



J.B.J. Properties
A division of J.B.J. Companies, Inc.

W178 N9912 Rivercrest Drive, Suite 101
Germantown, WI 53022-4645
Phone: 262-255-1800
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ARBOR RIDGE APARTMENTS (55 and Older)
Application Requirements
Please retain for your records

J.B.J. Properties is working to provide quality service and a pleasant environment for our residents. Therefore, we have established consistent screening procedures to evaluate the rental applications of each prospective resident before we rent. Each application is thoroughly reviewed and is evaluated based on the criteria listed below. We urge you to read this information carefully prior to completing an application. We welcome applications from all persons who meet our application standards. The rental unit will be available to the first applicant who completes the application, provides identification as requested, submits the processing fee of \$20.00 per applicant, submits the \$100.00 application deposit and fulfills our screening criteria listed below.

Application Requirements:

1. An applicant is any person who will live in the apartment or who will make or guarantee rent payments for the persons living in the apartment.
2. At least one applicant in each unit must be 55 years of age or older. No one under the age of 18 may reside in the unit. Proof of age is required with the application. Please enclose a copy of your Birth Certificate, Driver's License or Passport as verification of your age. Incomplete, unsigned, inaccurate, or falsified applications will be rejected.
3. On the application we will ask you to list all legal sources of income that you want to be considered as part of your monthly income. Legal sources of income may include: Salary and Tips (from all current jobs), Social Security, Pensions, Alimony and Child Support, AFDC, General Assistance Payments made directly to you, Scholarships, Savings and Checking accounts, and Trust Funds.
4. Applicants must have at least one year of successful rent payment or ownership history. If you have no rental history or ownership history, a full security deposit which is the same as the rent is required at lease signing. Any negative past rental payment or behavior history is grounds for denial of the application. If you have been evicted from a previous apartment within the past five years your application will be rejected.

We check the following information for every applicant:

1. Credit history with a decision based using a computer scoring model.
2. Criminal Background check with any decision based on arrest record or conviction record to be made in compliance with applicable federal, state and local laws.
3. Amount of income. Applicants who are self-employed will be asked to submit the previous two years tax returns to verify amount of income.
4. References from landlords for the previous 3 years to determine an applicant's rent payment history and behavior.

Management reserves the right to reject any application that is incomplete, falsified, or does not meet qualifying criteria. Management reserves the right to modify the criteria, subject to current market factors.

None of the following factors will be used to assess an application: race, color, national origin, gender, religion, disability, age (over 55), familial status, marital status, lawful source of income, ancestry, sexual orientation, physical appearance, political beliefs, military discharge, or student status.

J.B.J. Properties accepts up to 2 cats or dogs at this property. Ask about additional charges and restrictions.

Applications may be mailed to or dropped off at **W178 N9912 Rivercrest Drive, Suite 101, Germantown, WI 53022-4645.**

We will make every reasonable effort to process an application promptly, but please remember that the time required depends upon the availability and cooperation of your reference sources. An application will in most cases be approved or denied within three (3) business days of receipt in our office. In some circumstances twenty-one (21) days may be required to verify all information. A Co-signer may be requested if applicant does not qualify under financial/credit requirements. If requested, a Co-signer application must be signed and returned within one (1) business day of notification. A Co-signer is qualified under the same criteria and must also sign the lease within seven (7) days of acceptance. A Co-signer is considered a guarantor of the lease and is not considered a resident nor allowed to reside in the apartment without being approved as a resident.

We require a non-refundable processing fee in the amount of \$20.00 per applicant and a \$100.00 application deposit per apartment to accompany each application. The processing fee and application deposit cannot be combined on one check. Married couples are required to fill out separate applications and pay \$20.00 each. The \$100.00 application deposit will be applied toward the security deposit upon acceptance and is refundable if application is denied. If applicant is approved and applicant cancels or fails to sign the lease within 7 days from acceptance, the \$100.00 application deposit will be forfeited and the apartment will no longer be held for applicant. **A copy of the lease is available for review at our office.**

Maximum number of persons to occupy the two bedroom apartment is (4) occupants.

No more than two (2) unrelated persons can rent or reside in an apartment.

We appreciate your interest in becoming a resident of Arbor Ridge. We hope this information has been helpful to you. If you have any questions, please contact us at 262-255-1800 or e-mail Property Manager, Ronda Eckhardt at Ronda@JBJCompanies.com

Sincerely,

J.B.J. Properties
(a division of J.B.J. Companies, Inc.)

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