



******IMPORTANT IF PAYING BY CHECK******

TWO CHECKS ARE REQUIRED FOR APPLICATIONS:

1. APPLICATION FEES SHOULD BE MADE PAYABLE TO: "NWE MGNT CO."
2. SECURITY DEPOSITS SHOULD BE MADE PAYABLE TO: "NWE"

THANK YOU

Application For Housing

Thank you for your interest in a rental unit with NWE Management Company.

PLEASE NOTE THE FOLLOWING PRIOR TO SUBMITTING YOUR APPLICATION:

- Each adult age 18 or older who will be residing in the unit must complete and sign their own individual application form.
- All applications must be accompanied by payment of the security deposit, plus a Non-Refundable application fee of \$20.00 per application. If you are paying by check, separate checks are required for the security deposit and the application fee. We will not process applications until full payment is made.
- Fully complete and sign the application. We will not process incomplete applications. If multiple applications are being submitted for a housing unit all applications must be turned in before we will begin processing them.
- We will not accept post-dated checks. You must have sufficient funds available in your account when you submit your checks.
- Application fees are **Non Refundable**. Payments for application fees will be processed immediately.
- NWE Management will perform credit and background checks on all applicants. If your application for housing is denied, you will be provided with a statement citing the reason for denial, and your payment for the security deposit will be returned. If you have failed to provide separate payment for the application fee and security deposit in the form of separate checks, your payment will be processed to cover the application fee, and you will be refunded the security deposit by separate check. This may delay your refund.
- When your application has been approved, we will process the payment for security deposit. Should you subsequently decide not to accept the housing unit offered, the security deposited will be forfeited, and we will put the unit back on the rental market.



NWE MANAGEMENT COMPANY
314 FOUNDERS PARK
P.O. BOX 2624
RAPID CITY, SD. 57709
RENTAL POLICY STATEMENT
EFFECTIVE MAY 2006

1. NWE Management is an equal opportunity housing provider . We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, creed or national origin. We also comply with all state and local fair housing laws.
2. Apartment availability policy . Apartments become available on a 30-day notice basis given by the current tenant. A vacant apartment will not be deemed available until it has been cleaned and repairs done as deemed necessary by the property manager.
3. Occupancy guidelines . We allow two persons per legal bedroom.
4. Application process . We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form. You must pay an application fee of \$20.00 per adult, which is non-refundable. You must also pay the Security Deposit at the time you turn in the application. The unit will not be held and the application will not be processed until the application fee and the security deposit have been paid in full and all applications have been received in our office. If you meet our criteria we will approve your application. This process can take from one to two business days to complete. The following criteria will be used to determine if you qualify to rent from us:
 - Rental history/Credit history . We must be able to obtain at least one of the following:
A favorable landlord reference if you have rented in the past.
A favorable credit report. If you have not established any credit, that fact will not count against you in the application process.
 - Criminal history . If you have been convicted of a felony or misdemeanor your application may be rejected per our company policy.
 - Legal age . You must be 18 years old or older to legally sign a lease.
 - Employment / Income . You must provide proof of income or ability to pay rent. Proof of income may include the following, but is not limited to: pay stub, tax return, bank statement, student loan information, child support, disability income, Job offer letter, etc.
 - False or incorrect statements . Any false or incorrect statements made on the application will be grounds for rejection of the application, or if discovered after the lease is signed, such statements may be grounds for terminating the lease.
 - Security Deposit . The security deposit is due at the time of application. Your deposit will be returned to you if you are not accepted as a tenant. Once the application has been received if you change your mind about leasing the unit applied for, your deposit will not be returned to you.
5. Agency disclosure . NWE Management Company is the Landlord/Owner's Agent in all transactions involving management and leasing of the property. We will negotiate on behalf of the owner and act as an advocate for the owner. We may not disclose confidential information without the express authority of the owner.



AUTHORIZATION AND ACKNOWLEDGEMENT

1. I hereby authorize NWE Management Company to obtain information, including but not limited to credit reports, bank information, employment/income information, and/or character reports as deemed necessary to process my rental application.
2. I authorize my employers and references to release such information.
3. NWE Management Company has my permission to release any information I have provided as needed in order to process my application.
4. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction.
5. I hereby acknowledge receipt of the NWE Management Company Rental Policy Statement and understand and agree to its conditions.
6. I understand that the Security Deposit will be refunded to me if the application is disapproved by NWE Management Company.
7. I understand that if I withdraw the application and/or I decide not to take the unit or if I fail to execute the lease by the approved occupancy date the Security Deposit will not be refunded to me and the unit will be put back on the rental market.

Applicant Printed Name

Applicant Signature

Date

Applicant Social Security Number

Date of Birth



NWE MANAGEMENT COMPANY

314 Founders Park Drive • PO Box 2624
Rapid City, South Dakota 57709
Telephone (605) 394-3310
Fax (605) 341-2558

OFFICE USE ONLY
Received by _____
Date _____
Time _____
App fee paid \$ _____
SD paid \$ _____
Cash ___ Ck ___ Other ___

Security Deposit and Non Refundable application fee(s) of \$20.00 per application must accompany application.
All adults age 18 or older that will be residing in the unit must submit an application form.

Address applied for _____ Rent Amount \$ _____ Expected Occupancy Date ___ / ___ / ___
Desired length of lease (check one) 6 mos. _____ 1 year _____

PERSONAL INFORMATION

Applicant Name _____ Home # _____ - _____ - _____
Social Security Number _____ Date of Birth _____ Cell # _____ - _____ - _____
Email Address _____ Drivers License _____ State _____ # _____

1. Current Address _____ Street _____ City _____ State _____ Zip _____
How long have you lived there? _____ From _____ To _____ Rent Amount \$ _____
Landlord's Name _____ Phone # _____ - _____ - _____

2. Previous Address _____ Street _____ City _____ State _____ Zip _____
How long did you live there? _____ From _____ To _____ Rent Amount \$ _____
Landlord's Name _____ Phone # _____ - _____ - _____

First and Last Names and Ages of Everyone Who Will Be Living In This Unit _____

Do you expect any changes in the number of occupants in the next 12 months? ___ Y or ___ N If yes, please explain _____

EMPLOYMENT/INCOME

Employed By _____ Phone _____ - _____ - _____
Employers Address _____ Street _____ City _____ State _____ Zip _____
Position _____ If military, what Squadron _____ Rank _____
Length of Employment _____ years _____ months Monthly Income \$ _____
Other Monthly Income \$ _____ Source _____

OTHER

Have you or anyone who will be living in this unit:
1) Ever been convicted of a crime? ___ Y or ___ N 2) Registered as a sex offender? ___ Y or ___ N 3) Engaged in drug-related criminal activity, methamphetamine use and/or involved in criminal activity that poses a threat to the health, safety or welfare of others? ___ Y or ___ N 4) Been evicted from any rental premises? ___ Y or ___ N If you answered yes to any of these questions please explain _____

Please complete other side before submitting



Applicants Initials _____

