




PARK AVENUE OF WAYZATA, INC.  
15210 WAYZATA BOULEVARD, WAYZATA, MN 55391-1439

Click the **download** or **print** icon in upper right-hand corner to complete the application.

### Application Requirements

Download the application Print and complete the attached Application for Lease, Pre-Lease Deposit Agreement and Authorization of Investigation.

**A completed application consists of ALL of the following:**

1. **APPLICATION FOR LEASE & AUTHORIZATION OF INVESTIGATION:** Each prospective tenant 18 years of age or older must submit a completed Application for Lease and Authorization of Investigation:
  - ◆ Individuals must each complete a separate Application for Lease and Authorization of Investigation.
  - ◆ Married couples may complete one joint Application for Lease, but each spouse must complete a separate Authorization of Investigation.

2. **APPLICATION FEE:** There is a **\$40.00 non-refundable application fee** for each applicant.  
*The application fee is reduced to \$20.00 for each adult applicant 18 years of age or older who will be residing with a parent or guardian but will not be responsible for rent payments.*

**Application Fee and  
Pre-Lease Deposit Must  
be Two Separate Checks  
Made  
Payable To  
Park Avenue of Wayzata**

3. **PRE-LEASE DEPOSIT:** A pre-lease deposit of \$400.00 is required.
4. All applicants must sign the Pre-Lease Deposit Agreement. It is not a requirement that all signatures be on the same Pre-Lease Deposit Agreement.
5. **IDENTIFICATION:** Copy of a Valid Driver’s License or Government Issued ID (please cover up photo before copying.)
6. **INCOME VERIFICATION:** Copy of your most recent pay stub. If you will be relocating for a new employment position in Minnesota, please make a copy of the offer letter from your future employer.
7. **Mail the completed paperwork, requested documentation and checks to:**

Lease Processor  
PARK AVENUE OF WAYZATA  
15210 Wayzata Boulevard  
Wayzata, MN 55391

8. Please note that we cannot take the home “off the market” until we receive the completed Application, Authorization of Investigation, Pre-Lease Deposit and Application Fee(s).
9. The typical processing time is 48-72 hours once we receive the completed paperwork and checks.

***Thank you for your interest in our properties and we look forward to working with you!***

**Please fill in the information below and enclose with your paperwork.**

Please check the name of the townhome community where you are applying:

- Fox Forest     
  Saddlewood Park     
  Tanager Creek

Applicant Name(s):	
Estimated Move In Date:	
Address Desired (if known):	
Monthly Rental Rate (if known):	
Leasing Agent (if known):	

Please be advised that this is currently a **Cannabis Smoking/Vaping Prohibited** community.  
 We are transitioning to becoming a fully **Smoke Free** community. All new residents must sign a **No Smoking Addendum** that prohibits smoking or vaping of any substances anywhere on the premises.

## APPLICATION FOR LEASE

*Each prospective tenant 18 years of age or older must submit a separate application.  
 Married couples may complete a joint application.*



**How did you hear about us?** (please check all that apply and circle the source that you first learned about our community)

**INTERNET**

- apartmentguide.com
- apartments.com
- apartmentratings.com
- craigslist.org
- Google

- hotpads
- parkavenueofwayzata.com
- rent.com
- trulia
- zillow

**OTHER**

- Sign/Driveby
- Friend
- Previous Resident
- Other Source:** (please specify) \_\_\_\_\_

**REFERRAL**

- Current Resident \_\_\_\_\_
- Apartment Search by Cort \_\_\_\_\_
- Realtor \_\_\_\_\_

Full Name \_\_\_\_\_ e-mail address: \_\_\_\_\_

Spouse's Full Name \_\_\_\_\_ e-mail address: \_\_\_\_\_

Applicant Phone (\_\_\_\_\_) \_\_\_\_\_ Spouse Phone (\_\_\_\_\_) \_\_\_\_\_

**What is the total number of persons who will occupy the premises:** \_\_\_\_\_ **Total number of persons age 18 or over:** \_\_\_\_\_

**List name and age of all other persons to occupy the premises below.**

Occupant (First, MI, Last) _____	Age _____	Occupant (First, MI, Last) _____	Age _____
Occupant (First, MI, Last) _____	Age _____	Occupant (First, MI, Last) _____	Age _____

**HOUSING HISTORY** (Both current & previous housing information IS required. Phone numbers for mortgage companies are NOT required.)

**CURRENT** Property Management or Mortgage Co: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Renter  Owner  Payment Amount \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

**PREVIOUS** Property Management or Mortgage Co: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Renter  Owner  Payment Amount \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

**RENTAL/CRIMINAL HISTORY** Have you ever: Had an unlawful detainer or eviction notice served on you?  Yes  No

Withheld or refused to pay rent when due?  Yes  No Been sued for damage to rental property or non-payment of rent?  Yes  No

Been charged with or convicted of a felony?  Yes  No Please explain if you answered "yes" to any questions: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Employed by \_\_\_\_\_ Address \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

How long employed? \_\_\_\_\_ Position \_\_\_\_\_ Yearly Gross Income \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Yearly Income \$ \_\_\_\_\_ How long employed? \_\_\_\_\_

Spouse Employed by \_\_\_\_\_ Address \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

How long employed? \_\_\_\_\_ Position \_\_\_\_\_ Yearly Gross Income \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

Additional Employment: Employed by \_\_\_\_\_ How long? \_\_\_\_\_ Yearly Income \$ \_\_\_\_\_ Position \_\_\_\_\_

Other Verifiable Income: Alimony/Support \$ \_\_\_\_\_ Social Security \$ \_\_\_\_\_ Other \$ \_\_\_\_\_



# APPLICATION FOR LEASE (page two)



**VEHICLES** What is the **TOTAL** number of vehicles that will be parked on premises by you, your spouse, or other occupants? \_\_\_\_\_

*List all vehicles that will be parked on the premises by you, your spouse, or other occupants.*

Vehicle 1-Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Vehicle 2-Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Vehicle 3-Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Other Car, Motorcycle, Boat, Recreation Vehicle to be parked on premises: \_\_\_\_\_

*\*All vehicles must be compliant with our Rules & Regulations/Vehicle Policies.*

**ANIMALS** Will there be any animals in the townhome?  No  Yes If yes, how many animals will be in the home? \_\_\_\_\_

Provide description of each animal below:

TYPE OF ANIMAL	BREED OF ANIMAL* (if mixed breed, list the combination of probable breeds)	WEIGHT	NAME

**\*Breed Restriction:** Please reference (or request a copy of) the Pet Policy for a list of breed restrictions for pets.

**OTHER INFORMATION:** The lease agreement states that renter's insurance is required. Do you agree to keep renters' insurance?  Yes  No

Do you have established credit? (car loan, credit cards, etc.)  Yes  No Do you have a Checking or Savings Account?  Yes  No

Emergency Contact (must be someone not living with you) Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

This application may be signed and delivered by facsimile or electronic transmission which shall be as effective as delivery of an original.

A non-refundable application fee of \$40.00 per application is made at this time. I authorize Lessor to obtain a credit report on my behalf as well as investigate my employment, checking/savings account(s), rental/mortgage history and criminal background check. Park Avenue of Wayzata, Inc. is not responsible for findings of others in connection with said credit report or with the contents thereof. If such findings are not satisfactory to Lessor, this lease agreement shall be null and void, and any pre-lease deposits paid herein shall be returned within seven days upon notification that the lease has not been accepted. Confirmation that pre-lease deposits have cleared Lessor's account will be required prior to return of any bank deposited monies.

By signature below, I represent that all of the above statements are true and complete. I understand that any misrepresentation or omission of facts called for is cause for denial of the application, forfeiture of the Pre-Lease Deposit per Minnesota Statute § 504B.173, subd. 4 (b) and/or termination of right of occupancy of all residents and occupants under an existing lease.

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

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent(s) _____	Address Desired: _____	Rent \$ _____	Lease Term: <input type="checkbox"/> 12/ _____
Requested Move In Date _____		Additional Information: _____	



# Pre-Lease Deposit Agreement



Applicant(s) \_\_\_\_\_, by making application and paying monies to Owner in the form of a Pre-Lease Deposit and Application Fee(s) agrees to the following terms regarding the handling of the Pre-Lease deposit. No other oral agreements have been made:

1. **Application Fee:** Applicant(s) have paid the sum of \$ \_\_\_\_\_ as a non-refundable fee for the cost of processing the application(s). The application fee must be a separate check from the Pre-Lease Deposit.
2. **Pre-Lease Deposit:** In addition to the above application fee, the Applicant(s) have deposited the sum of \$ \_\_\_\_\_ in consideration for taking the home off the market while processing the application. The Pre-Lease Deposit is not a security deposit at this time. The Pre-Lease Deposit does not obligate the Owner to execute a lease.
3. **Where The Applicant Is Approved:** We will notify you (or one of you if there is more than one applicant) of the approval. Notification of approval to one applicant is considered notice to all applicants.
4. **Where The Applicant Is Approved With Additional Requirements:** Additional security deposit or a Lease Guarantor may be required for approval. If additional requirements are necessary, we will notify you (or one of you if there is more than one applicant) of the additional considerations required for approval. The Applicant(s) will have 24 hours from the time of notification of the additional requirements to make a decision to accept the terms and proceed with the lease agreement, or withdraw the application and receive a refund of the Pre-Lease Deposit.
5. **Lease Signing:** Applicant(s) agree to execute a written lease agreement upon approval and prior to occupancy of premises, and to comply with all reasonable Rules and Regulations included or as set forth from time to time by Owner of said property. Please provide the email address on the Application through which you prefer to receive communications from us. In particular, we may present our lease documents to you for signature electronically. If we do so, you will receive an email with a link to your lease. An electronic signature is enforceable and replaces traditional pen and paper lease.
6. **Pre-Lease Deposit Will Be Cashed And Credited Towards The Security Deposit** upon approval of Application and receipt of signed lease agreement.
7. **Where The Applicant Is Not Approved:** If the application is not accepted by Owner, for reasons other than Applicant(s) supplying false or misleading information any Pre-Lease Deposits paid herein shall be returned within seven days upon notification that the application has not been accepted.
8. **Where The Applicant Is Not Approved Due To Falsification, Omission Or Misleading Information On The Application:** the Pre-Lease Deposit will be forfeited per Minnesota Statute § 504B.173, subd. 4 (b), which states: a prospective tenant who provides materially false information on the application or omits material information requested is liable to the landlord for damages, plus a civil penalty of up to \$500, civil court filing costs, and reasonable attorney fees.

**THE APPLICANT HAS 72-HOURS FROM THE TIME OF APPLICATION SUBMISSION TO WITHDRAW**

**To withdraw the application:** Notice of withdraw must be received in writing, by dropping off a written notice to the community office, sent via e-mail to [info@parkavenuerentals.com](mailto:info@parkavenuerentals.com) or sent via facsimile to 952-646-3527. Any notification of withdraw or cancellation from one applicant is considered notice from all applicants.

**Failure to withdraw application after 72 hours OR failure to sign the lease agreement after approval.** The Pre-Lease Deposit will be forfeited by applicant(s) as liquidated damages for loss of marketing time while the home was off the market, and the parties will have no further obligation to each other.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Received By: \_\_\_\_\_ Date \_\_\_\_\_  
*Agent for Park Avenue of Wayzata, Inc.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Address Desired \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ rev. 3.15



# AUTHORIZATION OF INVESTIGATION



**Park Avenue of Wayzata, Inc. – 410A**  
**15210 Wayzata Blvd.**  
**Wayzata, MN 55391**

*Please check which townhome community you are applying at:*

- Fox Forest/4105A     
  Saddlewood Park/4110A     
  Tanager Creek/4107A

I authorize **Screening Reports, Inc. (SRI, INC.)** to do a complete investigation of all information provided on this authorization as part of the application screening process. An investigation may include any or all of the following: Social Security Number Verification, Credit Report, Court Eviction and Criminal History Search. I have personally filled in and/or reviewed all information below. I acknowledge that SRI provides reports to property management companies but does not participate in the approval or denial process. I acknowledge that SRI monitors criminal activity and reports it promptly to the community.

## PLEASE PRINT CLEARLY

Last Name of Applicant \_\_\_\_\_  
Suffix (Jr. Sr. etc.) \_\_\_\_\_

First Name of Applicant \_\_\_\_\_

Middle Name of Applicant \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month/Day/Year

Social Security Number: \_\_\_\_\_

Full Street Address: \_\_\_\_\_ Apt # \_\_\_\_\_  
House Number Street Name Direction

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Address: \_\_\_\_\_  
House # Street Name City State Zip

**If you are currently a Minnesota resident, but have lived in Minnesota for less than three years, include the previous out of state address you last resided at:**

Out of State Address: \_\_\_\_\_  
House # Street Name City State Zip

**My signature below authorizes SRI to investigate criminal record information in all states and/or counties of the United States of America.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



## Park Avenue of Wayzata, Inc. Qualification Standards for Prospective Residents



The Qualification Standards is included for your review.  
It is not necessary to return this document with your completed paperwork.

**Park Avenue of Wayzata, Inc. is an equal housing opportunity provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, disability or sexual orientation.**

1. **Rental Application Process:** The rental application needs to be filled out completely and accurately. We will not process an incomplete application. All information provided must be true and correct, as well as verifiable. Any misstatement or omissions made on your application, whether or not discovered before you move into the building, is a ground for denial of an application or termination of an existing tenancy.
2. **Application Fee:** There is a \$40.00 non-refundable application fee for each application. Each prospective tenant 18 years of age or older must submit a separate application (including each spouse if married.) The application fee is reduced to \$20.00 for each adult applicant 18 years of age or older who will be residing with a parent or guardian and will not be responsible for payment of rent.
3. **Occupancy:**  
2 Bedrooms: Maximum of 4 persons (no more than two of these persons may be 18 or over)  
3 Bedrooms: Maximum of 6 persons (no more than three of these persons may be 18 or over)
4. **Identification:** Every adult that will be living in the home is required to provide a valid government issued driver's license or identification card and social security number or Individual Tax Payer Identification Number (ITIN).
5. **International Applicants:** Applicants who are citizens of another country and do not have a social security number must provide (1) a passport and (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country or an I-20 verifying student status. In addition to qualifying under the terms of the Rental Qualifying Standards, international applicants without credit or rental/mortgage payment history in the United States will be required to pay an increased security deposit of one month's rent.
6. **Credit History:** An unsatisfactory credit history is one that reflects past or current bad debts, late payments, liens, judgments or bankruptcies. An unsatisfactory credit history may be a basis for rejection of an application. An additional deposit may be required for applicants that have not yet established or have minimal credit history.
7. **Housing History:** All applicants must provide housing history for a minimum of two years, including name and last known telephone number of each landlord/property manager. Home mortgages can substitute for rental history and the credit report will be reviewed for mortgage payment history. Failure to disclose an address of record in the last two years is cause for rejection of your application. References from a relative, friend or college dormitories are not considered valid.
  - a. In the case of first time renters, Park Avenue of Wayzata, Inc. reserves the right to vary this requirement if all other aspects of the screening appear positive and/or applicant is able to pay an additional deposit or secure a Lease Guarantor.
  - b. The refusal of a past or current landlord to give a reference, or give a negative reference will be grounds for rejection of your application. Other reasons for denial may include a skip or eviction; non-renewal of lease, balance owed to landlord, multiple late payments, unauthorized occupants, property damage, violations of lease terms, conduct disturbing the rights and comforts of other residents, poor housekeeping, collections and/or breach of lease.

## **Qualification Standards for Prospective Residents (continued from page 1)**

8. **Income Requirements:** Household income must be equal to (3) times the amount of monthly rent for the home. To be counted as household income, amounts must be verifiable, reliable, and predictable. Applicants will be required to produce a recent paystub showing proof of income. If applicant has been hired by an employer, but not yet started employment, an offer letter provided on company letterhead stating start date, position and income will be required.
  - a. **Additional sources of Verifiable Income:** If Alimony / Child Support / Social Security / Disability / Financial Aid / Military Housing Allowance are used as income, official documentation indicating amount and frequency of payment must be provided. Child support and alimony payments must be court ordered to count as income.
  - b. **Self Employed:** Such applicants must provide a copy of current (previous year's tax return will be sufficient if current tax return has not been completed) income tax return and the previous two month's bank statements showing deposits.
9. **Criminal History:** A criminal background check will be conducted for each applicant and occupant 18 years of age and older.
  - a. A felony conviction, no-contest plea or serving deferred adjudication for the following shall be grounds for denial of the application: Drug-related offenses (sale, manufacture, delivery or possession); crime/injury to persons (serious injury, abuse, neglect, endangerment, assault, kidnapping, death), sex crimes and/or child sex crimes, animal cruelty, terroristic threats, weapons, property damage, arson, robbery, theft or burglary.
  - b. For any other felony charges, a conviction, guilty plea or no-contest plea, where the disposition, release or parole have occurred within the last seven (7) years shall be grounds for denial of the application.
  - c. The severity of the criminal record reported may also be a basis for denial of the application.
10. **Business Relationship:** The relationship between a landlord and tenant is a business relationship. A courteous and business like attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the home showing and application process that causes management to believe we would not have a positive business relationship.
11. **Approval Process:** Only after reviewing each rental criteria (Income Requirements, Housing History, Criminal History and Credit History) can a decision be made for an approval with the standard deposit, an approval with an additional security deposit and/or Lease Guarantor, or a denial of the application.
12. **Lease Guarantor:** If Park Avenue of Wayzata, Inc. determines that your application may be approved with a Lease Guarantor, we will provide you with a Lease Guarantor application. Guarantors must have perfect, well established credit history with excellent rental or mortgage history and guarantee the entire rental payment for all applicants. Guarantor's gross annual income or savings must meet or exceed five (5) times the annual rental rate. The Guarantor's personal debt and housing payment obligations will also be evaluated to ensure that their income is sufficient to support their own financial obligations and that of the applicant's housing payment. The guarantor must sign all of the required paperwork. The Guarantor application and supporting documents must be received within 72 hours of notification or the application will be terminated and the home will be made available for lease in the open market.
13. **Disclaimer:** Park Avenue of Wayzata, Inc. does not guarantee, warrant or represent that all residents and occupants meet the above criteria due to the length of residency in comparison to when criteria was implemented or amended. Additionally, our ability to verify the information provided by an applicant is limited to the information made available to us from the screening services used.