

Apt. # _____
 M.I. Date _____
 Rent Amt. _____
 Complex _____



Application Fee \$ _____
*This fee is non-refundable should
 this application for rental be accepted
 or not.*

4915 West 35th Street, Suite102 • St. Louis Park, MN 55416 • 952-925-3878 (Phone) • 952-928-3832 (Fax)

EACH APPLICANT PLEASE COMPLETE SEPARATE APPLICATIONS

Applicant Name First, Middle, Last	Date of Birth
Telephone Number	Social Security #
Email	

Drivers License # _____

Source of Income	
Name of Business	Position
Address	Supervisor's Name
Salary - Gross	How Long?
Wkly.	
Mo.	
Previous Employer	How Long?
Additional Income	Amount
	Phone

Place of Residences

Present Address		Apt. #	How Long?
City	State	Zip	Cell phone
Previous Landlord	Rent Pd.	Mo.	Phone
Previous Address	Apt. #	How Long?	
Previous Landlord	Rent Pd.	Mo.	Phone
Previous Address	Apt. #	How Long?	
Previous Landlord	Rent Pd.	Mo.	Phone

References

Name of Father and/or Mother		Phone
Address	City	State
		Zip
Personal Reference (No Relative Please)		Phone
Address	City	State
		Zip
In case of emergency please contact		Phone
Address	City	State
		Zip

List All Occupants

Name	Relationship	Age

Do you have a pet? _____
 If so, type/breed/weight _____
 Reason for Moving _____

Auto

Make	Year	License Plate #	Model/Color
Monthly Payment		Paid to Whom	

How did you first learn about our apartments?

- Newspapers Ad Former resident For Rent Magazine
 Friend Living Guide Book Drive-By
 Apartment Search Referral Center Other
 Other Referral Center _____

I/WE GRANT PERMISSION TO MY/OUR CURRENT AND FORMER LANDLORDS TO RELEASE INFORMATION TO SELA INVESTMENTS/PARTNERS/GROUP (SELA) AS IT RELATES TO MY/OUR RENTAL HISTORY. I/WE GRANT PERMISSION TO MY/OUR EMPLOYER TO RELEASE INFORMATION TO SELA AS IT RELATES TO MY/OUR EMPLOYMENT, INCLUDING BUT NOT LIMITED TO LENGTH OF EMPLOYMENT, ADDITIONAL SOURCES OF INCOME, SOCIAL SECURITY NUMBER AND COMPENSATION. I UNDERSTAND THE APPLICATION FEE IS NON-REFUNDABLE. I/WE UNDERSTAND THIS APPLICATION TO BE CONSIDERED A PRE-LEASE DEPOSIT AGREEMENT IN ACCORDANCE WITH MINN. STAT. 504B.175. I AGREE THAT IF I/WE GIVE A SECURITY DEPOSIT TO SELA PRIOR TO SIGNING A LEASE, IT WILL BE CONSIDERED A PRE-LEASE DEPOSIT. IF SELA ACCEPTS ME/US FOR THE APARTMENT AND I/WE CHOOSE NOT TO MOVE INTO THE APARTMENT, THEN SELA SHALL NOT RETURN THE PRE-LEASE DEPOSIT AND I/WE MAY BE FURTHER LIABLE FOR RENT. IF SELA CHOOSES NOT TO ACCEPT THE APPLICANT AND A PRE-LEASE DEPOSIT HAS BEEN PROVIDED TO SELA, THEN SELA AGREES TO RETURN THE PRE-LEASE DEPOSIT WITHIN SEVEN (7) DAYS OF SELA'S WRITTEN DENIAL LETTER TO APPLICANT(S). IF APPLICANT(S) AND SELA ENTER INTO A RENTAL AGREEMENT, THE PRE-LEASE DEPOSIT SHALL BE APPLIED TO THE TENANT'S SECURITY DEPOSIT.

SELA SHALL HAVE THE SOLE DISCRETION TO DENY THIS APPLICATION IF APPLICANT(S) FAIL(S) TO DISCLOSE ACCURATE RENTAL AND/OR CREDIT REFERENCES OR DOES NOT MEET THE SELECTION CRITERIA.

I/WE AUTHORIZE SELA AND ITS AGENT TO CONDUCT A CREDIT INVESTIGATION IN ACCORDANCE WITH THE SCREENING CRITERIA. THE INVESTIGATION MAY INCLUDE THE EXCHANGE OF INFORMATION I/WE HAVE GIVEN TO SELA AND A CREDIT REPORT FROM A CREDIT REPORTING AGENCY. IF A CREDIT REPORTING AGENCY FURNISHES A REPORT, SELA MAY FURNISH ME/US WITH THE NAME AND ADDRESS OF THE CREDIT REPORTING AGENCY UPON MY/OUR REQUEST. A REPRODUCTION OF THIS AUTHORIZATION AND RELEASE MAY BE DEEMED TO BE THE EQUIVALENT OF THE ORIGINAL AND MAY BE USED AS A DUPLICATE ORIGINAL UNLESS AND UNTIL IT IS REVOKED BY ME/US IN WRITING.

Receipt of _____ by _____ Signature of Applicant _____
 _____ Check or Cash

On _____ is hereby acknowledged _____ Date _____



Reasonable accommodations will be made so that persons with disabilities may obtain housing



RESIDENT SELECTION CRITERIA

The following requirements must be met in order to become an applicant and to be placed on the waiting list.

1. A completed Application of Occupancy must be filled out completely; signed and dated by each adult member of the household.
2. A credit check will be run on every adult applicant to help determine payment history and current financial obligations. A written report from the Credit Reporting Agency must be obtained and reviewed. Applicants shall be required to pay the \$40.00 non-refundable processing fee.
3. Two previous landlords will be contacted in order to obtain past payment history and past rental history.
4. No pets allowed.
5. Applicants must qualify under occupancy standards as determined by unit size and individual City Housing Occupancy Standards.
6. All income and expenses must be verifiable in writing.
7. Households must show evidence of being able to meet household finances.
8. After Credit Check is completed and found to comply with resident selection criteria, the applicant will be interviewed by the Property Manager. A discussion will include financial and income obligation.
9. Reasonable accommodations will be made so that persons with disabilities may obtain housing.

Applicants **will** be rejected due to:

1. A history of unjustified and chronic nonpayment of rent and financial obligations.
 - Not to exceed:
 - a. two collection accounts; documented late credit payment history.
 - b. one bankruptcy in the last three years.
 - c. no history of unlawful detainers.
 - d. no history of late rent payment.
 - e. history of poor housekeeping.
2. A negative household budget after all income and financial obligations has been taken into consideration.
3. A history of violence and harassment of neighbors.
4. A history of disturbing the quiet enjoyment of neighbors.
5. A history of violations of the terms of previous rental agreements such as the destruction of a unit or failure to maintain a unit in a sanitary condition.
6. Past convictions or arrests on the sale or possession or use of firearms or illegal drugs.
7. Giving false or misleading information on the Application for Occupancy or Verifications.
8. Income and/or employment that cannot be verified in writing by a qualified third party.
9. Lack of credit needed in order to establish payment history of financial obligations.
10. Unsatisfactory police reference and/or checks for criminal activity excluding traffic violations.

I have read and understand this selection criteria must be used for every applicant.

Applicant Signature _____



Property Manager Signature _____

Sela Investments

4915 West 35th Street, Suite 102 St.Louis Park, MN 55416 952-925-3878 (Phone) 952-928-3832 (Fax)

PRELEASE DEPOSIT AGREEMENT

Management agrees that subject to the condition(s) listed below, this Prelease Deposit in the amount of \$_____, will be held by Management and upon acceptance of the applicant to the rental unit the Prelease Deposit will be applied and converted to the Security Deposit according to Minn.Stat. § 504B.175.

Property Address: _____

Unit number: _____

City/State/Zip: _____

1. The Prelease Deposit will not be refunded to the applicant if the applicant is accepted to the rental unit by Management and applicant does not appear on the day the lease begins or does not take possession of the rental unit on the first day of the month or the first day of the term of the lease begins. If the Prelease Deposit is given to Management in accordance with this Agreement, and the rental unit is not occupied for any reason by the applicant(s), then Management shall retain all monies paid to it as liquidated damages for Management taking the unit off the rental market and losing the opportunity to rent the unit to other prospective residents. The applicant understands whether he/she/they sign a lease for the particular unit or not that Management has detrimentally relied on the applicant's representations that they will occupy the unit for 12 months beginning _____.
2. Prior to taking possession of the rental unit, the applicant must sign the lease and pay the full month of rent that is owed to Management upon move-in. The applicant understands that once Management accepts the person(s) into the rental unit that Management has taken the rental unit off the market and is no longer showing the rental property to prospective applicants whether a lease is signed or not.
3. If management has not entered into a Lease or Rental Agreement with the applicant(s), and Management decides not to rent the unit to the applicant(s) prior to the applicant taking possession, then Management may return the Prelease Deposit postmarked within seven (7) days provided that Management gets the unit re-rented to another applicant for the same period of the lease not greater than 12 months.
4. Prelease Deposits do not include the payment of a reasonable applicant-screening fee used to conduct a background check on the prospective applicant. All applicant screenings fees are nonrefundable upon receipt.

Once Management and Applicant have signed the rental agreement or lease, the Prelease Deposit is applied and converted to the Security Deposit (not first month's rent) and is subject to the following provisions:

1. All rent and all other amounts due under the lease have been paid in full;
2. Each and every provision of the lease has been fully performed;
3. The proper "Notice to Vacate" was given;
4. No damage to the property beyond normal wear and tear;
5. No permanently attached fixtures have been removed from the premises;
6. All keys and Landlord property are returned;
7. All debris, rubbish, and discards, are placed in proper rubbish containers and are removed from the property;
8. All appliances, floors and windows have been cleaned and approved by Management.
9. A Forwarding address is left with management. If no forwarding address is left with management, tenant understands that the security deposit itemization letter will be mailed in an envelope, postage prepaid to the last known address. It is the tenant's responsibility to either forward a new address or forward his/her mail at his/her last known address so that Management can forward the security deposit itemization and the tenant will receive the same. Until a forwarding address is received by Management, the 21 day period to return a security deposit itemization does not begin to toll.
10. Interest to be computed according to Minnesota law.
11. This document becomes part of the lease and is an addendum to the lease once the prelease deposit is converted to the security deposit.

It is understood and agreed that the premises are used as a residence to be occupied by NO more than _____ persons.

When approved and accepted, the applicant agrees to sign a lease before possession is given and to pay the first month's rent upon signing the lease or taking possession. Management is not responsible to return the deposit if the Landlord cannot deliver possession due to another tenant's unlawful holdover in the premises.

Management may reject the Applicant's application without cause and if rejected, the Prelease Deposit will be refunded in accordance with this document, and the applicant agrees not to make any claim for damages by reason of non-acceptance of their application or this agreement.

When the lease is signed by Management and Applicant, the Prelease deposit is applied and converted to the Security Deposit and subject to the terms and conditions of this document and further subject to the terms and conditions of the lease, community policies, and the published rules and regulations of Management.

Management grants equal opportunity to apply, use and enjoy the premises to all persons regardless of race, color, religion, creed, national origin, familial status, marital status, or disability.

Applicant acknowledges reading this document in its entirety and a copy of this Agreement will be placed in the Tenant file or mailed to the resident at the address so identified and that the Applicant has been duly informed that said property is operated by

Resident

Resident

Management

ADDRESS OF APPLICANT:



Acknowledgment of Liability or Property Damage Insurance Requirement

By completing this form, I/we acknowledge that I/we understand Sela's requirement of personal liability insurance, or property damage insurance, in the amount of at least \$300,000. I/we am aware that it is my/our responsibility to establish a policy and make all required payments to keep that policy current and in-force. I/we also understand that Sela is to be listed on the policy as an "interested party" or "additional interest," and that the company is to receive at least 30 days' written notice of any suspension or cancellation of the policy.

I/we am indicating my/our liability insurance election by placing my/our initials on one of the lines below:

_____ I/we have arranged for personal liability insurance or property damage coverage through (specify company) _____ and have listed Sela as an "interested party" or "additional interest" on my/our policy. I/we understand that I/we am required to maintain liability or property damage coverage for the duration of my lease.

_____ I/we have enrolled in the **Renters Insurance Select** program for renters' insurance, for liability and contents coverage. (\$300,000 minimum resident liability coverage)

_____ I make no election at this time, but will provide proof of liability or property damage coverage prior to moving in to Sela's property.

Resident Signature

Resident Signature

Resident (Print Name)

Resident (Print Name)

Date

Date

LEASE FOR CRIME-FREE/DRUG-FREE HOUSING OR EQUIVALENT

In consideration of the execution or renewal of a lease of the dwelling unit identified in the Lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises. "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C 802]) or possession of drug paraphernalia. (MN Statute 152.092)
2. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the said premises.
3. Resident or members of the household will not permit the dwelling to be used for or to facilitate illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.
4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety or welfare of the landlord, his agent(s) or tenants.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.

It is understood and agreed upon that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

MANAGEMENT

BY: _____

(Resident)

(Resident)

(Resident)

Date signed: _____

Date signed: _____