



# Oak Tree Apartments Rental Application

This Document is NOT a lease or Rental agreement. This Document will not be considered a valid application for residency unless it is signed by the applicant. Incomplete application forms, failure to submit an application form for every individual proposed resident and the submission of incomplete earnest money all invalidate the application process and any application submitted containing such omissions may be rejected.

## Unit Information

Application For: 2110 University Avenue Madison, WI 53726

Pick One:  Apartment Unit Number \_\_\_\_\_ Optional Unit Preference 1 \_\_\_\_\_ Optional Unit Preference 2 \_\_\_\_\_

The Approximate monthly installment is \$ \_\_\_\_\_ Earnest Money Paid \$ \_\_\_\_\_ Preferred Occupancy Dates \_\_\_\_\_  
through \_\_\_\_\_. Utilities NOT Included: **Electric:** NO **Heat:** NO **Gas:** NO **Water:** YES **Hot Water:** YES **Trash:** YES

## Personal Information

*Each co-applicant must complete a separate application*

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Permanent /Summer Address (If applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Do you prefer to be contacted by email?: Yes  No

## Emergency Contact Information

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

## Rental / Owner History

Have you ever been served a 5 (Five) day notice? Yes  No  Have you ever been served a notice of intent to evict or been evicted? Yes  No

Have you ever lived with Oak Tree Apartments or Johnson Properties before? Yes  No  If Yes, When? \_\_\_\_\_

Current Address: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Property Name: \_\_\_\_\_ Property Number: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Property Name: \_\_\_\_\_ Property Number: \_\_\_\_\_

## Pest Control Information

Have you ever had Pest Control Issues (Example: Bedbugs, Cockroaches, Etc) Yes  No  If Yes, When?: \_\_\_\_\_

What kind of Pest Control Issue was it? (Example Bedbugs, Cockroaches. Etc.): \_\_\_\_\_

Was the Pest Control Issue Remedied?: Yes  No  When? \_\_\_\_\_

## Employment And Income History

Present Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

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

State: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Monthly Pay: \$ \_\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Other Sources of Income:

Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

## Education (Optional)

Are you currently a Student? Yes  No

Do you attend the UW Madison Campus? Yes  No  Other School: \_\_\_\_\_

When do you anticipate your graduation: \_\_\_\_/\_\_\_\_/\_\_\_\_ Will you want to relocate after graduation? Yes  No

## Important Information (Please Read Through Carefully)

The Purpose of this application is to determine whether I qualify as a resident. If my application is approved, the owner and I shall sign a written lease agreement. It is my intent to lease the apartment unit indicated but I understand that the owner and I have no rental agreement until the time of the lease signing. I understand that there is no application fee, nor is there any administrative fee for completing the lease signing process provided there is no charge in residents or terms from the time of the initial submission of (an) application(s) until the signing of the lease. I also understand that there is a schedule of fees for an earnest money deposit and sublet agreements.

I acknowledge the following fees:

1. Earnest Money Deposit..... \$100.00
2. Sublet Agreements..... \$75.00 (If applicable)

I have paid my Earnest Money Deposit indicated on the application. The Earnest Money Deposit will be applied to my Security Deposit if the owner enters into a lease agreement with me. The remainder of the Security Deposit is due at the time of the lease signing. If this application is approved, and I FAIL to enter into a lease or rental agreement, the Earnest Money Deposit and any and all subsequent payments may be retained to compensate the owner's costs and damages, subject to the owner's duty to mitigate. A minimum of costs and damages to re-rent the unit may be retained, and no Earnest Money shall be refunded.

I hereby authorize the owner, or his representative to investigate my income, rental and eviction history and the statements made in this application. I have carefully reviewed the unit information section of this application and have received any related documents as regards the habitability of the dwelling unit from the owner, or his representative, and I fully understand my financial responsibility as regards the payment of utility billing for this unit. I was given the opportunity to review a sample lease and the owner's rules and regulations. Although the owner may not have shown me the specific apartment for which I am applying for, or I may not have seen the apartment at all, I fully intend to execute a Lease with the owner for these premises. I understand that within 2 weeks of submission of this application and if I have qualified as a resident, I must sign into my lease agreement and pay half of my Security Deposit to properly secure the apartment for tendency or forfeit the unit in which I applied for as well as any earnest money I have submitted. I represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge. I understand that application forms incompletely filled out, not submitting an application form for every individual proposed resident, and the submission incomplete earnest money can all invalidate the application process and that any application(s) submitted containing omissions may be rejected at the owner's sole option.

➔ **SIGN HERE**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



We do business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person based on race, color, religion, sex, handicap, familial status, or national origin.