



APPLICATION FOR APARTMENT OCCUPANCY

Tel: 651-263-4080 • Fax: 651-280-4428 • 622 Grand Ave #101, Saint Paul, MN 55105

This application must be filled out completely. Driver's License or ID required to complete application.

Office Use Only

BUILDING ADDRESS: _____ APT # _____ REFERRED BY: _____
 LEASE DATES: FROM _____ TO _____ MOVE IN DATE: _____ LEASING AGENT: _____
 MONTHLY RENT\$ _____ DEPOSIT AMOUNT DUE WHEN LEASE IS SIGNED \$ _____

APPLICANT LAST NAME	MAIDEN/PREFIX	FIRST	MIDDLE
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HOME PHONE	CELL PHONE	EMPLOYER PHONE
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SOCIAL SECURITY # OR INS #	DATE OF BIRTH	DRIVERS LICENSE #	STATE ISSUED:
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PRESENT ADDRESS	CITY	STATE	ZIP
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UNIT #	FROM	TO	RENT \$	LANDLORD/PROPERTY NAME	PHONE NUMBER
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PREVIOUS ADDRESS	CITY	STATE	ZIP
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UNIT#	FROM	TO	RENT \$	LANDLORD/PROPERTY NAME	PHONE NUMBER
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PRESENT EMPLOYER	PHONE #	POSITION	DATES
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ADDRESS	PART/FULL TIME	SUPERVISOR	SALARY
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PREVIOUS EMPLOYER	PHONE #	POSITION	DATES
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ADDRESS	PART/FULL TIME	SUPERVISOR	SALARY
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OTHER INCOME/SOURCE	PHONE #	CONTACT	AMOUNT
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ADDITIONAL OCCUPANTS	EMERGENCY CONTACT NAME & NUMBER
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BANK INFORMATION	NAME	TYPE OF ACCOUNT	ACCOUNT NUMBER
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VEHICLE INFORMATION	LICENSE #	YEAR	MAKE & MODEL
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Have you ever filed bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Have you ever been evicted or asked to move? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever refused to pay rent? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have pets? <input type="checkbox"/> Yes # _____ <input type="checkbox"/> No	Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Do you have a legal right to be in the United States? <input type="checkbox"/> Yes, I am a US Citizen. <input type="checkbox"/> Yes, I have valid documentation from the U.S. Dept. of Immigration and Naturalization (INS) that allows me to be in the country. <input type="checkbox"/> No
Have you ever resided in any other state? If so, where?			

I authorize Multihousing Credit Control whose address is 10125 Crosstown Circle, Suite #100, Eden Prairie, MN 55344 to investigate my criminal history, residential, employment and income history, bank and credit history for the purpose of housing and/or employment. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records; county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I understand failure to complete this form completely and truthfully may result in denial and/or forfeiture of deposit. This authorization is for this transaction only and continues in effect for one (1) year unless by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

 Signature Date



Rental Requirements

1. **Credit:** Credit must be in good standing. Applicants with poor credit may be denied. The application may be denied if there are any bankruptcies within the last 5 years.
2. **Rental History:** Rental history must be good. If past rent is due, application may be denied. Applicants with Unlawful Detainer in last 3 years may be denied.
3. **Income:** The applicants' combined monthly income must be at least 3 times the rent.
4. **Criminal History:** No felonies allowed. Applicants with criminal history may be denied.

Application Process

1. Mail, fax (651-280-4428), scan/email (Staff@LiveGreenApts.com), or drop off (gold LiveGreenApts drop box at front door of 622 Grand Ave at Dale St.) the completed application with a copy of your driver's license. Applications are processed in the order they are received. Please call to confirm receipt.
2. Credit and background check will be completed along with verification of rental history and income. (Expect this to take 1 to 5 business days.)
3. Applicants will be notified whether or not application has been accepted.
4. If application is accepted, the applicant(s) will need to set up an appointment to sign the lease within 24 hours.
5. Bring security deposit (one month's rent) and driver's license to lease signing. First month's rent is due on or before the day you move in.

Apartment Terms

1. Rent includes heat, water and trash removal. You pay electricity, stove gas, telephone and cable.
2. Lease terms are 1 year. Please inquire for leases less than 1 year.
3. You must be 18 years or older to sign a lease.
4. Security Deposit is equal to one month's rent. Security deposit cannot be used for first or last month's rent.
5. Rent is set for 1 or 2 people in a studio, 1 or 2 people in a 1 bedroom, and 2 people in a 2 bedroom. \$100 per month is added to the monthly rent for each additional person. [Maximum 3 people in 1 bedroom; 4 people in 2 bedroom.].
6. Some pets are allowed. There is a \$150 pet fee for each pet. Check with leasing agent for details.
7. If resident transfers to another Live Green Apts apartment before 1 year, \$50 transfer fee is due.