to furnish reproduction or facsimile copy of this authorization that shall be deemed to be the equivalent of the original, and may be used as a duplicate original to obtain credit information.

Your prompt reply will help expedite my application.

Thank you.

Name (Print) \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Maiden Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The information obtained under this authorization shall be used in the processing of my application for an apartment.

# **VICTORIA APARTMENTS RENTAL POLICIES**

## **RENTAL POLICIES**

### **EQUAL HOUSING OPPORTUNITY**

Victoria Apartments is pledged to the letter and spirit of the Federal Fair Housing Law to achieve equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtain housing because of race, creed (religious belief), color, sex, national origin, marital status, disability, children or public assistance.

### **OCCUPANCY LIMITS**

Occupancy limits are as follows:  
Studio Apartment - 1 Occupant  
One Bedroom Apartment - 2 Occupants

### **ELIGIBILITY**

**A \$40.00 NON-REFUNDABLE CHARGE PER APPLICANT IS REQUIRED AND COLLECTED WITH THIS APPLICATION.**

You must complete ALL QUESTIONS on the application(s); incomplete applications WILL NOT be processed. A PHOTO I.D. is required: Valid Drivers License, Employment ID, Passport or INS Resident Alien Card.

EACH PERSON OCCUPYING THE APARTMENT MUST SIGN THE LEASE AGREEMENT.  
(This does not include dependents under age 18.)

### **RENTAL OR OWNERSHIP HISTORY**

1. You must have good references at your present address.
2. You must have good references at your prior address.
3. You must have a minimum of two (2) years rental history (this may not include family or friend).  
If rent history is less than two (2) years, Last Month Rent may be required upon approval.

Good reference means: Prompt payment, proper notice given, whether previous landlord would rent to you, and that you have had no other problems at any former addresses.

### **INCOME REQUIREMENTS**

Your **GROSS** monthly income must be at least three (3) times the monthly rent. For example: If the rent is \$900.00 per month, your gross monthly household income would have to be \$2,700.00 per month.

We **DO NOT ACCEPT CO-SIGNERS**; therefore you must show income, earnings or savings in your name to qualify.

### **CREDIT HISTORY**

Your application will be declined if you have a poor history of paying your debts. We do not work with anyone with active accounts that are out to any collection agency or accounts written off as uncollectable.

We do not work with anyone having an unlawful detainer (UD).

**VICTORIA APARTMENTS IS A "NO PET" PROPERTY!**