

# Madison Development Corp. Application for Rental Properties

## RENTAL APPLICATION INSTRUCTIONS

Dear Applicant,

Thank you for choosing one of Madison Development Corporation's Housing Units.

Should you want to view the unit before submitting an application, please call our office at 608.256.2799 to schedule an appointment. An updated list of MDC's available units can be found on our website:

[www.mdcorp.org/affordablehousing](http://www.mdcorp.org/affordablehousing).

In order for us to process your application in a timely matter, please fill it out as complete and accurate as possible.

After completing the application you will need to mail or deliver it to our office at:

**550 W. Washington Avenue, Madison, WI 53703.** Alternatively, you can email all required forms to [leasingassistant@mdcorp.org](mailto:leasingassistant@mdcorp.org). Please allow at least 5 days for processing.

Once we review your application and conduct the appropriate reference and background checks, we will notify you of your application's status via email, US mail, or phone.

The criteria we use during the application process is listed below.

If you have any questions regarding the application, feel free to call us at 608.256.2799.

Thank you for choosing Madison Development Corporation,

MDC's Housing Team

---

---

### SCREENING CRITERIA

**A COMPLETE APPLICATION:** Every adult (18 years or older) applicant who will be living in the unit is required to submit a completed application. Applications must be completed and signed by applicant only, unless signed consent letter by both parties.

**APPLICATION EARNEST MONEY:** Each adult applicant is required to provide earnest money in the amount of \$50. All earnest monies must be in the form of an online payment or money order. If the applicant is approved, the money will be applied toward the required security deposit. If the \$50 If for any reason the application is denied, management will refund the money in full, less excessive processing fees.

**IDENTIFICATION:** We require a form of government-issued photo identification for verification.

**3 YEARS RENTAL HISTORY FROM UNBIASED SOURCES:** It is your responsibility to provide us with the information necessary to contact previous landlords. We reserve the right to deny your application if, after a good faith effort, we are unable to verify your rental history. If you owned your previous home, you will need to provide mortgage company references and proof of ownership or transfer.

**SUFFICIENT INCOME RESOURCES:** If your monthly rent payments exceed 40% of your gross monthly income, we may require evidence of ability to pay the rent or a qualified co-signer for your rental agreement. We must be able to verify independently the amount and stability of income

**CREDIT RECORDS:** Occasional late payments may be acceptable, provided they are justifiable, and you can provide a qualified co-signer on your rental agreement. Unpaid medical bills and student loans will not be cause for denial.

**CRIMINAL RECORDS:** Any criminal records within the past two years may be grounds for denial. Drug offenses, violent crimes, and any other convictions that may endanger other tenants are examples of reasons for denial. The two-year limitation does not apply to sex offenders.

**FALSE INFORMATION IS GROUNDS FOR DENIAL:** You will be denied rental if you misrepresent any information on the application. If misrepresentations are discovered after a rental agreement is signed, MDC reserved the right to terminate your rental agreement.

**IF YOUR APPLICATION IS DENIED FOR ANY REASON, YOU WILL BE ELIGIBLE TO APPLY IN SIX MONTHS**

**SECURITY DEPOSIT IS DUE PRIOR TO LEASE SIGNING**

**WE WILL ACCEPT THE FIRST QUALIFIED APPLICANT**



# Madison Development Corp. Residential Rental Application



GENERAL INFORMATION: You may check the availability of apartments before applying by calling 608.256.2799 or by visiting our website at [www.mdcorp.org/affordablehousing](http://www.mdcorp.org/affordablehousing).



## FOR OFFICE USE ONLY

Proof of Income Submitted: \_\_\_\_\_ Copy of Photo ID Submitted: \_\_\_\_\_ Application Fee Paid: \_\_\_\_\_

Date and Time all Requirements Submitted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Date and Time entered as a Prospect in PropertyBoss: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_

Address You Are Applying For: \_\_\_\_\_ Unit #: \_\_\_\_\_

Daytime Phone Number\*: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please provide a number where you can be reached between the hours of 8am and 4:30pm, Monday through Friday.

## HOUSING REFERENCES:

1. PRESENT ADDRESS: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Lease Term From: \_\_\_\_\_

Lease Term To: \_\_\_\_\_ Landlord's Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Landlord's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. PREVIOUS ADDRESS: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Lease Term From: \_\_\_\_\_

Lease Term To: \_\_\_\_\_ Landlord's Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Landlord's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. PREVIOUS ADDRESS: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Lease Term From: \_\_\_\_\_

Lease Term To: \_\_\_\_\_ Landlord's Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Landlord's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Number of Minors to be living in the household:**

Please list name(s), birthdate(s), and social security numbers below for MINORS ONLY:

1.	_____	_____	_____
	Name	DOB	SS #
2.	_____	_____	_____
	Name	DOB	SS #
3.	_____	_____	_____
	Name	DOB	SS #
4.	_____	_____	_____
	Name	DOB	SS #

**Emergency Contacts (please list contact not already listed on the application or applying for the unit):**

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

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

**ADDITIONAL INFORMATION:**

1. Have you had a showing on the apartment? YES \_\_\_\_\_ NO \_\_\_\_\_ \*Applicants are expected to view the unit before applying\*
2. Do you have an animal? YES \_\_\_\_\_ NO \_\_\_\_\_ Is the animal an ESA or Service animal? YES \_\_\_\_\_ NO \_\_\_\_\_  
Type, Breed, and weight: \_\_\_\_\_
3. Do you own a Vehicle? YES \_\_\_\_\_ NO \_\_\_\_\_ Are you in need of a parking spot? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
5. Have you ever had an eviction action filed against you for any reason? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
6. Do you currently owe any landlords money? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
7. Have you or anyone in your household been a student during five (5) months of the current calendar year? Are you or anyone currently a student or will be a student in the future? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please list if part time or full time and list name(s) of students: \_\_\_\_\_
8. Are you married, divorced, or legally separated? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
9. Are any household member(s) temporarily or permanently absent? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please list who? How long? \_\_\_\_\_
10. Do you expect any changes to your household within the next 12 months? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
11. Are you receiving section 8 Assistance? YES \_\_\_\_\_ NO \_\_\_\_\_ Other Assistance? YES \_\_\_\_\_ NO \_\_\_\_\_  
Agency and contact person: \_\_\_\_\_ phone number: \_\_\_\_\_
12. Have you previously lived at an MDC Property? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please list the location and dates: \_\_\_\_\_

\*\* MDC reserves the right to review occupant files regardless of time frame for the purpose of processing \*\*

**ASSET INFORMATION:**

Please list where the asset(s) are held, the current value of each asset, and all income derived from the asset(s) over the previous 12 months. (Please attach verification of these assets)

<b>DESCRIPTION</b>	<b>HOUSEHOLD MEMBER</b>	<b>CASH VALUE</b>	<b>NAME OF BANK OR SOURCE</b>
Checking			
Savings			
Trust Account			
Certificate of Deposits			
Money Markets			
Mutual Funds			
Pension/Annuity (not paid periodically)			
IRA/Keough/401K			
Stocks/Bonds			
Real Estate (FMV Mortgage Balance) and/ or Land Contracts (provide amortization schedule)			
Personal Property/ Investments			
Cash kept at home (\$500 or more on hand not in checking or savings)			
Safe Deposit Box			
Lump Sum Payment			
Asset Disposed of in Past 2 Years			
Whole Life Insurance Policy			
Household Assets Less Than \$5,000			
Other: _____			

**CURRENT EMPLOYMENT INFORMATION:**

1. Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Approx. Annual Income:\$ \_\_\_\_\_ Approx. Hours/Week: \_\_\_\_\_ Supervisor: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Approx. Annual Income:\$ \_\_\_\_\_ Approx. Hours/Week: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**INCOME INFORMATION:**

Please provide proof of income such as pay stubs or a letter explaining rate of pay or benefits.

DESCRIPTION	TENANT NAME (IF MULTIPLE TENANTS)	ANNUAL INCOME	SOURCE OF INCOME
Self-Employment (2 years taxes needed)			
Social Security (Federal or State) Please list			
Social Security (SSI)			
Public Assistance			
Periodic Pension Payments			
Disability			
Child Support/Alimony (Court Ordered)			
Unemployment			
Previous Employment			
Worker's Compensation			
Military Compensation			
Veteran Benefit			
Housing Authority			
Other Income			

**How did you find out about this MDC Property (Check One):**

- Newspaper Ad
  - CDA/Agency
  - Referral Walk-In
  - Craigslist
  - From a Friend (Referred by: \_\_\_\_\_)
  - Sign/Banner
  - MDC Website
  - Campus/Downtown Living
  - Abodo
- Other: \_\_\_\_\_

**I hereby certify that all statements made within this application are correct. I consent to an inquiry of any housing or employment references listed on the application as well as a credit report and criminal history. These inquiries are for the purpose of determining the acceptance or denial of the application for housing and will be kept confidential. I grant MDC 21 days to review this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

MDC Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are denied, would you like a written explanation of the reason(s)?:  YES  NO

In order to comply with federal regulations requesting verification on all income, assets, and allowances for residents of HOME/FHLBC Affordable Housing Program housing, please complete the following authorization.

**AUTHORIZATION:**

I hereby authorize release of any information requested by Madison Development Corporation regarding my income, assets, and allowances. I understand and agree that photocopies of this authorization may be used for the purpose stated above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**TERMS AND CONDITIONS:**

Madison Development Corporation may obtain information regarding my income, assets, expenses, and household status for purposes of determining my eligibility for participation in affordable housing programs. The information obtained will only be used for determining income eligibility in applicable programs and will be kept confidential and not released outside the scope.

This release for information will expire six months from the date of signature.

**MDC IS AN EQUAL OPPORTUNITY HOUSING PROVIDER**





## **MDC Application Earnest Money:**

Each applicant 18 years of age or older is required to provide earnest money in the amount of \$50 for verification of information and credit approval. If the application is accepted, the money will be applied toward the required security deposit. If for any reason management decides to decline the application, management will refund the money in full, less excessive processing fees. When out-of-state criminal records must be acquired for application processing, MDC reserves the right to keep the cost of obtaining these records if applicant is not approved. If the applicant is approved and fails to sign a lease by the specified date or decides to cancel their application while it is being processed, management will retain all or a portion of the application fee for expenses incurred.

All payments must be in the form of an online payment or physical money order--unless an arrangement has been established with management to provide payment through alternate means.

If an applicant is receiving assistance from an agency for this fee, we require written confirmation of said assistance. All earnest monies and terms are subject to change without prior notice.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

MDC Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MDC Application Checklist



Do you have all the required materials?

1. \$50 earnest money for EACH ADULT APPLICANT.  
Money order, cashier's check, or online payment only.   
**No personal checks or cash will be accepted.**
2. Proof of Income (2-4 most recent, consecutive
3. paystubs, Award Letters) Bank statements, tax forms and other forms  
may be requested
4. Copy of Photo ID
5. Three (3) years of Housing History with clear, legible contact  
information for all previous landlords and addresses.
6. Completed application FOR EACH ADULT APPLICANT including  
signed releases on last pages.

When complete, please return your application to our office via mail, fax, email, or in person (during office hours: Monday through Friday, 8:00 AM to 4:30 PM) **Incomplete applications will not be submitted for processing.**

**Madison Development Corporation**  
**550 W. Washington Avenue**  
**Madison, WI 53703**

Phone: 608.256.2799

Fax: 608.621.7990

Email: leasingassistant@mdcorp.org