

# Kravick Real Estate Services



PO Box 185/109 S Main St  
Westfield, WI 53964  
Phone (608) 296-3648  
Fax (608) 296-2104

Please read the following information carefully.

## **KRAVICK REAL ESTATE SERVICES (KRES) LEASING APPLICATION PROCESS:**

1. Applicants must be at least 18 years of age. Applications must be filled out completely. **Incomplete applications will not be considered.** If a particular section of the application does not apply to you, please note "N/A" which will indicate you did not just leave it incomplete. Additional information as to why it does not apply to you is always helpful. Please print clearly and include middle initial (if applicable). An application must be completed by each person whose name will appear on the lease as a "lessee."
2. When a complete application(s) is received, a preliminary screening will be processed, and if approved KRES will contact applicant(s) to arrange a showing appointment to view the rental property. There are cases in which the landlord(s) will contact applicant(s) for showing appointments, but mostly the KRES Property Manager will schedule and show rental properties.
3. Applications are taken on a first come first serve basis and will be processed in the order they are received.
4. KRES will contact the employers, landlords, credit references, etc. listed on the application for verification. If KRES does not receive responses to these inquiries, KRES will advise the applicant(s) that the application process will not continue because verifications were not received. We will at that time begin processing the next Leasing Application on the waiting list.
5. The property Landlord(s) will make the final decision for leasing approval. KRES will contact Landlord approved applicant(s) to schedule an appointment with property manager to process a Lease.
6. The Property Manager for KRES and can be contacted Monday through Friday 8:00am to 4:30pm at the office located at KRES, 109 Main St, Westfield, WI 53964. The office number is 608-296-3648.
7. Applications can be mailed to KRES, PO Box 185, Westfield, WI 53964, emailed to [skravick@kravickrealty.com](mailto:skravick@kravickrealty.com), faxed to 608-296-2104 or dropped off at office located at 109 S Main St, Westfield, WI 53964

Thank you for applying and please call with any questions.



# RENTAL APPLICATION

LANDLORD: \_\_\_\_\_ MANAGER: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

**UNIT INFORMATION** **This is NOT a lease or a rental agreement.**

The Undersigned hereby makes application to rent apartment / Unit / number \_\_\_\_\_ located at \_\_\_\_\_  
\_\_\_\_\_ Monthly rent \$ \_\_\_\_\_ Lease term \_\_\_\_\_  
 Earnest Money Paid \$ \_\_\_\_\_  Credit Check Fee \$ \_\_\_\_\_  Security Deposit \$ \_\_\_\_\_

**APPLICANT INFORMATION** [Each Co-Applicant (named tenant) must complete a separate *Rental Application* ]

Full Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ Work Phone \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
\_\_\_\_\_ Pets to Occupy Unit (Number and Kind) \_\_\_\_\_

Names of Other Persons (Non-Applicants) to Occupy Unit:	Social Security Number:	Birth date if Under 18:
1.		
2.		
3.		

**APPLICANT'S RENTAL HISTORY** Have you ever failed to pay rent when due?  Yes  No  
[For the last 3 years] Have you ever been evicted?  Yes  No

CURRENT ADDRESS \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Since (date) \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ Rent \$ \_\_\_\_\_  
How long? \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICANT'S EMPLOYER & INCOME**

PRESENT EMPLOYER \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Since (date) \_\_\_\_\_ Monthly Pay \$ \_\_\_\_\_ Position \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ How long? \_\_\_\_\_ Monthly Pay \$ \_\_\_\_\_ Position \_\_\_\_\_

<b>OTHER SOURCES OF INCOME</b>		You do NOT have to reveal alimony, child support or spouse's annual income unless you want it considered in this application.	
Amount:	Source:	Confirmation Person:	Phone:
1.			
2.			

**APPLICANT'S CREDIT REFERENCES** Have you ever filed for bankruptcy?  Yes  No

Banks:	City & State:	Type & Number of Account:
1.		
2.		
Credit References:	Address and/or Phone:	
1.		
2.		

COMMENTS: \_\_\_\_\_

**PLEASE READ THIS CAREFULLY AND SIGN THIS APPLICATION**

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the Landlord and I shall sign a written lease or rental agreement. The Landlord and I have no rental agreement until the time that the lease or written rental agreement is signed.

I have paid the earnest money deposit and credit report fee indicated on this application. The earnest money deposit will be applied to my security deposit or my first month's rent if the Landlord enters into a lease or rental agreement with me. If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. The earnest money and any subsequent payments will be refunded to me by the end of the next business day if: (1) this application is rejected, or withdrawn before approval; or (2) if the Landlord takes no action on this application by the end of the 21st day following the Landlord's receipt of the earnest money. The credit report fee is nonrefundable.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, rental and eviction history, and the statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to such reporting agency.

I acknowledge that the Manager and the agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with fair housing law, and to disclose material adverse facts about the property.

I was given the opportunity to review a sample lease or rental agreement, and the Landlord's rules and regulations. I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.

Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by phone at 877-234-0085.

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

<b>FOR OFFICE USE ONLY</b>		Date Received _____	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied
Income:	<input type="checkbox"/> _____	Credit Report:	<input type="checkbox"/> _____
Evictions:	<input type="checkbox"/> _____	Rental History:	<input type="checkbox"/> _____
Other:	<input type="checkbox"/> _____	References:	<input type="checkbox"/> _____
			Notified: _____

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## Release of Lease/Rental Information Form

I hereby authorize \_\_\_\_\_, to  
*Landlord*

release information to **Kravick Real Estate Services**, regarding my current/former tenancy of the property located at: \_\_\_\_\_.

I understand this information may include dates of tenancy; if rental payments were made on time; if security deposit(s) were refunded or garnished and why; if authorities were ever contacted during time of tenancy; if required/requested notice for vacating was honored; if the home was kept in reasonable and clean condition; if the lease agreement was violated in any way; and if the Landlord would rent to this tenant again.

I have read the above statement and hereby authorize without limitation, for such information to be provided to **Kravick Real Estate Services**, while relinquishing the above named Landlord from any liability arising from the release or use of such information.

\_\_\_\_\_  
Current/Former Tenant's Signature

\_\_\_\_\_  
Print Current/Former Tenant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current/Former Tenant's Phone #

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## Release of Employment Information Form

I hereby authorize \_\_\_\_\_, to  
*Company Name/Employer*

release information to **Kravick Real Estate Services**, regarding my current/former employment with above named company. I understand this information may include employment dates, (hire and/or termination), current/last position, whether it was full-time/part-time/substitute/temporary, and salary/pay rate. Further, if currently employed with above named company, I understand they may be asked to confirm the status and security of my employment. And, if no longer employed with above named company, I understand the employer may be asked to confirm status and circumstances under which I/the company terminated my employment.

I have read the above statement and hereby authorize without limitation, for such information to be provided to **Kravick Real Estate Services**, while relinquishing the above named company from any liability arising from the release or use of such information.

\_\_\_\_\_  
Current/Former Employee's Signature

\_\_\_\_\_  
Print Current/Former Employee's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current/Former Employee's Phone #