



Application fee check #: _____
Earnest money check #: _____

Address applying for: _____
(Complete mailing address and unit number)

This property is professionally managed by Lexington Management, LLC. Lexington Management, LLC conducts business in accordance with all federal, state, and local fair housing laws. It is the policy of Lexington Management, LLC to provide housing to all persons regardless of race, color, national origin, sex, religion, familial status, handicap, sexual orientation, gender identity, source of income, marital status, ancestry, age, or status as victim of domestic abuse, sexual assault, or stalking.

Lexington Management, LLC has established a consistent procedure for processing all rental applications. Each application is thoroughly reviewed and approved or denied based on the criteria set forth as part of the below outlined application process.

1. All Applicants that have reached the age of 18 must complete an application form.
 - a. A \$25.00 non-refundable application fee per Applicant is due at the time of submission. Applicant must also provide earnest money at the time of submission. No applications will be processed until the above noted fees, earnest money, and a copy of a valid state issued picture ID or driver’s license have been received by Lexington Management, LLC. In the event that the application is denied, the earnest money will be refunded.
2. Most applications can be processed in 1-3 days. The time required depends on the availability and cooperation of Applicant’s reference sources. In determining whether Applicant will be approved, Lexington Management, LLC will evaluate the following:
 - a. **Credit:** A complete credit report from a major nationwide credit reporting agency is required for all Applicants. Applicant must have a valid social security number issued by the Social Security Administration to fulfill this requirement. The Empirica Score must meet or exceed **600 points**. Applicant can provide a copy of a complete credit report from a major nationwide credit reporting agency that is less than 30 days old. If a report is provided by the Applicant, it is understood that Lexington Management, LLC reserves the right to process their own credit inquiry at no cost to the Applicant.
 - b. **Employer/Income Verification:** Applicant’s income information may be verified. Applicants are required to gross at least 2.5 times the amount of rent that is due on the apartment per month. If Applicant is self-employed, a tax return from the most current year is required.
 - c. **Criminal Background Check:** A criminal background check will be conducted on all Applicants. Applicants who have been convicted of a felony may be denied. Applicants with pending felony or misdemeanor charges may also be denied. Any registered sex offenders will be denied. Any non-Wisconsin resident applicant shall be responsible for \$25.00 of the cost of said criminal background check.
3. Applicant may be denied or a Cosigner may be required for one or more of the following:
 - a. Poor credit history and/or excessive financial obligations
 - b. Prior eviction
 - c. Insufficient income and/or non-verifiable income
 - d. False information on application
 - e. Occupants exceed “occupancy limits” (NO MORE THAN 2 PERSONS PER BEDROOM)
 - f. Incomplete application
 - g. Unable to provide application fees, rent and/or earnest money
 - h. Criminal history
 - i. Automatic denial will occur if any applicant has a collection or judgement to a utility company or previous landlord. In event a denial occurs only based on a collection or a judgment of a utility company or landlord, and the collection or judgement is paid in full with proof of payment, the application may be reconsidered.
4. If offered, the Cosigner must meet ALL of the following criteria:
 - a. Must live in the United States (preferably Wisconsin).



- b. Must have an Empirica credit score of 650 points or more.
 - c. Must have verifiable income that is 3 times the rental amount.
 - d. May not have any outstanding judgments against them.
 - e. Copy of a valid picture ID or driver’s license.
 - f. Must complete and submit Cosigner/Guarantor Application and Agreement along with \$25 non-refundable application fee.
5. If the application is approved, the earnest money submitted with application will be applied to the account as a security deposit. Before occupancy is taken, NO EXCEPTIONS, the following are required:
- a. The Lease Agreement and attached addendums must be signed by all LESSEES and Cosigners.
 - b. The balance of all money owed must be paid in full. This includes all rent, prorated rent, additional deposits, etc.
6. If accepted as a resident, the Applicant hereby agrees to enter into the Lease Agreement **within three (3) business days of Applicant’s receipt thereof. If Applicant fails to enter into the Lease Agreement within 3 days, Lexington may rescind its acceptance of the Applicant, return any earnest money and rent the unit for which Applicant sought occupancy.**
7. If Applicant cancels or withdraws application, Lexington Management, LLC is entitled to compensation for actual costs and damages incurred including, without limitation, lost rent. Lexington Management, LLC will make reasonable efforts to re-rent the apartment.
8. If application is denied, Lexington Management, LLC will retain the application fees that were submitted at the beginning of the application process to cover the cost of the consumer credit report(s). Earnest money will be returned.

I understand and agree to the above terms and conditions of the application process for Lexington Management, LLC.

ELECTRONIC SIGNATURE AGREEMENT

Applicant agrees that Applicant’s electronic signature is the legal equivalent of Applicant’s manual/handwritten signature on this document. By electronically signing this document using any device, means, or action, Applicant consents to the legally binding terms and conditions of the Application. Applicant further agrees that Applicant’s signature on this document (hereafter referred to as “E-signature”) is as valid as if the Applicant signed the document in writing. Applicant also agrees that no certification authority or other third-party verification is necessary to validate Applicant’s E-signature or any resulting agreement between Applicant and Lexington Management, LLC.

CONSENT TO ELECTRONIC DELIVERY

By electronically signing this Application Process Form, Applicant specifically agrees to receive, obtain, and/or submit any and all documents and information electronically. These documents and information will be collectively known as “Electronic Communications,” and will include, but not be limited to, a copy of the Lease Agreement and any document related thereto, a security deposit and any document related to the accounting and disposition of the security deposit and security deposit refund, a promise made before the initial rental agreement to clean, repair or otherwise improve any portion of the premises, advance notice of entry, any and all current and future required notices and/or disclosures, as well as such documents, statements, date, records, and other communications regarding Applicant’s relationship with Lexington Management, LLC. Applicant is acknowledging and saying that the Applicant is able to retain Electronic Communications by printing and/or downloading this Application and any other agreements, Electronic Communications, documents, or records that are signed using Applicant’s E-signature. Applicant accepts Electronic Communications provided via email as reasonable and proper notice for the purpose of fulfilling any and all rules and regulations, and agrees that such Electronic Communications fully satisfy any requirement that communications be provided to Applicant in writing or in a form that Applicant may keep.

Printed name	Applicant Signature	Date
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