

JSP PROPERTIES LLC'S RENTAL APPLICATION & CONSENT TO PERFORM  
BACKGROUND CHECK IN COMPLIANCE WITH THE  
FCRA (FAIR CREDIT REPORTING ACT)

Application can be email to [rentals@jspproperties.com](mailto:rentals@jspproperties.com) or faxed to 888-738-7856

Date of Application \_\_\_\_\_

Desired Date of Occupancy \_\_\_\_\_

Desired Lease Length \_\_\_\_\_

*One application for married couples only. For all other applicants, please fill out one application for each adult.*

Application for Rental of (Address): \_\_\_\_\_

**PERSONAL INFORMATION**

<b>Applicant Name – Last, First, Middle</b>	<b>Date of Birth</b>	<b>Social Security Number</b>	<b>Driver's License #</b>	
<b>Co-Applicant Name – Last, First, Middle</b>	<b>Date of Birth</b>	<b>Social Security Number</b>	<b>Driver's License #</b>	
<b>Current Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>E-mail Address</b>	<b>Cell Phone</b>	<b>Reason for Moving?</b>		
<b>Landlord/Management Company</b>	<b>Phone</b>	<b>Rent Amount</b>	<b>How Long?</b>	
<b>Previous Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Landlord/Management Company</b>	<b>Phone</b>	<b>Rent Amount</b>	<b>How Long?</b>	

**MONTHLY INCOME (Employment and Other Sources)**

<b>Employer Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Employer Phone</b>	<b>Contact / Supervisor's Name</b>	<b>How Long?</b>	<b>Years in Field?</b>	<b>Gross Monthly Income</b>
<b>Co-Applicant's Employer Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Employer Phone</b>	<b>Contact / Supervisor's Name</b>	<b>How Long?</b>	<b>Years in Field?</b>	<b>Gross Monthly Income</b>

**OTHER INCOME SOURCES (Investment Income, Alimony, Child Support, Education Assistance, Etc.)**

<b>Source</b>	<b>Amount Per Month</b>	<b>Contact Person</b>	<b>Contact Phone</b>

**BANK REFERENCE (Indicate Bank and Services Used)**

<b>Name of Institution</b>	<b>Account Number</b>	<b>Account Type</b>	<b>Balance</b>	<b>Phone Number</b>

**HAVE YOU OR CO-APPLICANT EVER**

Excluding minor traffic violations, been convicted of any crime in the last 10 years? **Yes / No**  
(If yes, list all convictions in the last 10 years.)

Been evicted/asked to move out? **Yes / No**

Been currently involved in eviction action/move out dispute? **Yes / No**

Refused to pay rent when due? **Yes / No**

Paid rent late? **Yes / No**

Filed for bankruptcy? **Yes / No**

Been sued for damage to rental property? **Yes / No**

Been sued for non-payment of rent? **Yes / No**

Broken a Rental Agreement or Lease? **Yes / No**

Is there any reason that would prevent you from putting utilities or phone in your name? **Yes / No**

**\*\*\*IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN BELOW\*\*\***

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check any professional skills you possess:

Electrical \_\_\_\_ Painting \_\_\_\_ Plumbing \_\_\_\_ Roofing \_\_\_\_ Appliance Repair \_\_\_\_ Carpentry \_\_\_\_

Are you able to handle all minor maintenance/upkeep of the property? **Yes / No**

Do you know how to shut off the water in an emergency or if an overflow of a sink or toilet occurs? **Yes / No**

**RENT PAYMENT**

**Unless with prior approval from Landlord, rent is payable to JSP Properties LLC via electronic bank withdrawal, via Automated Clearing House, a secure bank transfer system permitted from any financial institution in United States. A form is provided to Applicant and Co-Applicant, if applicable, at time of Lease execution.**

**IN CASE OF PERSONAL EMERGENCY**

In the event of an emergency that would prevent you from paying your rent when due, is there a relative, person, friend or agency that could assist you with rent payment? ? **Yes / No** (If yes, please list below.)

Name of Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

**PETS**

Do you have any pets? \_\_\_\_\_

How many pets do you have? \_\_\_\_\_

Kind of pet, breed, weight and age: \_\_\_\_\_

**MOTOR VEHICLE(S) BELONGING TO APPLICANT AND CO-APPLICANT**

License Plate #	Make	Year

**OCCUPANTS OF UNIT OTHER THAN APPLICANT AND CO-APPLICANT (occupants limited to Applicant and Co-Applicant, as applicable, except minor children identified below)**

Occupant's Name	Relationship	Age

**AUTHORIZATION FOR RELEASE OF INFORMATION**

The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, **JSP Properties LLC** (hereinafter referred to as "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.

APPLICATION SCREENING FEE: \$45.00 per applicant. I have paid an application fee and/or a non-refundable screening fee, if applicable. If this application is approved, and I fail to move forward with a lease or rental agreement or I fail to enter into a lease or rental agreement, the fee and any subsequent payments will be retained to compensate the Landlord's cost and damages. If Landlord does not perform a personal reference check, obtain a consumer credit report or tenant screening report, the background report fee shall be returned by mail to me at the following address (applicant's/co-applicant's address): \_\_\_\_\_, or shall be available for pick-up at the Landlord's office: 6 West 5<sup>th</sup> Street, Suite 600, St. Paul, MN 55102.

If Landlord employs a screening service to perform a background check on the Tenant, the name and contact information of the screening service is as follows: Multihousing Credit Control, 10125 Crosstown Circle, Suite 100, Eden Prairie, MN 55344, (800) 328-6205. My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to a consumer credit reporting agency.

I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

**Resident Selection Criteria**

1. Combined gross household income three times greater than the rent
2. No felonies except for DUI's
3. No negative past rental history
4. No non-medical collections for the amount over \$5,000 in the last 3 years
5. Credit score will be evaluated in conjunction with the above mentioned parameters

Landlord will grant equal opportunity to all persons regardless of race, creed, religion, gender, sexual orientation, national origin, familial status, marital status, status with regard to public assistance and/or disability.

This authorization and consent for release of personal information acknowledges that Landlord and/or its agent, may now, or at any time I am leasing property from the Landlord, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; state driving records; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681, *et seq.* I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Landlord, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine eligibility for leasing of Landlord's properties. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the Landlord. In addition, I release and discharge the Landlord and its agents, employees and representatives to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether residency was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from Landlord at their address of 6 West 5<sup>th</sup> Street, Suite 600, St. Paul, MN 55102. After reading this document, I fully understand its contents and authorize the background verification.

If the Landlord does obtain a Consumer Report, do you want a copy of any Consumer Report prepared concerning you? **Yes / No**

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELLING OF ANY AND ALL OFFERS OF RESIDENCY WILL EXIST AND MAY BE USED AT THE DISCRETION OF LANDLORD/MANAGEMENT COMPANY.**

Date Signed: \_\_\_\_\_

Applicant (Print Name): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Co-Applicant (Print Name): \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_

Landlord/Management Company: \_\_\_\_\_