

**Application Procedure Letter**  
**HAWKS LANDING APARTMENT HOMES**  
**85 Hawks Landing Court #111**  
**Verona, WI 53593**  
**608-848-5988**

Dear Applicant:

Hawks Landing is working to keep its apartments safe and pleasant for our residents. Therefore, we use screening procedures to evaluate each prospective tenant before we rent. These procedures are listed below. Reasons why an application may be rejected are also listed. Disclosure of your Social Security Number is voluntary and an applicant will not be denied housing on the basis of the applicant's decision to withhold their Social Security Number alone. We urge you to read this information carefully before you complete an application. Please call us if you have any questions or need more information.

Application standards:

1. An applicant is any person who will live in the apartment or who will make or guarantee rent payments for the persons living in the home. An applicant does not include any government or private agency that provides housing assistance.
2. Each adult applicant (18 years of age or older) must fill out an application completely. Each set of adult applicants with the same rental history and shared financial resources may fill out one joint application. If an application is incomplete, we will notify you that the application will not be processed. If any information on the application is false, the application will not be approved.
3. We require applicants to have monthly income of three times the rent or show that they have successfully paid a higher proportion of their income for rent for at least one year. On the application, we will ask you to list all income that you want to be considered as part of your monthly income.
4. Applicants must have a successful rental history. If you have been evicted from a previous apartment/home during the past two years due to non-payment of rent, your application will not be accepted. (Exceptions may be made when applicants can document that they were evicted because of a roommate's failure to pay rent and that all rental obligations were met.) If you owe money to a previous apartment/home, your application may not be accepted.
5. Applicants must have a successful rent history. If you have been evicted during the past two years for behavior that includes causing disturbance, lease violations, threatening other persons, damaging an apartment/home or other reasons, your application will be rejected. If a previous landlord reports such behavior, your application will be rejected.

We check the following information on applicant(s):

1. Credit report, as it relates to total debts, rent and utility payments and major judgments against you.
2. Amount of income. Applicants who are self-employed will be asked to submit the previous two years' tax returns to verify amount of income.
3. References from your present/current landlord, and possibly one previous landlord to determine an applicant's rent payment history and behavior. We will check two non-family references (such as teachers and employers) for applicants who do not have a rental history.
4. Court eviction records from Dane and surrounding counties where you have lived during the past two years, to determine whether you have been evicted during the past two years for any reason.

