



Application Requirements
PLEASE RETAIN FOR YOUR RECORDS

J.B.J. Properties has adopted the following screening procedures to evaluate the rental applications of each prospective applicant. Each application is reviewed and accepted or denied based on the requirements listed below. We urge you to read this information carefully prior to completing the application. We welcome applications from all persons who meet our application requirements.

Application Requirements/Verification Process:

1. An applicant is any person who will reside in the apartment or who will make or guarantee rent payments for the persons living in the apartment.
2. All persons over 18 years of age must fill out an application completely. Married couples are required to fill out separate applications.
3. No more than two (2) unrelated persons can rent or reside in an apartment. Maximum number of persons to occupy various apartment sizes is as follows:

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|-------------------|-------------|
| Efficiency/Studio | 2 Occupants |
| 1 Bedroom | 2 Occupants |
| 2 Bedroom | 4 Occupants |
| 2 Bedroom & Den | 4 Occupants |
| 3 Bedroom | 6 Occupants |

4. Credit history with a decision based using a computer scoring model.
5. Criminal Background check with any decision based on arrest record or conviction record to be made in compliance with applicable federal, state and local laws.

Note: If you live or have lived in the following states there will be an additional \$18.00 criminal check fee: Alabama, California, Colorado, District of Columbia, Delaware, Idaho, Louisiana, Massachusetts, Nevada, Puerto Rico, South Dakota, Virginia, and Wyoming.

6. Income Verification. Applicants who are self-employed will be asked to submit the previous two years tax returns to verify amount of income.

We require that the monthly rent should be no more than 35% of the applicant's gross monthly income, unless the applicant can show that they have successfully paid a higher portion of their income for rent for at least the past consecutive 24 months. On the application we will ask you to list all legal sources of income that you want to be considered as part of your monthly income. Legal sources of income may include: Salary and Tips (from all current jobs), Social Security, Pensions, Alimony and Child Support, AFDC, General Assistance Payments made directly to you, Scholarships, Savings and Checking accounts, and Trust Funds.

7. References from landlords for the previous two years to determine an applicant's rent payment history and behavior.

8. Security Deposit. Applicants must have at least one year of successful rent payment or ownership history. If you have no verifiable housing history a full security deposit which is equal to one month's rent is required at lease signing. Any negative past rental payment or behavior history is grounds for denial of the application. **If you have been evicted from a previous apartment within the past five years your application will be denied.**
9. In cases where an applicant does not qualify under the income and/or credit requirements a Co-Signer may be requested or the applicant is given the option of paying a security deposit equal to three months rent without a Co-signor in the case where they do not pass the credit requirements only (must still meet the income requirements). If requested, a Co-Signer application must be signed and returned with a \$20.00 credit check fee within one (1) business day of notification. A Co-signer will be qualified on the same criteria as above, but income requirements are calculated as follows: Total gross income less mortgage or rent payment will equal qualifying income. A Co-Signer must sign the lease within two days of acceptance. A Co-signer is considered a guarantor of the lease and is not considered a resident nor allowed to reside in the apartment without being approved as a resident.
10. Management reserves the right to deny any application that is incomplete, falsified, or does not meet the application requirements. Management reserves the right to modify the application requirements at any time.
11. We accept up to two pets at all of our properties. Dogs are **only** allowed at **Arbor Ridge Senior Apartments, Hillstone Apartments and Saxony Village Apartments.** Service/Companion animals are accepted per Wisconsin Fair Housing Laws with proper documentation. A separate application must be completed if a pet or service/companion animal will reside in your apartment.

Applications can be submitted online at www.JBJCompanies.com or may be mailed to or dropped off at the following locations. A sample copy of the lease agreement is available for review at the following locations. If you have any questions, please contact us at the phone numbers listed below:

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| J.B.J. Companies, Inc. W178N9912 Rivercrest Drive, Suite 101 Germantown, WI 53022 (262) 255-1800 | Seasons Leasing Office (drop off only) Sussex, WI (262) 820-0627 | Saxony Village Leasing Office (drop off only) Germantown, WI (262) 345-5444 |
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The apartment will be available to the first applicant who submits the following:

- Completed Application(s) by each person 18 years of age or older.
- Copy of Driver License or State Issued ID for each person 18 years or older.
- \$20.00 processing fee per applicant (non-refundable). **(The processing fee and application deposit cannot be combined on one check.)**
- \$200.00 application deposit. This will be applied toward the security deposit upon acceptance and is refundable if application is denied. If applicant is approved and applicant cancels or fails to sign the lease within two days from acceptance, the \$200.00 application deposit will be forfeited and the apartment will no longer be held for the applicant.
- \$18.00 additional criminal processing fee, if applicant lived in the following states: Alabama, California, Colorado, District of Columbia, Delaware, Idaho, Louisiana, Massachusetts, Nevada, Puerto Rico, South Dakota, Virginia, and Wyoming.
- \$10.00 additional foreign applicant fee for applicants who do **not** have a social security number.

We will make every reasonable effort to process an application promptly. Please remember that the time required depends upon the availability and cooperation of your reference sources. An application will in most cases be accepted or denied within three (3) business days of receipt in our office. In some circumstances twenty-one (21) days may be required to verify all information.