



3601 18th Street South, Suite 117
St. Cloud, MN 56301
Phone: 320.255.9910
Fax: 320.255.5128

Resident Selection Criteria

Thank you for choosing Essence and our family of Apartment and Townhome rental communities. We are an Equal Opportunity Housing Provider. We fully comply with all federal, state and local fair housing, civil rights and equal opportunity laws. All applicants must be 18 years of age or older, or a legally emancipated minor. As a professional management company, there are criteria that all of our applicants must meet.

Occupancy Limits

Two (2) people may occupy a 1-bedroom apartment. Four (4) people may occupy a 2-bedroom apartment with a maximum of 2 unrelated adults. Six (6) may occupy a 3-bedroom with a maximum of 3 unrelated adults. (We do make exceptions for household size if a minor is 1 year or under.)

Credit

Applicants are asked to have a positive credit history. A negative history may include but is not limited to: judgments, delinquent credit obligations, foreclosure, collection actions, and bankruptcy. Negative items on credit report may be grounds for denial of an application or possible approval with exception*

Criminal Background

An applicant with a criminal history may be denied. This includes many felonies -felonies that are a sex crime, violence against another, armed offenses, robbery, burglary, drug crimes and so forth, gross misdemeanors that are a sex crime, violent crime, armed crime, or other violent crime or a crime that puts our residents at risk. Nature and severity of conviction(s) and how much time has passed are considered. Please feel free to discuss any criminal history with management.

Rental History

Applicants are asked to have a positive rental history. We ask for a minimum of 1 year verifiable rental/mortgage history of all prospective lessees. If there is no rental history, or less than 1 year, an applicant may be considered with exception* Negative items that also will be considered (i.e. evictions/unlawful detainers, non-renewals, household safety/health violations, lease violations, unpaid rent etc.) on one's rental history may be grounds for denial of an application. Please feel free to discuss any rental history concerns with management.

Income Requirements

Applicants are asked to have an income of 2 times the amount of the apartment rent. If the income is less than 2 times, an applicant may be considered with exception* Some sites may have a maximum income limit per household size based on the county of that site.

Photo Identification

Prior to viewing an apartment and or applying for residency, all adults will be required to show valid photo identification.

False Information

Any applicant found to have knowingly falsified, misrepresented, or withheld any information on an application will be denied residency.

***Exception: 1) a qualified guarantor and/or 2) additional deposit.**

Security Deposits: \$450 -\$600 depending on site Non Refundable Application Fee: \$35 per Adult
I have read the above information and fully understand the content. Date: _____

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____





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RENTAL APPLICATION

Date _____ Property Name _____ Unit# _____ Unit Size _____
 Deposit Paid \$ _____ Ck/MO # _____ Application Fee Paid \$ _____ Ck/MO # _____
 Monthly Rent \$ _____ Move In Date _____
 Storage Rent \$ _____ Time _____ **Total Rent Due \$ _____**

Application Fee is Non-Refundable. Deposit is cashed immediately after approval.

PERSONAL INFORMATION-Please Print Clearly

First Name: _____ Middle Name: _____ Last Name: _____

Other Names Used (Married, Maiden, or Nickname): _____

Date of Birth: _____ Social Security #: _____

Drivers License #: _____ Phone: (____) _____

Email: _____ Cell Phone: (____) _____

PRESENT Address: _____ Apt #: _____ Rent Amount: \$ _____

City: _____ State: _____ Zip: _____ Move-In Date: _____ Move-Out Date: _____

Present Landlord/Manager: _____ Phone: (____) _____

PREVIOUS Address: _____ Apt #: _____ Rent Amount: \$ _____

City: _____ State: _____ Zip: _____ Move-In Date: _____ Move-Out Date: _____

Present Landlord/Manager: _____ Phone: (____) _____

MONTHLY INCOME

Employer: _____ Contact or Supervisor's Name: _____

Monthly Income: \$ _____ Start Date: _____ End Date: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____

OTHER SOURCES OF INCOME (Assistance, Part-Time Job, Etc)

Source/Contact: _____ Amount Per Month: _____ Phone: (____) _____

BANK REFERENCE (Indicate Bank Branch and Services Used)

Name: _____ Please circle all that apply: Checking Savings Loan



Essence Property Management is a fair housing provider and will grant equal opportunity to all persons in accordance with law.

Revised 1/17





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PERSONAL REFERENCE

In Case of Emergency Please Contact: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____

MOTOR VEHICLE

License Plate #: _____ Make: _____ Year: _____ Model & Color: _____ Monthly Payment: \$ _____

PET(S): ___NO ___YES Type: _____ Weight: _____ Breed: _____ Color: _____

HAVE YOU EVER? (Circle Answer)

Have you ever been convicted of a crime (except driving citation)? YES NO

Have you ever been evicted or asked to vacate? YES NO

If you answered YES to either of the questions above, please explain:

(You may use the back side of this application to provide additional information.)

LIST ALL OCCUPANTS OF UNIT

Name: _____ Relationship: _____ D.O.B.: _____

Name: _____ Relationship: _____ D.O.B.: _____

Name: _____ Relationship: _____ D.O.B.: _____

Name: _____ Relationship: _____ D.O.B.: _____

Is there any information regarding your credit, rental or criminal history that you wish to disclose knowing that failure to disclose such information may be considered grounds for denial of this application? YES NO

(You may use the back side of this application to provide additional information.)

Applicant understands and agrees that if he/she makes incorrect or misleading statements or omissions on this form, Applicant may be denied and that he/she has only applied for a tenancy. This form is not a lease, but an application and offer to lease which may be accepted or rejected by Essence Management. If Essence Management does not accept this application, the deposit will be refunded. If Essence Management notifies the Applicant that the application has been accepted, Applicant must enter into the tenancy applied for or the deposit will be forfeited.

I authorize Essence Property Management, and its agents, Rental Research Services, Inc. 7525 Mitchell Rd, #301, Eden Prairie, MN 55344 to verify the information on this form and prepare/obtain a consumer or investigative consumer report which may include, but will not be limited to, rental history, income verification, criminal history, credit bureau files for credit granting and collection purposes. I release and hold harmless any public agencies, courts, law enforcement agencies and any other source that provides information in connection with my application for rental housing. I authorize Essence Property Management, and its agents, to contact me using my email address, cell phone, or any future phone number, at any time for any reason.

Essence Property Management Signature & Date

Applicant Signature & Date



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