



**WISCONSIN REALTORS® ASSOCIATION**  
4801 Forest Run Road  
Madison, Wisconsin 53704

**Bordertown Realty, Inc.**

# RENTAL APPLICATION

LANDLORD: \_\_\_\_\_ MANAGER: Bordertown Realty Inc.  
 Address: \_\_\_\_\_ Address: 744 Ryan Drive Suite 103, Hudson, WI 54016  
 Telephone: \_\_\_\_\_ Telephone: (715) 386-6000

**UNIT INFORMATION** **This is NOT a lease or a rental agreement.**

The Undersigned hereby makes application to rent apartment / Unit / number \_\_\_\_\_ located at \_\_\_\_\_  
 Monthly rent \$ \_\_\_\_\_ Lease term \_\_\_\_\_  
 Earnest Money Paid \$ \_\_\_\_\_  Credit Check Fee \$ \_\_\_\_\_  Security Deposit \$ \_\_\_\_\_

**APPLICANT INFORMATION** [Each Co-Applicant (named tenant) must complete a separate *Rental Application* ]

Full Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
 \_\_\_\_\_ Pets to Occupy Unit (Number and Kind) \_\_\_\_\_

Names of Other Persons (Non-Applicants) to Occupy Unit:	Social Security Number:	Birth date if Under 18:
1.		
2.		
3.		

**APPLICANT'S RENTAL HISTORY** Have you ever failed to pay rent when due?  Yes  No  
Have you ever been evicted?  Yes  No  
 [For the last 3 years]

**CURRENT ADDRESS** \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Since (date) \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 How long? \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICANT'S EMPLOYER & INCOME**

**PRESENT EMPLOYER** \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Since (date) \_\_\_\_\_ Monthly Pay \$ \_\_\_\_\_ Position \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ How long? \_\_\_\_\_ Monthly Pay \$ \_\_\_\_\_ Position \_\_\_\_\_

<b>OTHER SOURCES OF INCOME</b>		You do NOT have to reveal alimony, child support or spouse's annual income unless you want it considered in this application.	
Amount:	Source:	Confirmation Person:	Phone:
1.			
2.			

<b>APPLICANT'S CREDIT REFERENCES</b>	Have you ever filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Banks:	City & State:	Type & Number of Account:
1.		
2.		
Credit References:	Address and/or Phone:	
1.		
2.		

COMMENTS: \_\_\_\_\_

**PLEASE READ THIS CAREFULLY AND SIGN THIS APPLICATION**

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the Landlord and I shall sign a written lease or rental agreement. The Landlord and I have no rental agreement until the time that the lease or written rental agreement is signed.

I have paid the earnest money deposit and credit report fee indicated on this application. The earnest money deposit will be applied to my security deposit or my first month's rent if the Landlord enters into a lease or rental agreement with me. If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. The earnest money and any subsequent payments will be refunded to me by the end of the next business day if: (1) this application is rejected, or withdrawn before approval; or (2) if the Landlord takes no action on this application by the end of the 21st day following the Landlord's receipt of the earnest money. The credit report fee is nonrefundable.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, rental and eviction history, and the statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such reporting agency.

I acknowledge that the Manager and the agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with fair housing law, and to disclose material adverse facts about the property.

I was given the opportunity to review a sample lease or rental agreement, and the Landlord's rules and regulations. I warrant and 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.

Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by phone at 877-234-0085.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	Date Received _____	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied
Income: <input type="checkbox"/> _____	Credit Report: <input type="checkbox"/> _____	Notified: _____
Evictions: <input type="checkbox"/> _____	Rental History: <input type="checkbox"/> _____	
Other: <input type="checkbox"/> _____	References: <input type="checkbox"/> _____	

# Application Process

1. Please fill out the rental application and sign the last page. We can't run your credit unless we have your signature. We will need one application per adult.
2. Drop off the application at our office along with the \$20.00 fee for the credit and background check. This fee must be paid in cash or cashier check made out to Bordertown Realty. We do a credit and background check on every tenant and we are charged for this service. The fee is non-refundable and you will receive copy of your credit report. If the information you gave us on the application is incorrect and we have to run the credit and background check again you would be charged the \$20.00 fee again. Our address is 744 Ryan Drive Suite 103, Hudson, WI 54016.
3. After receiving your application we will process the application and review it with the owner to make a decision.
4. After the owner has accepted you as a renter Bordertown Realty will contact you to set up a move in date and a time to have you come in and sign a lease and put down the security deposit. The security deposit will need to be either cash or cashier check made out to the owner. We continue to show the rental until the lease has been signed and the security deposit has been paid.
5. On your move in date you will pay that month's rent with either cash or a personal check and pick up the keys for the rental property. Also if there is a pet deposit that will have to be paid before you move in.

Thank you,

**Bordertown Realty**