



MAINTENANCE
AND
MANAGEMENT

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INSTRUCTIONS FOR APPLYING FOR AN APARTMENT

In applying for an apartment/house, we will be doing the following:

1. Credit Check
2. Criminal Background Check
3. Tenant Reference from present/past landlords
4. Income verification

Fee for application process is \$30 for each adult over the age of 18; **fee is non-refundable. We accept Cash or Money Order Only.** We will need the following to process your application:

1. Copy of Driver's License or State ID
2. Copy of Social Security Card or other official document containing your Social Security Number (Verification purposes only)
3. Last 2 earning statements from employment. If you have more than 1 job; must provide from each job. If you recently started a new job we need to have something from your employer stating how many hours you will work and what your wage will be.

If your application is approved:

1. **The property will be held for a period of 24 hours in which time the security deposit must be paid in full or the property will be put back on the market.**
2. Once the deposit has been received a check-in/move-in date will be scheduled. The check-in appointments are made Monday – Friday between the hours of 9am & 4pm.
3. The first month's rent and Non-refundable Pet Fee will be due at the check-in appointment.

Reasons for Denial of Residency Policy

Criminal:

Felonies- You must have been off of all probation, parole and not incarcerated for the last seven years before residency will be approved.

Drug Charges- You must have been off of all probation, parole and not incarcerated for the last seven years before residency will be approved.

Registered Offenders- Will be denied residency.

Violent Offenders- You must have been off of all probation, parole and not incarcerated for the last seven years before residency will be approved.

NSF Charges- Will be denied for 3 years.

Theft- You must have been off of all probation, parole and not incarcerated for the last seven years before residency will be approved

Credit:

- Any judgments from other rental property companies.
- Specific collections such as: utilities, gas, cell phone, home phone, cable, internet and child support
- Debt owed to any government agency (state, city, county or federal)
- Must meet our income guidelines

Evictions- Any evictions in the last 5 years.

Bad Rental References- Any in the last 3 years.

False Information- Any False information on your application is grounds for denial.

If you are applying in a group all applicants within the group must meet these guidelines or all applicants will be denied.

WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE.

UPDATE 12/17/16



NORTH DAKOTA APARTMENT ASSOCIATION

Rental Application

Please print when completing this application.



RJR Maint & Mgt. 2201 40th Ave SE # 57, Mandan ND

The undersigned hereby makes applications to rent property from _____ Located in _____, North Dakota.

LANDLORD/MANAGER

- 1. I will be requesting a credit report. [X] Yes [] No Fee: _____ each applicant
2. I will be requesting a criminal background check. [X] Yes [] No Fee: _____ each applicant
3. I will be requesting a renters background check. [X] Yes [] No Fee: _____ each applicant
4. I will be requesting an employment verification. [X] Yes [] No Fee: _____ each applicant

TOTAL FEES: \$ 30.00 per Adult

APPLICANT:

As part of the application process, I authorize the prospective landlord/manager to request the reports and check as identified and understand that the above fees are non-refundable and do not obligate the landlord to deliver possession or keys to the premises. I understand the criteria necessary to rent from the above landlord and have been provided with a copy of the terms. No contract will be established between the parties until a lease agreement has been signed by all parties.

- Applicant: 1. [] Yes [] No 2. [] Yes [] No 3. [] Yes [] No 4. [] Yes [] No 5. [] Yes [] No 6. [] Yes [] No 7. [] Yes [] No
Spouse: [] Yes [] No [] Yes [] No [] Yes [] No [] Yes [] No [] Yes [] No [] Yes [] No
1. Have you ever filed bankruptcy?
2. Have you ever been convicted of or plead guilty or no contest to a felony?
3. In the last ten years, have you been arrested, convicted of or plead guilty or no contest to a charge of possessing, dealing or manufacturing illegal drugs?
4. Have you ever been evicted, whether or not a court proceeding was necessary to evict you?
5. Are you currently registered, or have you ever been required to register as a sex offender?
6. Do you have or plan on having pets in the apartment unit?
7. Do you have a freeze on your credit? If Yes, you must notify Experian at 1-888-397-3242 to temporarily remove the freeze PRIOR to processing the application.

Applicant's signature/date: _____ Spouse: _____

Desired Move in Date: _____ If any questions were answered Yes, please explain: _____

(Property Management Company's Name) _____ is committed to the letter and spirit of the Fair Housing Act, which, among other things, prohibits discrimination against persons with disabilities. In accordance with our statutory responsibilities and management policies, we will make reasonable accommodations upon written request, in our rules, policies, practices, or services, when such accommodations may be necessary to afford persons with disabilities an equal opportunity to use and enjoy their housing communities.

SECTION A - INFORMATION REGARDING APPLICANTS

Full Name: _____ Birthdate: ____/____/____
(Last) (First) (Middle)

Present Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Social Security Number: _____ Drivers License Number: _____

Present Employer: _____ Years There: _____ Telephone: _____

Position or Title: _____ Name of Supervisor: _____

Employer's Address: _____

Present Net Income/Month: \$ _____ Number of Hours worked: ____/Week ____/Month *Attach paystub

Spouses Name: _____ Birthdate: ____/____/____
(Last) (First) (Middle)

Telephone: _____ Email: _____

Social Security Number: _____ Drivers License Number: _____

Spouse's Employer: _____ Years There: _____ Telephone: _____

Position or Title: _____ Name of Supervisor: _____

Employer's Address: _____

Present Net Income/Month: \$ _____ Number of Hours worked: ____/Week ____/Month *Attach paystub

Name and Number of occupants that will be occupying the unit: _____

NOTE: Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for paying this obligation.

Other income: \$ _____ per ____ Sources of other income: _____
Is any income listed in this section likely to be reduced in the next two years? [] Yes [] No If Yes, please explain: _____

SECTION C - PAST AND PREVIOUS LANDLORD REFERENCES

Name of Present Landlord and/or Company: _____ Phone #: _____

Address lived at: _____

Date Moved in: _____ Date Moved Out: _____ Rent per month: _____

Reason for leaving: _____

Name of Previous Landlord and/or Company: _____ Phone #: _____

Address lived at: _____

Date Moved in: _____ Date Moved Out: _____ Rent per month: _____

Reason for leaving: _____

Name of Previous Landlord and/or Company: _____ Phone #: _____

Address lived at: _____

Date Moved in: _____ Date Moved Out: _____ Rent per month: _____

Reason for leaving: _____

SECTION D - CREDIT OR PERSONAL REFERENCES

Name	Phone Number(s)	Years Known	Relationship or how known
1.			
2.			
3.			

Name of nearest relative not living with you: _____ Telephone: _____
 Relationship: _____ Address: _____

Automobile Make, Model & Year: _____ License #: _____ State: _____

Are you the co-maker and/or guarantor of any loan or contract? Yes No If Yes, to whom _____

Are there any unsatisfied judgments or liens against you? Yes No If Yes, to whom _____

Other obligations - (i.e. liability to pay alimony, child support, separate maintenance) Use separate sheet if necessary: _____

ACKNOWLEDGEMENT AND AGREEMENT

For purposes of renting, the undersigned acknowledges that they were informed of the rental criteria which was established per the addendum provided.

The undersigned represents that all of the above statements are true and complete and hereby authorizes management, its employees and agents to contact and obtain information from any individuals or entities that may have information regarding credit history, employment and past residential arrangements of the undersigned. The undersigned hereby indemnify and hold management, its employees and agents and all other individual or entities contracted by management harmless from all causes of action, expenses, losses, damages of any kind arising from or related to information obtained regarding credit history, employment or prior residential arrangements of the undersigned.

All persons will be treated fairly and equally without regard to race, color, religion, sex, familial status, handicap, marital status, status with respect to public assistance or national origin in compliance with the Fair Housing Act.

Applicant: _____ Date: _____

Spouse: _____ Date: _____