# Belle Court Apartments

561 Elk Street South, Belle Plaine, MN 55315 (612) 751-9503

<u>LLOYD MANAGEMENT takes great pride in welcoming you to Belle Court Apartments;</u> the newest development in Belle Plaine! We offer 72 - one and two-bedroom apartments.

Each one-bedroom apartment is approximately 648 sq. ft., while two-bedrooms are approximately 918 -1146 sq. ft. All apartments at Belle Court contain one bathroom and all appliances (dishwasher, stove, refrigerator, microwave, washer and dryer) are furnished along with a "Magic Pak" for controlling the unit's heat and central air. There are limited garages available for an additional monthly fee of \$75.

Water, sewer and garbage costs are included in the rent but each resident is responsible to pay their own gas and electric. Average utility costs per month to residents are approximately \$75 - \$100.

**Belle Court** is care-free living with a site manager who will take care of your unit maintenance, care for the grounds, and look after the general needs of your community. Belle Court is a **PET FREE** and **SMOKE FREE** property, meaning no smoking is allowed in the units, garages, or other common areas, and is only allowed in a designated outdoor area.

<u>We are accepting applications at this time.</u> Each unit is limited to no more than two adults and one vehicle per licensed driver.

The first step in securing a unit is to complete the application. Please carefully read and complete the application in its entirety. It is the responsibility of each applicant to provide complete and accurate information. Incomplete or illegible applications will be returned. We will be accepting housing vouchers at this property, if you need more information please contact Scott County.

A security deposit and application fee of \$25 per adult, along with a copy of a valid driver's license for each adult household member, is required before we can begin processing your application. Once your application is received, Lloyd Management will check landlord references and perform a background check that encompasses criminal and credit history. Unit guarantee is based on receipt of security deposit and meeting applicable screening requirements.

Two separate payments in the form of check or money order (made payable to Belle Court Apts) are required with each application. One payment will cover the application fee and will be \$25/adult. The second payment is for the security deposit, which is \$900\*\*\*. All adult household members are required to complete and sign the application and security deposit agreement. THE SECURITY DEPOSIT AMOUNT WILL BE

RETURNED TO YOU IF YOU ARE DENIED FOR ANY REASON. Should you rescind (withdraw) your application for any reason, the deposit will be forfeited.

Eight units have been set aside for income eligible households; please ask for more information if you feel you may qualify. Verification of income is required and another application to verify income must be completed.

Annual gross household income limits for these 8 units are listed below:

Family Size	Income	Family Size	Income
1	\$36,750	4	\$52,450
2	\$42,000	5	\$56,650
3	\$47,250	6	\$60,850

Please call if you have any questions! We hope we can help you make Belle Court your new home.

PO Box 1000 135 W Lind Street Mankato MN 56002-1000

Check out our website: www.lloydmanagement.com



135 West Lind Street Mankato, Minnesota 56001 Toll Free: (888) 625-5573

Online: lloydmanagement.com

## **APPLICATION AGREEMENT**

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease with Lloyd Management. While some of the information may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this application, you will need to review the Application Agreement carefully and acknowledge you accept its terms.

- 1. <u>Lease Information.</u> The Lease terms contemplated by the parties during the application process are not final. Terms, conditions, and any special information must be explicitly noted in the Lease to be valid.
- 2. <u>Application Approval.</u> Our representative will notify you (or one of you, if there are co-applicants) of the Application approval, execute the Lease agreements for signature prior to occupancy, and, once complete, credit the application deposit of all applicants toward the required security deposit.
- 3. <u>If You Fail to Sign Lease After Approval.</u> Unless we authorize otherwise in writing, you and all co-applicants must execute the Lease after your Application is approved. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages and terminate all further obligation to each other.
- 4. <u>If You Withdraw Before Approval.</u> If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about the unit, we'll be entitled to retain all application deposits as liquidated damage, and the parties then have no further obligation to each other.
- 5. <u>Approval/Non-Approval.</u> We will notify you whether your Application has been approved or denied within 14 days after the date we receive a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 14-day time period may be changed only by separate written agreement.
- 6. <u>Refund After Non-Approval or Rejection.</u> If you or any co-applicant is disapproved or denied under Paragraph 5, we'll refund all application deposits within 7 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant. If the application deposit was paid via check and has not yet been deposited, you may request your check be destroyed instead of a refund check being issued.
- 7. <u>Extension of Deadlines.</u> If the deadline for signing, approving, or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 8. <u>Keys or Access Devices.</u> We'll furnish keys and/or access devices on the Lease start date and only after: (1) all parties have signed the Lease and all other rental documents and (2) all applicable rents and security deposits have been paid in full.
- 9. <u>Application Submission.</u> Submissions of a rental application does not guarantee approval or acceptance. It does not bind us to accept the application or to sign a Lease contact.



## APPLICANT SCREENING CRITERIA

<u>Fair Housing Statement</u>. Lloyd Management is an equal housing opportunity & fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

<u>Identification and Application Process</u>. Every person over 18 must give consent to be screened and provide a government issued photo ID. Social Security Number verification may be required for specific housing programs.

<u>Application Requirements</u>. Applications must be filled out completely and accurately. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be verified, this is a reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

<u>Occupancy</u>. The initial maximum number of residents in a unit is equal to two persons per bedroom unless otherwise stated in the property's Resident Selection Plan, where applicable. Each unit is limited to no more than two (2) unrelated or four (4) related adult persons per unit. Lloyd Management defines a related adult person as either a child, dependent, or parent of the head of household. General occupancy standards and any federal, state, or local housing ordinances will supersede this policy.

<u>Housing History</u>. We require the name and last known telephone number of each landlord/property manager for each address you have had for the last three years. Roommate references are not acceptable. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for rejection. In the case of first-time renters, or applicants without prior rental history, this requirement may be varied subject to additional requirements of management.

**Eviction Filings.** Unlawful detainers or evictions within the past five (5) years is a basis for denial of an application.

<u>Criminal History</u>. Applicants who have criminal convictions may be denied. Any crimes associated with drugs, violence, sex, property damage, and/or weapons may be grounds for automatic disqualification. Eligibility is dependent upon the level, disposition, and time since the crime occurred. Open cases for similar crimes may be grounds for denial.

<u>Credit</u>. A credit check will be performed, and the following may be grounds for denial: past due or dishonored debt, the absence of a credit history, unpaid housing accounts, unpaid utility accounts.

<u>Income</u>. Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable.

<u>Business Relationship</u>. The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is under the influence, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.



### **DISCLOSURES**

- 1. Application Fee (May or May Not Be Refundable). You agree to pay an application fee in the amount indicated in paragraph 3. Application fees are non-refundable except in rare instances when an application is submitted but a unit is unavailable and/or we do not run a professional screening report. Payment of the application fee does not guarantee that your application will be accepted. The application fee partially defrays the cost of screening services and administrative paperwork.
- 2. Application Deposit (May or May Not Be Refundable). In addition to any application fee(s), you also agree to pay an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be refunded under paragraph 6 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 3 or 4 of the Application Agreement.
- 3. Security Deposit Cleaning Fee (May or May Not Be Refundable). If the application deposit is credited toward the required security deposit when the Lease has been signed, \_\_\_\_\_ of the deposit may be forfeited at move-out to pay for floor cleaning and/or painting in your unit. To avoid the fee, you may provide Management with a receipt for professional floor cleaning and/or painting services in your unit no sooner that three days before move-out.
- 4. <u>Fees Due.</u> Your rental application will not be processed until we receive your completed rental application (and the completed rental application of all co-applicants, if applicable) and the following fees:
  - a. Application fee (may or may not be refundable): \_\_\_\_\_ (per adult)
  - b. Application deposit (may or may not be refundable):
- 5. <u>Completed Application.</u> Your rental application for Residents and Occupants will not be considered "complete" and will not be processed until we receive the following documentation and fees:
  - a. Completed rental application for each applicant and co-applicant (if applicable)
  - b. Valid government-issued photo identification
  - c. Application fees for all applicants
  - d. Application deposit for the unit
- 6. <u>Notice To or From Co-Applicants.</u> Any notice we give you or your co-applicant is considered notice to all coapplicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
- 7. <u>Screening Services Disclosure to Applicant.</u> Pursuant to MN Statute 504B.173, the tenant screening service that we use is the following:

Rental History Reports 7900 W. 78<sup>th</sup> Street, #400 Edina, MN 55439 (888) 389-4023

Applicant Screening Criteria, upon which the decision to rent to the Applicant is based, will be applied to the information provided in this application and the information gathered from the screening report and/or background check we obtain. If we reject your rental application pursuant to Minnesota Statutes and local laws, we will notify you within 14 days of such rejection, identifying the criteria you failed to meet. We are not obligated to return your application fee or deposit except as provided in MN Statute 504B.173 and local laws.

**8.** Notice Regarding Predatory Offender Information. Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the property is located, or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections Web site at www.corr.state.mn.us.



### **AUTHORIZATION AND ACKNOWLEDGEMENT**

#### **AUTHORIZATION**

I authorize Lloyd Management to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to my Application and Lease with Lloyd Management and to verify, by all available means, the information in this Application, including criminal background information, income and housing history, and other information reported by any state or federal agency (ex: Social Security Administration). I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility and continued participation as a qualified applicant or resident.

<u>Payment Authorization</u>. I authorize Lloyd Management to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

<u>Non-Sufficient Funds and Dishonored Payments.</u> If my check is returned by a bank or other entity for any reason, if any of my credit card or debit card payments are rejected, or if Lloyd Management is unable, through no fault of its own or their bank, to successfully process any of my ACH debit, credit card, or debit card transaction, then:

- 1. I (Applicant) shall pay to Lloyd Management the NSF Charge; and
- 2. Lloyd Management reserves the right to refer the matter for criminal prosecution.

#### **ACKNOWLEDGEMENT**

I certify that all the statements in this Application are true and complete. I authorize Lloyd Management to verify the same through any means. If I fail to answer any question(s) or give false information, Lloyd Management may reject the application, retain all application fees and deposits as liquidated damages for their time and expense, and terminate my right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover all attorney's fees and litigation costs from the losing party. Lloyd Management may at any time furnish information to consumer reporting agencies and other rental housing owners regarding my performance of my legal obligations, including both favorable and unfavorable information about my compliance with the Lease, occupancy rules, and financial obligations.

Applicant Signature	Date
Applicant Signature	Date
Applicant Signature	Date
Applicant Signature	Date
Guarantor Signature	 Date





Lloyd Management, Inc. 135 West Lind Street PO Box 1000 Mankato, MN 56002-1000 Phone: 507.625.5573 Toll Free: 888.625.5573 Fax: 507.388.8452 Lloydmanagementinc.com

# **APPLICANT SCREENING CRITERIA – MODEL 1**

<u>Fair Housing Statement</u>. Lloyd Management is an equal housing opportunity & fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

<u>Identification and Application Process</u>. Every person over the age of 18 must give consent to be screened and provide a government issued photo ID. \*\*\*Social security card may be required to verify identification.\*\*\*

<u>Application Requirements</u>. Applications must be filled out completely and accurately. Any misstatements or omissions made on your application may be grounds for denial.

<u>Criminal</u>. An applicant with the following criminal convictions (including open cases) will be denied:

- Any Felony level criminal convictions within 5 years.
- Any Gross Misdemeanor level criminal convictions within 5 years.
- Two or more Misdemeanor level criminal convictions within 5 years excluding vehicle, traffic, or alcohol related offenses.
- Any application that shows evidence of an OFAC Terrorism or Sexual Predator Registry.

**Credit**. An applicant with the following credit history will be denied:

- Any unpaid non-medical, non-education collections exceeding \$1,000 placed within the last 2 years.
- Any unpaid public record judgement(s).
- Any unpaid utility collection account(s).
- Any unpaid housing collection account(s).

**Housing History.** An applicant with the following housing history will be denied:

- An unlawful detainer, eviction, or money owed to a previous landlord.
- A negative reference from a prior landlord including but not limited to late rent payments, damage to property, poor housekeeping, or pest issues.

<u>Income</u>. Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable.

If you have further questions, you may request a complete copy of our Resident Selection Criteria.



$\left[\frac{L}{M}\right]$	LLOYD

OFFICE USE ONLY
Unit Size Requested
Unit Number
Targeted Move-In Date
Date Received
Time Received

# APPLICATION FOR OCCUPANCY Incomplete applications will be returned

APPLICANT INFORMATION								
Applicant Name (Head of Household): First		Middl		Last				
Address:	ess: Street Address							
Street Address			City	State Zip				
Social Security Number:	Date	e of Birth:	[]M	ale [] Female [] Decline				
Applicant Phone #:	Applicant Phone #: Applicant Email:							
Alternate Phone #:	Alternate	Email:						
Emergency Contact:	household)	Phone		Email				
Primary Language:			Do you require a	n interpreter?[]Yes []No				
How did you hear about this housing? [] Onli								
ADDITIONAL HOUSEHOLD MEMBERS								
List All Other Household Members  First MI Last	Relationship to Head	Date of Birth	Male/Female/ Decline to Answer	Social Security Number				
			[ ]M [ ]F [ ]Decline					
			[ ]M [ ]F [ ]Decline					
			[ ]M [ ]F [ ]Decline					
			[ ]M [ ]F [ ]Decline					
			[ ]M [ ]F [ ]Decline					
			[ ]M [ ]F [ ]Decline					
CURRENT HOUSING STATUS								
How long have you lived at your current address	ss? From:	To:	Is this family	y or a friend?[] Yes [] No				
Name of Owner/Manager:	Phone #:		Email:					
Address:								
Do all adult household members live at this addr	ess?			[]Yes []No				
If NO, include additional adult household's curren	nt address and conta	ct information on	a separate piece of pape	r.				



INCOME	
Do you or any household members, including mi	nor children, currently receive or expect to receive income from the following?
15 Employment	[]Yes []No
If YES, complete the following and include 4 to 6	
Household Member Name	Employer Name, Full Address, & Phone Number
Trouseriora Member Name	Employer Name, Fair / Garess, & Filone Namber
16 Unemployment Renefits or Severance Pay	[]Yes []No
• •	and include a copy of your 12-month benefit payment history.
	Benefits
	and include a copy of a current award letter less than 120 days old.
The letter must be dated by the SS Administration	on.
18. Cash Benefits from the County (Do not inclu	de food or medical support)
If YES, household member name:	If YES, County contact info:
19. Court Ordered Child Support or Alimony (ar	nswer yes even if it is NOT being received)
	and include a printout showing payments received in last 12 months.
This cannot be a ReliaCard printout.	
20 Non-Court Ordered Child Support or Alimo	ny (paid directly from other parent, not through county/state)
	Address:
	e the household (including rent, utilities, groceries, cell phone, etc.)[] Yes [] NoAddress & Phone:
II 123, contact person.	Address & Filone
• •	t, truck driver, delivery services such as InstaCart, DoorDash, etc.)
If YES, household member name:	Date business opened:
23. Regular payments from a pension or retirem	nent plan (PERA, Railroad, etc.)
If YES, household member name:	Company Information:
24 Poquiar payments from an annuity trust, or	insurance policy
	Company Information:
	[]Yes []No
	and include a copy of a current award letter less than 120 days old.
The letter must be dated by the Veterans Admin	istration.
26. Military pay (including allowances)	[]Yes[]No
If YES, household member name:	and include 4 to 6 current, consecutive pay stubs.
27. Worker's Compensation	[] Yes [] No



INCOME (cont.)	
If YES, household member name:	and include 4 to 6 current, consecutive pay stubs.
28. Student Financial Aid in excess of tuition (from p	oublic or private sources; do not include student loans)
If YES, household member name:	Name of School:
29. Any other source not listed above	[]Yes []No
If YES, please specify:	
30. Does any adult member of your household have	e zero income?
If YES, household member name:	





Lloyd Management 135 West Lind Street P.O. Box 1000 Mankato, MN 56002-1000 Phone: (507) 625-5573 Toll Free: (888) 625-5573 Fax: (507) 388-8452 Iloydmanagement.com

#### AUTHORIZATION FOR RELEASE OF INFORMATION

By signing below, I/we am/are certifying that I/we have completed this questionnaire and that the information that I/we have provided is complete and true to the best of my/our knowledge. I/We understand that by providing false information, I/we may be denied housing at this property and may be subject to criminal penalties. By signing this form I/we agree to have all of my/our income, assets, school statuses, and medical expense information verified by the owner or management company that are necessary for the certification process.

I/We have read and understand this application. THIS APPLICATION IS NOT A RENTAL AGREEMENT, LEASE, OR CONTRACT.

I/We hereby authorize the Minnesota Bureau of Criminal Apprehension or other such entity, if checks are conducted outside the state of Minnesota, to disclose all criminal history record information to Lloyd Management or to RHR Information Services, acting on behalf of Lloyd Management, for the purposes of determining my suitability for tenancy. In accordance with the Fair Credit Reporting Act, I/we also authorize the release of any and all credit information for the same purpose.

The information obtained will only be used for determining eligibility and will be kept confidential and not released outside of this scope.

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an application or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

I/We hereby authorize the release of the requested information. Information obtained under this content is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent, attached to a copy of this consent. I/We understand and agree that photocopies of this authorization may be used for the purposes stated above.

#### SIGNATURES OF ALL ADULT HOUSEHOLD MEMBERS ARE REQUIRED BELOW:

Applicant/Resident Signature	Date	Social Security Number			
Applicant/Resident Signature	Date	Social Security Number			
Applicant/Resident Signature	Date	Social Security Number			
This authorization for release of information w	vill expire thirteen (13) months from	the date of signature.			
Lloyd Management does not discriminate on its federally assisted programs and activities.	the basis of disability status in the	admission or access to, or treatment or employment in,			
The applicant required assistance in completing the	e Household Questionnaire due to:				
Assistance was provided by: (Print):	(Sign):	Date:			
Email		Phone:			
HTC Rev 033122					

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135 West Lind Street | Mankato, MN 56001 | 507.625.5573

# **Deposit Agreement**

BELLE COURT APARTMENTS at\_ (property name)

			8	00.00					
On this	Date	Received from	n				4	_toward	the Security
Deposi	t and Carpet Cl	eaning at Unit#	City	BELLE PLAIN	E	State_	MN	Zip	56011
		Unit Security Deports Carpet Cleaning* Increased Deposit ( TOTAL Amount R	if applicable	\$ \$ \$ \$	500.00	Cas	-	ey Order	
renewa EACH	ls and/or extens	hall govern refunds of a sions of the RENTAL U THE FOLLOWING CO	ll deposit (s), NIT LEASE	, including depos	its for any Γ WILL B	and all E REF	l purpose UNDED	es and sh	all apply to AFTER
represe renewa the 60-	ntative prior to l or extension o day notice perio	60 days (as indicated of the ending date of the least of the rental contract, rend, unless owner agrees that the lease as of August	ease term, ren nt shall be pa otherwise in	newal period, or o	extension st day of the	period. he mon	In the e	vent of a	automatic expiration of
1) 2) 3) 4)	end of the monocupancy.  FORWARDIT representative.  CLEANING	I – The full term of the new At time of move-out, onth of any renewal or es that the full rent will not about the full rent will not about the full rent will not about the full rent will refull cleaning instruction	all rents mus r extension l be paid on written copy Please refer t	t be paid in full t period. Residen or before the du of residents fo	hrough the t may no se day of rwarding	e end of t apply each m address	f the least security onth, incomes must l	se term o y deposi- cluding l be left v	r through the t (s) to rent. ast month of with owner's
		DEDUCTIO	ONS FROM	A TOTAL SEC	CURITY	DEPO	SIT		
5) 6)	to complete s Inspection Acc OTHER DED any unpaid su	O CLEAN — If a reside such cleaning shall be ceptance. *Indicates made out of the rental state of the company of the rental scenent to the unit or its	deducted, it eximum charge pection by or al contract, it	including but no ge if deducted. wner's representa	ot limited ative, app	to che	arges in	dicated will be	on <i>Resident</i> deducted for
move-o This de deposit progran A secur	ut. posit will be ret will be returned n. ity deposit rese	at subject to the condition rurned to you, in full, if donly if applicant does rves (takes it off the ma w) your application, the	Lloyd Mana not meet our	gement denies y screening criteri	ou. Mana a and/or to	agemen he inco	t also ag me limita	rees that ations of	this security rental
X			ant .		X	nement			