



**Manske Property Management, Inc.**  
 Our office is in Whytecliffe Apartments  
 10050 W. Beloit Road  
 Greenfield WI 53228  
 (414) 546-8090 Office  
 (414) 543-5433 Fax

# RENTAL APPLICATION

Visit us on the web: [www.manskepropertymanagement.com](http://www.manskepropertymanagement.com)

Email us: [apts@manskepm.com](mailto:apts@manskepm.com)



Management does not discriminate on the basis of any protected class under federal, state or local laws, rules, or ordinance.

Thank you for applying for residency with Manske Property Management. **Each adult 18 years of age or older must complete an application.** All requested information must be completed before this application will be processed. In order to insure prompt processing of your application, please print clearly and provide complete information including names, addresses and telephone numbers where requested.

Management requires that the combined net household income meets or exceeds three times the rental payment amount. For example, if the rental payment is \$600.00 per month, the net household income must be \$1,800.00 per month or higher to qualify.

### To be completed by Authorized Personnel Only

Shown by: \_\_\_\_\_ Date of Showing: \_\_\_\_\_ ID Verified by: \_\_\_\_\_  
 Property Address (s): \_\_\_\_\_ Unit # (s): \_\_\_\_\_ Available Date: \_\_\_\_\_  
 Advertising Source: \_\_\_\_\_ Required Move Date: \_\_\_\_\_  
 Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_  
 Seen the Actual Unit(s)? \_\_\_\_\_ Description Given for Unit (s)? \_\_\_\_\_  
 Improvements or Specials offered: \_\_\_\_\_

### **APPLICANT INFORMATION:**

Date of Application: \_\_\_\_\_ Total # of Occupants: \_\_\_\_\_ Total # of Vehicles: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_  
(First) (Middle) (Last)  
 Have you ever been known by another name?  YES  NO If yes, list names: \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_ (Proof of identification is required)  
 Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Phone:  \_\_\_\_\_ Work Phone:  \_\_\_\_\_ Cell Phone:  \_\_\_\_\_  
(Please check your preferred method of contact above)

### **RESIDENCE HISTORY:**

Present Address: \_\_\_\_\_  
(street) (apt #) (city) (state) (zip)  
 Landlord Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_  
 Landlord Address: \_\_\_\_\_  
 Current Rental Payment: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_  
 Are you being evicted?  Yes  No Why are you moving? \_\_\_\_\_  
 -----  
 Previous Address: \_\_\_\_\_  
(street) (apt #) (city) (state) (zip)  
 Landlord Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_  
 Landlord Address: \_\_\_\_\_  
 Current Rental Payment: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_ to \_\_\_\_\_  
 Were you evicted?  Yes  No Why did you move? \_\_\_\_\_

### **EMPLOYMENT HISTORY:**

Present Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Length of Service: \_\_\_\_\_ to \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Net Income (monthly): \$ \_\_\_\_\_  
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 Other sources of income: \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_  
 -----  
 Previous Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Length of Service: \_\_\_\_\_ to \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Net Income (monthly): \$ \_\_\_\_\_

**MISCELLANEOUS:**

Have you ever convicted of a felony or been arrested for a crime other than a traffic offense?  YES  NO  
Have you ever filed bankruptcy?  YES  NO  
Have you ever been served an eviction notice or been asked to vacate a property you were renting?  YES  NO  
Have you ever willfully or intentionally refused to pay rent or mortgage payments when due?  YES  NO  
Do you know of anything which may interrupt your income or ability to pay rent?  YES  NO  
Have you ever broken or failed to honor a lease agreement?  YES  NO  
If you answered yes to any of the questions above please explain: \_\_\_\_\_

Do any of your household members smoke?  YES  NO  
Do any of your household members have pets?  YES  NO

**PET INFORMATION:**

All household pets must be listed below even caged animals. Pet Agreement Must Be Signed. Total # of Household Pets: \_\_\_\_\_

ANIMAL TYPE	BREED	WEIGHT	AGE	NAME	DESCRIPTION/COLOR
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**Each property may have its own restrictions in type, breed, weight and number of pets. None of our properties allow more than two pets total per household.**  
Please review the descriptions carefully. You may review our Pet Policy by visiting our website at [www.manskepropertymanagement.com](http://www.manskepropertymanagement.com). If in doubt, please ask for clarification or contact our office before applying.

**The following dog breeds, mixed or pure are not allowed at any of our properties:**

Pit Bull Terrier	Doberman	Rottweiler	German Shepard	Husky	American Bully
Akita	Chow	Malamute	Staffordshire Terrier	Bull Terrier	

**VEHICLE INFORMATION:**

MAKE	MODEL	YEAR	COLOR	PLATE NUMBER
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All vehicles must be registered, licensed and in operable condition! We do not allow trailers, campers, RV's, jet-ski's, monster trucks or other oversized trucks!

**MINOR HOUSEHOLD MEMBERS:** Please list all individuals under the age of 18 years below.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_

Failure to obtain written permission prior to adding/changing occupants or pets is a violation of the lease contract and a FIVE-DAY NOTICE TO VACATE may be served to the tenant (s).

**EMERGENCY CONTACT** (This person must be local and not a household member)

Full Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Street) (Apt#) (City/state/zip)

**Terms and Conditions of Application**

Applicant agrees to pay a **non-refundable** Credit Check Fee of \$20.00 at the time of application. Personal checks are not accepted as payment of this fee. Any application submitted without payment of the \$20.00 Credit Check Fee will be denied. If applicant pays the \$20.00 Credit Check Fee, applicant will be provided with a copy of the consumer credit report obtained by management regardless of whether the applicant's application is accepted or denied.

Applicant understands that a security deposit is required and must be paid in full before occupancy will be given. If the full security deposit is not paid upon the execution of the lease, the applicant will not be provided with occupancy of the rental unit and the acceptance of the applicant's application will be rescinded. Tenant further acknowledges and agrees that the security deposit cannot be used to pay the first or last month's rent.

**Applicant agrees that there are no verbal agreements.** All agreements must be in writing and must be signed by both management and applicant.

Applicant hereby certifies that the information contained within this application is true, correct and complete and does not contain any false or misleading information. Applicant understands and agrees that if any information provided on this application is found to be false or misleading during the application review process, this application shall be denied.

By signing this application, applicant hereby authorizes management to conduct a credit check, rental history verification, employment verification and criminal background check with organizations that provide such services.

**Applicants Signature:** \_\_\_\_\_ **Signature Date:** \_\_\_\_\_



**BROKER DISCLOSURE TO CUSTOMERS**

1 Prior to negotiating on your behalf the Broker must provide you the following disclosure statement:

2 **BROKER DISCLOSURE TO CUSTOMERS**

3 You are a customer of the broker. The broker is either an agent of another party in the transaction or a subagent of another broker  
4 who is the agent of another party in the transaction. The broker, or a salesperson acting on behalf of the broker, may provide  
5 brokerage services to you. Whenever the broker is providing brokerage services to you, the broker owes you, the customer, the  
6 following duties:

- 7 ■ The duty to provide brokerage services to you fairly and honestly.
- 8 ■ The duty to exercise reasonable skill and care in providing brokerage services to you.
- 9 ■ The duty to provide you with accurate information about market conditions within a reasonable time if you request it, unless  
10 disclosure of the information is prohibited by law.
- 11 ■ The duty to disclose to you in writing certain material adverse facts about a property, unless disclosure of the information is  
12 prohibited by law (See Lines 55-63).
- 13 ■ The duty to protect your confidentiality. Unless the law requires it, the broker will not disclose your confidential information or the  
14 confidential information of other parties (See Lines 22-39).
- 15 ■ The duty to safeguard trust funds and other property the broker holds.
- 16 ■ The duty, when negotiating, to present contract proposals in an objective and unbiased manner and disclose the advantages and  
17 disadvantages of the proposals.

18 Please review this information carefully. A broker or salesperson can answer your questions about brokerage services, but if you  
19 need legal advice, tax advice, or a professional home inspection, contact an attorney, tax advisor, or home inspector.

20 This disclosure is required by section 452.135 of the Wisconsin statutes and is for information only. It is a plain-language summary of  
21 a broker's duties to a customer under section 452.133 (1) of the Wisconsin statutes.

22 **CONFIDENTIALITY NOTICE TO CUSTOMERS**

23 BROKER WILL KEEP CONFIDENTIAL ANY INFORMATION GIVEN TO BROKER IN CONFIDENCE, OR ANY INFORMATION  
24 OBTAINED BY BROKER THAT HE OR SHE KNOWS A REASONABLE PERSON WOULD WANT TO BE KEPT CONFIDENTIAL,  
25 UNLESS THE INFORMATION MUST BE DISCLOSED BY LAW OR YOU AUTHORIZE THE BROKER TO DISCLOSE PARTICULAR  
26 INFORMATION. A BROKER SHALL CONTINUE TO KEEP THE INFORMATION CONFIDENTIAL AFTER BROKER IS NO LONGER  
27 PROVIDING BROKERAGE SERVICES TO YOU.

28 THE FOLLOWING INFORMATION IS REQUIRED TO BE DISCLOSED BY LAW:

- 29 1. MATERIAL ADVERSE FACTS, AS DEFINED IN SECTION 452.01 (5g) OF THE WISCONSIN STATUTES (SEE LINES 55-63).
  - 30 2. ANY FACTS KNOWN BY THE BROKER THAT CONTRADICT ANY INFORMATION INCLUDED IN A WRITTEN INSPECTION  
31 REPORT ON THE PROPERTY OR REAL ESTATE THAT IS THE SUBJECT OF THE TRANSACTION.
- 32 TO ENSURE THAT THE BROKER IS AWARE OF WHAT SPECIFIC INFORMATION YOU CONSIDER CONFIDENTIAL, YOU MAY LIST  
33 THAT INFORMATION BELOW (SEE LINES 35-36). AT A LATER TIME, YOU MAY ALSO PROVIDE THE BROKER WITH OTHER  
34 INFORMATION YOU CONSIDER TO BE CONFIDENTIAL.

35 **CONFIDENTIAL INFORMATION:** \_\_\_\_\_

36 \_\_\_\_\_

37 **NON-CONFIDENTIAL INFORMATION** (The following information may be disclosed by Broker): \_\_\_\_\_

38 \_\_\_\_\_

39 (INSERT INFORMATION YOU AUTHORIZE THE BROKER TO DISCLOSE SUCH AS FINANCIAL QUALIFICATION INFORMATION.)

40 **CONSENT TO TELEPHONE SOLICITATION**

41 I/We agree that the Broker and any affiliated settlement service providers (for example, a mortgage company or title company) may  
42 call our/my home or cell phone numbers regarding issues, goods and services related to the real estate transaction until I/we  
43 withdraw this consent in writing.

44 **List Home/Cell Numbers:** \_\_\_\_\_

45 **SEX OFFENDER REGISTRY**

46 Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the  
47 Wisconsin Department of Corrections on the Internet at: <http://offender.doc.state.wi.us/public/> or by phone at 608-240-5830.

48 BY SIGNING AND DATING BELOW I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND

49 THAT Robin Barraza and Manske Property Management, Inc. are working

50 Sales Associate ▲ Firm Name ▲

51 as: (Owner's/Listing Broker's Agent) (Buyer's/Tenant's Agent or Buyer's Broker's Agent) [STRIKE ONE] .

52 **SIGNING THIS FORM TO ACKNOWLEDGE RECEIPT DOES NOT CREATE ANY LEGAL OBLIGATIONS TO BROKER.**

53 \_\_\_\_\_

54 **Signature** ▲ **Date** ▲ **Signature** ▲ **Date** ▲

No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.

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**55** **DEFINITION OF MATERIAL ADVERSE FACTS**

56 A "material adverse fact" is defined in Wis. Stat. § 452.01(5g) as an adverse fact that a party indicates is of such significance, or that  
57 is generally recognized by a competent licensee as being of such significance to a reasonable party, that it affects or would affect  
58 the party's decision to enter into a contract or agreement concerning a transaction or affects or would affect the party's decision  
59 about the terms of such a contract or agreement. An "adverse fact" is defined in Wis. Stat. § 452.01(1e) as a condition or occurrence  
60 that a competent licensee generally recognizes will significantly and adversely affect the value of the property, significantly reduce  
61 the structural integrity of improvements to real estate, or present a significant health risk to occupants of the property; or information  
62 that indicates that a party to a transaction is not able to or does not intend to meet his or her obligations under a contract or  
63 agreement made concerning the transaction.