

# RENTAL APPROVAL STANDARDS



The following provisions are presented as a guide for applicants. All items outlined below are necessary for successful application processing.

1. The application must be fully complete. Applications with relevant items left blank will not be processed. Applications with fraudulent information will be rejected. If fraudulent information is discovered after a rental agreement is signed, an eviction action will be filed.
2. The applicant's rent plus home payment shall not exceed 30% of applicant's total gross household income.
3. A background check must not include any instances of previous evictions/conviction for drug manufacture or distribution, acts of violence or other crimes that would pose a threat to other tenants. An automatic denial will occur if an applicant appears on any list of known terrorists and/or wanted fugitives as provided by federal agencies to include the FBI or other state and local law enforcement agencies or databases. Criminal history denials will comply with the Fair Housing Act and will be considered on the nature of the crime and when it was committed.
4. The applicant shall have verifiable income and/or employment. The applicant shall have a minimum of 2 months of continuous income at the time of application. If the applicant's income is based on retirement income, disability income, or any other lawful source of income, the applicant shall provide proof of income.
5. Photo identification will be requested. Examples of acceptable ID are a driver's license, military ID, passport or other government issued identification.
6. If the rental agreement is for the site only, the applicant shall have proof of ownership of their home via a State of Wisconsin Homeowner Certificate title. If transfer of title is involved in the renting processing, proof of title transfer shall be required. Proof of homeowner's insurance will also be required.
7. Up to 24 months of rental history must be verified of applicant's present and previous residence. A positive record of monthly rental payments, and sufficient notice, with no damages is expected. Eviction or non-payment of rent to a Landlord within five years of the application date may result in an automatic rejection.
8. Pets are permitted. Evidence of vaccination for rabies and a municipal license is required. No dangerous breeds will be accepted. A dangerous breed list is available at [www.dogsbite.org](http://www.dogsbite.org). Acceptance of service animals follow federal and state Fair Housing Laws.
9. Security deposit **equal to one month's rent, along with first month's rent** is required to be paid before a rental agreement is signed.
10. All homes moving into the community must comply with state installation standards and the installer must be state licensed.
11. Community Rules & Regulations will be given to applicants before purchasing a home and the buyer must agree to comply.
12. All homes must be owner-occupied (no sub-letting).