

# ***CORNERSTONE APARTMENTS AND RETIAL, LLC***

## ***UNIVERSAL RESIDENTIAL RENTAL APPLICATION***

Last updated: 4/29/19 by AJR.

**Property Management Company:**

Cornerstone Apartments and Retail, LLC  
P.O. Box 578  
Braham, Minnesota 55006

**Leasing Agent:**

Alex Reilly  
Phone: 763-286-8154

**This Application is made to rent:**

Cornerstone Building Residential Apartment Unit  
108 South Main Street (unit to be determined)  
Braham, Minnesota 55006

**\*\*This is not a lease however information provided on this application will be used to create a lease if the application is accepted. \*\***

**Applicant's Full Name:** \_\_\_\_\_

Preferred date of occupancy start: \_\_\_\_\_

Apartment unit applying for if you know (optional): \_\_\_\_\_

**General application information:**

- **There is no application fee!**
- **Each adult applying is required to fill out an application**
- Standard lease term is 12 months
- The rent price shall be determined on a per unit basis
- Please mail completed application to: P.O. Box 578, Braham, MN 55006.
- If you drop the completed application off at the Braham post office (properly addressed and stamped) it will be quickly delivered to our PO BOX
- You can also hand this application to a building manager during a showing if you don't want to mail it
- Email address is available upon request if you'd like to email the completed application to us. Please call 763-286-8154 for the proper email address
- You may also take photos of each application page with your phone if you have a good phone camera and text them to 763-286-8154

- All fields are required unless marked optional. It is important that all information included in this application is correct. It is unlawful to provide false information on this application.

**APPLICANT INFORMATION**

Phone No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: email address will be used to request consent for background check.**

Driver's License Number: \_\_\_\_\_

Reason for moving:

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Do you have minor (under age 18) children/dependents that will be living with you?:

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many minor aged children or dependents will be living with you?: \_\_\_\_\_  
(leave blank if not applicable).

Please list the full name(s) of all minor children / dependents that will be living with you (leave blank if not applicable):

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Note: Adult children and all people over the age of 18 that will be living in the apartment are required to fill out a full application.

Do you have a significant other that will be staying from time to time that is not going to be on the lease?: Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Each adult that plans to occupy the unit is required to fill out an application.

Water bed: Yes \_\_\_\_\_ No \_\_\_\_\_ (Water bed's are not allowed)

Smoker: Yes \_\_\_\_\_ No \_\_\_\_\_ (The unit is non-smoking, smokers must smoke outside and take care of their smoking waste properly)

Pets: Yes \_\_\_\_\_ No \_\_\_\_\_

Pet policy is as follows: one pet per apartment that weighs 20 pounds or less is allowed. All pets need to be registered on the lease. Landlord reserves the right to ask the tenant to remove the pet if it becomes a nuisance on the premises. Pet rent applies.

If you have a pet, please describe (type, weight, age, cleanliness, and obedience):

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**PRESENT ADDRESS:** \_\_\_\_\_

How long at present address: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord Phone No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current rent payment: \_\_\_\_\_

If you are in a lease, when is your lease up?: \_\_\_\_\_

Note: we reserve the right to contact your current landlord and verify rental details.

**PRIOR ADDRESS:** \_\_\_\_\_

How long at prior address: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's Phone No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Rent payment: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Note: we reserve the right to contact your prior landlord and verify rental details.

**Vehicle Information:**

Vehicle 1 Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No.: \_\_\_\_\_

Vehicle 2 Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No.: \_\_\_\_\_

**SOURCES OF INCOME AND CURRENT EMPLOYER:**

Please list all employers

Employer Business Name: \_\_\_\_\_

Are you currently employed full-time (40 or more hours a week)?: Yes \_\_\_\_\_ or No \_\_\_\_\_

If no, how many hours a week do you work (if yes leave blank): \_\_\_\_\_

How long have you been at your current job? \_\_\_\_\_

Current Position: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

-If you are not employed full-time, please explain your employment status on the lines below (if yes leave blank):

\_\_\_\_\_  
\_\_\_\_\_

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Monthly Wages/Salary: \$ \_\_\_\_\_

Monthly Government assistance: \$ \_\_\_\_\_

Monthly Child support/Alimony that you receive: \$ \_\_\_\_\_

Monthly Pension / Retirement income: \$ \_\_\_\_\_

Monthly Other income: \$ \_\_\_\_\_

Note: by signing this application you are allowing us to verify your employment with your present employer.

**PERSONAL REFERENCES:**

Reference 1 Name (must not be an employer, landlord or parent / child):

\_\_\_\_\_

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

Phone No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Relationship: \_\_\_\_\_

Reference 1 Name (must not be an employer, landlord or parent / child):

\_\_\_\_\_

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

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

Phone No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Relationship: \_\_\_\_\_

Note by signing this application you are allowing us to contact your references for verification.

Do you own real estate?

Yes \_\_\_\_ No \_\_\_\_ If yes, how much is your mortgage: \_\_\_\_\_

Please explain the type of real-estate that you own:

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Have you ever been evicted from any rental Premises?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

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Have you ever willfully and intentionally refused to pay rent when due?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

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Are there any circumstances which may interrupt your income or ability to pay rent?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

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Have you ever been convicted of a felony?

Yes \_\_\_ No \_\_\_ If yes, please explain:

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I represent that the information provided in this Application is true and correct to the best of my knowledge. Cornerstone Apartments and Retail, LLC is authorized to verify the references and employment information given in this Application.

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Applicant's Signature

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Date

IT IS AGAINST THE LAW TO DISCRIMINATE AGAINST PROSPECTIVE TENANTS ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY OR FAMILY STATUS. LOCAL OR STATE LAWS MAY INCLUDE ADDITIONAL CLASSES WHICH ARE PROTECTED FROM DISCRIMINATION IN HOUSING.

**Completed application should be mailed to:**

Cornerstone Apartments and Retail, LLC  
PO BOX 578  
Braham, MN 55006

- Given the size of this application it is recommended to include three stamps to ensure successful delivery. You can also have the post office weigh and add correct postage
- Too ensure the quickest turn around you can mail this application from the Braham post office.
- This application can also be delivered to a building manager by hand during a showing.
- An Email address is available upon request if you'd like to scan and email the completed application to us versus sending it via the mail. Please call 763-286-8154 for the proper email address to send this application
- You may also take photos (or use your iPhone's scan feature) to take photos of this application and text it to 763-286-8154
- **There is no application fee!**