

# The Buckingham Apartments

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## APPLICATION PROCESS

Thank you for choosing to apply for an apartment. These are some answers to questions you may have regarding the application process.

## DEPOSIT AND APPLICATION FEE

There is a non-refundable \$35.00 application fee for each person's application. A \$60.00 application fee will be charged if a co-signer is required. Security deposits are \$500.00 per person. Your security deposit is due when you submit your application. Your deposit will earn interest at 1.0% as determined by Minnesota State Law.

Upon receipt of your completed application and your security deposit the apartment will be held for you until the research is completed. We will call you when completed for your final acceptance. If you choose not to rent at this time, your deposit is fully refundable. In consideration of holding an apartment for you, **if you choose not to rent after you have committed to rent, your deposit will be non-refundable.** If your application is not accepted, the full \$500.00 deposit will be refunded.

## THE PROCESS

Fill all blank lines on your application completely to help speed up the application process. If you have any questions, please ask. Researching your application takes between 3 – 5 working days, depending on how thorough the information supplied and how quickly we can reach all your references.

All applications are screened thoroughly. We want to know about you, our future resident. Our goal is to provide a secure, pleasant residence for everybody. Your rental history, employment history, credit history and personal references are carefully reviewed. All applications include a criminal check. A current picture I.D. is required. **A personal reference is someone you have known for at least one-year, other than your employer, landlord or parents.**

## THE LEASE

The lease is for one year. If you leave prior to the full term of the lease you are required to give proper notice (see following paragraph) in addition a break lease fee \$300.00 will be charged. It is your option at the end of the lease to renew for six months or another year.

**Proper notice to vacate your apartment must be given one day plus two months prior to the first of the month in writing.** Your notice must be received in the rental office no later than the last day of the month. Lease renewal notices will be sent **75 days** prior to your lease end.

**PETS**

Animals must be approved and registered in the office. This is to include cats, birds, ferrets, hamsters, and any other caged or un-caged animals.

Deposits on all animals are **\$100.00 per animal. Two animals maximum.**

The Tenant is responsible:

- To maintain a clean and odor free litter box.
- All litter is to be disposed of in a double plastic bag and put in the dumpster.
- Cats must be declawed and fixed.
- Carpet cleaning charges to remove cat dander/odor.
- If your cat urinates on the carpet there will be a replacement charge.
- Failure to inform management of an animal is just cause for eviction.

**RENTAL POLICY STATEMENT**

The Buckingham and Commodore Apartments cater to mature persons who seek permanent apartment living. The 1500 LaSalle Partnership and 1417 LaSalle Partnership does business in accordance with the Federal Fair Housing Law (Title VIII of the civil rights act of 1968) and applicable state and local laws and ordinances. We recognize that it is illegal to discriminate against any person because of race, religion, national origin, marital status, sex or disability.

I hereby acknowledge receipt of the copies of the Apartment Rental Policy Statement and Application Process. I hereby make application to become a resident and the foregoing is supplied to the owner, as an inducement to rent to me, is true and correct. I authorize verification of all information and references given. I deliver herewith the sum of \$500.00 as the damage and security deposit the apartment # in accordance with the agreement. If my application is accepted and I do accept the apartment and execute an agreement but choose not to rent at a later date, I agree that the full \$500.00 will be retained by you in consideration for holding an apartment off the market and available for me. If my application is NOT accepted, I understand the \$500.00 will be refunded to me. I understand if my application is accepted and I choose not to rent at this time my deposit will be refunded to me. I understand the \$35.00 is non-refundable service fee for the processing of my application.

# \_\_\_\_\_ Apartment

\_\_\_\_\_ Applicant Signature

\$ \_\_\_\_\_ Rent

\_\_\_\_\_ Applicant Signature