



Urban Enterprises Inc.  
4542 Nicollet Avenue S  
Minneapolis, MN 55419

Application fee is \$50 and can be paid online  
or in person at Urban Enterprises.

Office: (612) 236-9296  
Fax: (612) 236-9296  
www.urbanrent.com

This application must be filled out completely. Driver's License or ID required to complete application.

| Office Use Only   |  |  |   |
|---|--|--|---|
| BUILDING ADDRESS: _____   |  | APT # _____  | REFERRED BY _____   |
| LEASE DATES: FROM _____ TO _____  |  | MOVE IN DATE: _____  | LEASING AGENT _____   |
| MONTHLY RENT\$ _____  |  | GARAGES\$ _____  | DEPOSIT DATE: _____   |
| APPLICATION FEE \$50.00 (Fee is non-refundable)   |  | (ONE PERSON PER APPLICATION PLEASE)  | Pets: _____   |
| APPLICANT LAST NAME   |  | MAIDEN/PREFIX  | FIRST   |
|   |  |  | MIDDLE  |
| HOME PHONE  |  | CELL PHONE   | EMAIL ADDRESS   |
| SOCIAL SECURITY # OR INS #  |  | DATE OF BIRTH  | DRIVERS LICENSE # STATE ISSUED:   |
| PRESENT ADDRESS   |  | CITY   | STATE ZIP   |
| UNIT #  | FROM TO  | RENT \$  | LANDLORD/PROPERTY NAME PHONE NUMBER   |
| PREVIOUS ADDRESS  |  | CITY   | STATE ZIP   |
| UNIT#   | FROM TO  | RENT \$  | LANDLORD/PROPERTY NAME PHONE NUMBER   |
| PRESENT EMPLOYER  |  | PHONE #  | POSITION DATES  |
| ADDRESS   |  | PART/FULL TIME   | SUPERVISOR SALARY   |
| PREVIOUS EMPLOYER   |  | PHONE #  | POSITION DATES  |
| ADDRESS   |  | PART/FULL TIME   | SUPERVISOR SALARY   |
| OTHER INCOME/SOURCE   |  | PHONE #  | CONTACT AMOUNT  |
| NAMES OF ALL ADDITIONAL OCCUPANTS   |  | EMERGENCY CONTACT NAME & NUMBER  |   |
| VEHICLE INFORMATION   |  | LICENSE #  | YEAR MAKE & MODEL   |
| Have you ever filed bankruptcy?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, please explain:   | Have you ever been evicted or asked to move?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>Have you ever refused to pay rent?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | Have you ever been convicted of a crime?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, please explain: | Do you have a legal right to be in the United States?<br><input type="checkbox"/> Yes, I am a US Citizen.<br><input type="checkbox"/> Yes, I have valid documentation from the U.S. Dept. of Immigration and Naturalization (INS) that allows me to be in the country.<br><input type="checkbox"/> No |
| I authorize Rental Research Services whose web address is www.RentalResearch.com to investigate my criminal history, residential, employment and income history, bank and credit history for the purpose of housing and/or employment. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records; county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I understand failure to complete this form completely and truthfully may result in denial and/or forfeiture of deposit. This authorization is for this transaction only and continues in effect for one (1) year unless by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law. |  |  |   |
| Signature _____   |  | Date _____   |   |
| RENTAL RESEARCH SERVICES, INC., 7525 Mitchell Road #301, Eden Prairie, MN 55344<br>PHONE (952) 935-5700 ♦ TOLL FREE (800) 328-0333  |  |  |   |



**Application Process**

- Urban Enterprises charges a \$50 application fee per adult. This fee covers the cost of doing a criminal back ground check, credit check, employment verification, and rental history check. This fee is non-refundable and must be paid with cash or money order in person or online with the submission of an online application.
- It will take approximately 3-5 business days to process your application. This time can be reduced if you provide additional documentation to verify that you qualify. Examples of helpful documentation include: pay stubs to prove income and signed recommendation letter from previous landlord.
- If you are approved, the next step is to sign the lease. This document commits yourself to renting the property and commits Urban Enterprises and the owner of the property to rent to you. As a sign of your commitment, your total security deposit will be due at the lease signing.
- You will then schedule a move-in walk through with the leasing agent who showed you the property.
- Your first month's rent must be paid in full in order to gain access to the property.

**Requirements for approval**

- The first applicant that pays the full security deposit will be considered first. Applicants that do not pay the security deposit and are then moved to second consideration will have their application fee refunded if not approved.
- At least two years of positive rental history. Positive history means that your rent has been paid on time, you gave proper notice before vacating, you left the property in good / clean condition, and other considerations.
- No evictions (regardless of judgment) or unlawful detainers in the last 5 years.
- No outstanding balance with a landlord.
- No collections.
- At least two years of continuous work history up to present day.
- Combined, verifiable income must be at least 2.5 times the rental amount, or 3.5 times if applying for a single family home.
- No felonies, fraud, theft, or drug convictions in the last 5 years or excessive (4 or more) misdemeanors in the past 2 years.

By signing below you are stating that you understand the application process and you agree to the requirements for approval. The property owner and Urban Enterprises reserve the right to grant exceptions to the above criteria at their sole discretion. If an exception is made a higher security deposit may be required.

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

\_\_\_\_\_  
Date

**Pre-Lease Deposit Agreement**

Received from \_\_\_\_\_, \$ \_\_\_\_\_ in  Cash  Check  Money order

as  Partial or  Full

Security Deposit for residential rental at \_\_\_\_\_ No. \_\_\_\_\_. In the City of \_\_\_\_\_, Minnesota.

Move in date to be \_\_\_\_\_, 20\_\_\_\_ at a rental rate of \$ \_\_\_\_\_. Remaining balance of \$ \_\_\_\_\_ to complete the full deposit payment of \_\_\_\_\_ is due on or before \_\_\_\_\_, 20\_\_\_\_. This deposit is accepted in good faith to hold the aforementioned residential rental unit for \_\_\_\_\_ days up to and including \_\_\_\_\_, 20\_\_\_\_. If application is not accepted by Landlord the deposit will be fully refunded minus the application fee.

Upon your payment of the **full security deposit** it is understood by prospective residents that the residential rental described above is being held "off rent" on good faith that the prospective resident will move in by date specified above. **If payment is provided via check, applicant understands that the check will be immediately deposited.** After approval by management, applicant shall provide their acceptance within 24 hours and schedule a lease signing appointment. If no decision is provided, the property will continue to be marketed for rent and the next approved applicant will have the right to rent the property. Upon approval, should prospective resident fail to sign the lease and/or fail to move in, a daily charge for actual lost rent will be made against the deposit. The charge will start from the time the residential rental was taken "off rent" until Landlord was notified by the prospective residents of their cancellation.

Prospective tenant understands that occupancy is condition upon the prompt removal of the present occupants from the premises and the efficient cleaning and repairs/modifications of the vacant unit. Owner shall not be liable for any damages sustained by prospective tenant due to a delay in occupancy as a result of present occupant's failure to vacate the premises or a reasonable delay in the cleaning and repair/modification of the unit.

By signing below you are stating that you understand the application process and you agree to the requirements for approval. The property owner and Urban Enterprises reserve the right to grant exceptions from the above criteria at their sole discretion. If an exception is made a higher security deposit may be required.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date