

**Broihahn Management & Consulting, LLC**  
**RENTAL APPLICATION – This is Not a Rental Agreement**

*NOTE: A non-refundable application fee of \$20.00 may apply.  
 If you are interested in an 62+ or disabled property please contact the BMC office.*

Office: (608) 222-1981    1502 W. Broadway, Suite #302 Madison, WI 53713    Mail: bmc@bmcmadison.com

**To Be Completed by Management:**

Unit #: \_\_\_\_\_ Size \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Flexibility \_\_\_\_\_ Rent: \_\_\_\_\_  
 Pet Rent \_\_\_\_\_ Other Monthly Charges: \_\_\_\_\_ Earnest Money Received: Date \_\_\_\_\_ \$ \_\_\_\_\_  
**Date Received:** \_\_\_\_\_ **Time Received:** \_\_\_\_\_ **a.m.p.m.**

**Applicant is applying for an      Affordable or      Market rate (Mark One)**

**Every adult household member must complete a separate application.**

If management has any questions about this application, please provide phone numbers where you can be contacted:

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
 Cell or Pager Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**APPLICANT AND FAMILY INFORMATION**

List all household members who will live in the dwelling. Be sure to include any temporarily absent family members (such as military/student family members who will be returning to the household and any unborn children.

Full Name & Middle Initial	Date of Birth	Social Security #

Number of foster children, if any \_\_\_\_\_. Will a live-in attendant be a household member?    Yes    No

**APPLICANT'S EMPLOYMENT INFORMATION**

**Please Circle Your Current Status (Circle all that apply):**

Employed full-time     Employed part-time     Unemployed     Retired     Self-Employed

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Gross Salary \$ \_\_\_\_\_ per \_\_\_\_ hour. \_\_\_\_ week \_\_\_\_ month. \_\_\_\_ year (mark one)

If employed by above less than twelve (24) months, give name, address & phone # of previous employer.

Previous Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**APPLICANT'S ADDITIONAL EMPLOYMENT INFORMATION**

**Please Circle Your Current Status (Circle all that apply):**

Employed full-time     Employed part-time     Unemployed     Retired

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Gross Salary \$ \_\_\_\_\_ per \_\_\_\_ hr. \_\_\_\_ wk. \_\_\_\_ mo. \_\_\_\_ yr.

If employed by above less than twelve (24) months, give name, address & phone # of previous employer.

Previous employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**RESIDENCE HISTORY (Minimum 2 years history, preferably additional)**

1) **Current Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you: \_\_\_\_\_ Rent \_\_\_\_\_ Own your home?

**Dates of Occupancy** \_\_\_\_\_ **Monthly Rent/Mortgage:** \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Landlord address: \_\_\_\_\_ Zip: \_\_\_\_\_

2) **Previous address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Landlord address: \_\_\_\_\_ Zip: \_\_\_\_\_

3) **Previous address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Landlord address: \_\_\_\_\_ Zip: \_\_\_\_\_

**OTHER INFORMATION**

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

1st vehicle: Yr/Make/Model/Color: \_\_\_\_\_ License #: \_\_\_\_\_

2nd vehicle: Yr/Make/Model/Color: \_\_\_\_\_ License #: \_\_\_\_\_

(Only the vehicles listed above are permitted in resident parking on the premises.)

Do you have any pets? Yes No If yes, what kind \_\_\_\_\_

Have you ever:

1) Filed for bankruptcy? No Yes If yes when \_\_\_\_\_

2) Been evicted or had a landlord file for eviction No Yes If yes, please explain. \_\_\_\_\_

3) Willfully or intentionally refused to pay rent when due? No Yes If yes, please explain \_\_\_\_\_

4) Are you currently receiving Rent Assistance? No Yes If yes, please specify type and source \_\_\_\_\_

5) Has your Rent Assistance ever been terminated for fraud, non-payment of rent, or failure to certify? No Yes If yes, please explain. \_\_\_\_\_

6) Have you ever been convicted of a crime? No Yes If yes, please explain \_\_\_\_\_

7) Will this unit be your only place of residence? No Yes If not, please explain \_\_\_\_\_

8) List the closest relative not living with you, who we may contact in case of emergency:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

The purpose of this application is to determine whether I qualify as a resident. 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 if applicable 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 21<sup>st</sup> day following the Landlord's receipt of the earnest money. The credit report fee when applicable 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 and other lease addenda. I represent that I am at least 18 years of age or an emancipated minor, and that all statements herein are true and correct, to the best of my knowledge.

I warrant that all statements above set forth, to the best of my knowledge are true and correct. I understand that deliberately submitting false information or withholding information constitutes fraud. Federal law specifies fines up to \$10,000 and prison terms up to five years for fraud. Should any statement above be a misrepresentation or not a true statement of the facts, my application could be refused, or residency terminated.

**THE FOLLOWING DISCLOSURES APPLY TO THE CITY OF MADISON ONLY**

1. That a copy of notice of eligibility for rent abatement, if any, which affects the rental unit or common areas has been provided to the tenant.
2. That the occupancy limit imposed upon the dwelling unit by 27.06 of the City of Madison general Ordinance is \_\_\_, however, occupancy is restricted to those persons named in the application and rental agreement.
3. That the definition of a "family" pursuant to 28.03(2), Madison General Ordinances, is as follows: "A family is an individual or two or more persons related by blood, marriage, or legal adoption living together as a single housekeeping unit in a dwelling unit. Including foster children, and not more than four (4) roomers except that the "family" shall not in R1, R2, R3, R4A and R4L residence districts included more than one roomer except where such dwelling unit is owner occupied. For the purpose of this section, "children" means natural children, grandchildren, legally adopted children, stepchildren, foster children, or a ward as determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or a physical or mental disability, need assistance with activities or daily living shall be considered part of the "family". Such services may include personal care, housekeeping, meal preparation, laundry or companionship."
4. That the zoning district in which the dwelling unit is located is \_\_\_\_\_
5. That the off-street parking requirements of the dwelling unit pursuant to 28.11 Madison Ordinances is \_\_\_\_\_ except in the "central area" as per section 28.07(1)(g) of the Madison Ordinances.

Applicants are made aware of their right to request accommodation (s) and unless it is determined to be an undue burden, the accommodation (s) will be provided. TTY available by calling 1-800-947-3529.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Co-applicant Date

Should my application be denied for any reason, \_\_\_ I do \_\_\_ do not want a written explanation of why it was denied.