



303 Maple Grove Blvd. □ Jefferson, Wisconsin 53549 □ (920) 674-2110 □ maplegrovehomes.com

Application Policy

We have an extensive screening process to qualify prospective residents. This process is in place to protect our current residents, guarantee that you will live in a neighborhood that you can be proud of, and protect your future value.

1. All prospective residents are required to fill out and return a rental application form. A **\$25.00** application processing fee will be charged. The check should be made payable to Maple Grove, Inc.
2. All prospective residents must be at least 55 years old. Credit, criminal, and character checks will be performed on the prospective resident(s). An application will be accepted or rejected based on these reports.
3. In order for the application to be processed a prospective resident must have a valid social security number. An ID from each applicant from a governmental body such as a driver's license, birth certificate or U.S. passport is required.
4. If a prospective resident fails to meet the screening criteria, written notification of the rejection will be sent by mail in a timely manner.
5. All procedures followed by Maple Grove, Inc. are in compliance with the Fair Credit Reporting Act, 15 USC Section 1681, et seq. as amended by the Consumer Credit Reporting Reform Act of 1996.

Screening Criteria

- **Age** – All prospective residents must be at least 55 years old.
- **Occupancy** – A maximum of two persons per bedroom is allowed.
- **Rental History** – Minimum of 3 years of rental history or past home ownership is required.
- **Evictions** – No person will be approved who has a court ordered eviction within the past 8 years.
- **Credit History** – A credit report is required which shall reflect a habit of prompt payment of debts and no unsatisfied liens, public records, or judgments.
- **Judgments** – A judgment for a financial delinquency to a landlord or mortgage company is grounds for denial of the applicant.
- **Criminal Background** – No person will be accepted who within the last 15 years has been convicted of: disturbance of neighbors, violence to persons, destruction of property, sex offenses, a drug related crime, or the manufacture or distribution of a controlled substance.
- **Proof of U.S. Citizenship** – Prospective residents shall provide a minimum of two of the following three forms of identification: a driver's license, birth certificate, or U.S. passport.

Resident Guidelines

The following list highlights some of the guidelines that we follow in our community. This is not an all-inclusive list, but we want you to be aware of a few our requirements. Please do not hesitate to ask for a copy of the complete lease agreement.

- **Pets** - One dog per household is allowed. The dog must be a maximum of 32 lbs. A copy of a current dog license and recent medical report or form from your veterinarian showing the dog's weight are required. Consent to have a dog or cat shall be automatically revoked if the pet is noisy, unruly, or causing complaints from other residents. A monthly fee will be assessed for a dog.
- **Two Vehicle Maximum** - A maximum of 2 vehicles per household are allowed.
- **Maintenance** - Homes must be properly maintained and residents must maintain a clean and neat lot.
- **Automatic Withdrawal** - All new residents moving into our community will be required to have their site fee & tax payment automatically withdrawn from a checking or savings account.



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PLEASE RETURN THIS FORM ALONG WITH A \$25 CHECK MADE PAYABLE TO – “MAPLE GROVE”

Applicant Last Name		Applicant First Name		Middle	App./Birth Date	App./Soc. Security #	
Co-Applicant/Spouse Last Name		Co-Applicant First Name		Middle	Co-App./B-Day	Co-App./Soc. Security #	
Marital Status	Home Telephone ()	Cell Phone ()	Other Phone ()		Email Address		
Address of Home Your Applying For							
Present Address			City	State	ZIP	How Long?	
Prior Address			City	State	ZIP	How Long?	
Present Landlord		Address		City	State	ZIP	Telephone #

List any prior judgments by landlord and give details: _____

Have you ever been convicted of a felony? If so, please explain:

Employer	Employer Address			City	State	ZIP
Position	How Long?	Yearly Salary	Total Monthly Income	Employer Telephone ()		
Employer/Co-Applicant	Employer Address/Co. Applicant			City	State	ZIP
Position/Co-Applicant	How Long?	Yearly Salary/Co. App.	Total Monthly Inc./ Co-App.	Employer Tel./Co. App. ()		
How many people will be living in the home?		Ages		Names		
1st Vehicle Make, Model, and Year	License #		2nd Vehicle Make, Model, and Year	License #		
Pets - How Many & What Kind	Dog Breed		Dog Weight (lbs)	Total Dog Height From Top of Head to the Ground		
Bank	Branch					
Personal Reference (Excluding Relatives or Employers)			Relationship to You		Telephone # ()	

PLEASE READ CAREFULLY-APPLICANTS CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above application are true and complete to best of my knowledge. I understand that if accepted, falsified statements on this application shall be considered sufficient cause for eviction. You are hereby to make any investigation of my personal history and financial, criminal, and credit record through any investigation or credit agencies of your choice. All procedures followed by Maple Grove, Inc are in compliance with the Fair Credit Reporting Act, 15 Section 1681, et seq. as amended by the Consumer Credit Reform Act of 1996.

PLEASE RETURN THIS FORM ALONG WITH A \$25 APPLICATION FEE (make check payable to "Maple Grove")

Date

Signature of Applicant

Signature of Co-Applicant