



Dear Owner:

Enclosed is the information pertaining to the leasing of units, as well as the Regency House Application for Residency and Lease Addendum that each renter/tenant must complete. The Regency House Office must receive the completed application, addendum, and copy of the lease at least 30 days prior to the start of the lease. Any proposed change in a unit's occupancy must be submitted to the Board of Directors for approval.

At least 30 days prior to the **end** of the lease, the Unit Owner must notify the office of whether or not the lease will be renewed. Please see the attached Policy on Leasing of Units for more details.

Please note that there is a one-time processing fee of \$150.00 for each Renter Application that is submitted, that will be added to your monthly statement. Please also note that the Regency House bills the owner for all monthly association fees and related charges.

Moving times are 8:00AM to 4:15PM Monday through Friday and 8:00AM to 2:00PM on Saturday. The Freight Elevator is the only elevator that is permitted for use during moving. Advance notice to the office to schedule use of the Freight Elevator is required. The Freight Elevator will not be available for use on Sundays and holidays.

Please contact the office at (414)276-8599 with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Diane Duhig". The signature is fluid and cursive, with the first name "Diane" and last name "Duhig" clearly distinguishable.

Diane Duhig
Manager

929 NORTH ASTOR STREET, MILWAUKEE, WI 53202-3454
OFFICE: (414) 276-8599 FAX: (414) 276-8536



REGENCY HOUSE CONDOMINIUM ASSOCIATION RENTER APPLICATION

Unit Owner: _____ Unit Number: _____
Unit Owner Contact Number: _____ Monthly Rent: _____
Lease Start Date: _____ Lease End Date: _____ Move in Date: _____

APPLICANT SCREENING CRITERIA

- A. Application: We must receive a completed application from each adult seeking to reside in the Unit. If the submitted application contains any omissions which are not satisfactorily explained, we will return the application to the Unit owner.
- B. Personal Identification: A photo ID must accompany the completed application.
- C. Rental History: It is your responsibility to provide us with the information necessary to contact your past landlords. If you owned, rather than rented, your previous home, you will need to furnish mortgage company references.
- D. Income: The amount and stability of your income must be independently verified through pay stubs, tax records or direct employer contact. If you are self employed, tax records and bank records are required. Monthly rent shall not exceed 33% of the applicant's verifiable gross monthly income.
- E. An application will be denied if:
1. Any applicant misrepresents any information on the application. If the misrepresentation is discovered after the application is approved, your occupancy right will be revoked.
 2. Any applicant has been convicted of any type of crime, including manufacture or distribution of controlled substances, which would be considered a serious threat to real property or to the peaceful enjoyment of the premises by other Unit owners.
 3. A credit check of any applicant shows accounts that are not current.
 4. Any applicant has been evicted for late payment of rent or for unacceptable behavior.
 5. Any previous landlord reports a significant level of complaint against any applicant.

I have read and understand the screening criteria and acknowledge receiving copy of the Regency House Condominium Association Rules and Regulations.

Signature

Date

PLEASE TELL US ABOUT YOURSELF (Each adult occupant must complete a separate application.)

Full Name: _____ Other Names Used: _____

Date of Birth: _____ Home Telephone #: _____ Cell Phone #: _____

Social Security Number: _____ Wisconsin Driver's License #: _____

Address: _____ City, State, Zip: _____

E-mail address: _____

Landlord or Lender: _____ Telephone: _____

Amount of Rent or Monthly Mortgage Payment: _____ Length of Residency: _____

Previous Address: _____ City, State, Zip: _____

Landlord or Lender: _____ Telephone: _____

Amount of Rent or Monthly Mortgage Payment: _____ Length of Residency: _____

Has any Landlord ever filed eviction proceedings against you? _____ If yes, please explain: _____

Have you ever been convicted of a non-traffic related criminal offense? _____ If yes, please explain: _____

List anyone else who will occupy the unit:

Name: _____ SSN: _____ Date of Birth: _____

Name: _____ SSN: _____ Date of Birth: _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Employer Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Position Title: _____ Name of Supervisor: _____

How long employed? _____ Monthly Gross Salary: _____ Other Income: _____

Previous Employer Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Position Title: _____ Name of Supervisor: _____

How long employed? _____ Monthly Gross Salary: _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____

Have you ever been evicted from a rental residence? Yes _____ No _____

Have you had two or more late rental/mortgage payments in the past year? Yes _____ No _____

Have you ever refused to pay rent when due? Yes _____ No _____

Banking Accounts:

Name _____ Type of Account _____ Account Number _____

Name _____ Type of Account _____ Account Number _____

Credit Accounts: (auto loans, personal loans, credit cards)

Name _____ Type of Account _____ Account Number _____

Name _____ Type of Account _____ Account Number _____

PLEASE LIST PERSONAL REFERENCES (not an employer or relative)

Name: _____ Phone: _____ Relationship: _____
Address: _____

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Address: _____

AUTHORIZATION AND RELEASE:

I recognize that, as a part of your procedure for processing my application, an investigative report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, mode of living, credit standing, tenant history, banking, and employment.

I hereby authorize any and all third parties (i.e. former landlords, existing and former employers, creditors, credit reporting agencies, law enforcement agencies, etc.) having information regarding me to disclose any and all such information that may be requested with respect to the investigation of my suitability for occupancy. I hereby waive any and all claims, liabilities, or actions which may exist with respect to any such disclosure and forever releases all such third parties from any liability with respect to such claims.

I hereby certify that all the information given above is true and correct, and agree that if any information contained herein or given by any co-applicant is found to be false, this application will be denied and any lease approval granted on the strength of this application may, at the option of the Regency House Condominium Association, be terminated at any time.

Applicant Name (please print)

Applicant Signature

Date



Regency House Condominium Association is committed to providing equal housing opportunities to candidates without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.

ADDENDUM TO LEASE

THIS ADDENDUM TO LEASE, dated as of even date with that certain Lease of Regency House Condominium Unit _____ dated _____ ("Lease") between _____ ("Landlord") and _____ ("Tenant"), incorporates the following terms and provisions into the Lease:

By signing below, notwithstanding anything contained in the Lease to the contrary, Landlord and Tenant acknowledge that:

- (a) Unless otherwise defined herein, words and terms used herein shall have the same meaning as defined in the Amended and Restated By-Laws of Regency House Condominium Association, Ltd.;
- (b) Pets are not permitted in the leased Unit;
- (c) The term of the Lease shall be one (1) year, which may be renewed annually, subject to Board approval;
- (d) Parking and storage facilities are part of the common areas and facilities and their availability to Tenant is at the discretion of the Association;
- (e) The Lease may not be assigned, the Unit may not be sublet, and only the Tenant named above may occupy the Unit;
- (f) The Association has the right to enter the Unit to perform necessary maintenance or repair or to enforce its rights hereunder;
- (g) Each and every Tenant shall abide by the Declaration, the Articles, the By-Laws, and the Rules and Regulations and the Lease is subject and subordinate to the same; and
- (h) Any default arising out of the Tenant's failure to abide by the Declaration, the Articles, the By-Laws, and the Rules and Regulations shall be enforceable by the Association as a third-party beneficiary to the Lease and that the Association shall have, in addition to all rights and remedies provided under the Declaration, the Articles, the By-Laws and the Rules and Regulations, the right to evict the Tenant and/or terminate the Lease should any such violation continue for a period of ten (10) days following delivery of written notice to the Tenant specifying the violation.

LANDLORD

TENANT