

Belle Court Apartments

561 Elk Street South, Belle Plaine, MN 55315

(612) 751-9503

LLOYD MANAGEMENT takes great pride in welcoming you to Belle Court Apartments; the newest development in Belle Plaine! Phase I consists of one building with 36 units spread over 3 floors, as well as a site office.

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.

We are accepting applications at this time. 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 \$50 per household, 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 \$600***. **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.

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

Check out our website: www.lloydmanagementinc.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. **Lease Information.** 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. **Application Approval.** 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. **If You Fail to Sign Lease After Approval.** 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. **If You Withdraw Before Approval.** 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. **Approval/Non-Approval.** 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. **Refund After Non-Approval or Rejection.** 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. **Extension of Deadlines.** 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. **Keys or Access Devices.** 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. **Application Submission.** 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

Fair Housing Statement. 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.

Identification and Application Process. 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.

Application Requirements. 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.

Occupancy. 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.

Housing History. 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.

Criminal History. 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.

Credit. 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.

Income. 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.

Business Relationship. 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 than three days before move-out.
4. **Fees Due**. 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. **Completed Application**. 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. **Notice To or From Co-Applicants**. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
7. **Screening Services Disclosure to Applicant**. Pursuant to MN Statute 504B.173, the tenant screening service that we use is the following:

Rental History Reports
7900 W. 78th 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.

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

Non-Sufficient Funds and Dishonored Payments. 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



APPLICANT SCREENING CRITERIA – MODEL 1

Fair Housing Statement. 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.

Identification and Application Process. 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.***

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

Criminal. 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.

Income. 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.





135 West Lind St.
Mankato, MN 56001
(888) 625-5573

Property: _____

FOR OFFICE USE ONLY	
Bldg #/Apt #:	_____
Rent Amt. _____	Dep. Amt. _____
Move-in Date:	_____
Other:	_____

RENTAL APPLICATION – MAX 2 ADULTS

Today's Date: _____ When do you wish to move in? _____ How many bedrooms do you need? _____

Applicant #1: Name (first, middle, last) _____ Date of Birth _____
(mm/dd/yy)

Address _____ City _____ State _____ Zip _____ Phone () _____

Social Security # _____ Email Address _____

Applicant #2: Name (first, middle, last) _____ Date of Birth _____
(mm/dd/yy)

Address _____ City _____ State _____ Zip _____ Phone () _____

Social Security # _____ Email Address _____ Relationship to Applicant #1 _____

OTHER OCCUPANTS RESIDING WITH YOU:

Name	Relationship to Applicant #1	SS#	D.O.B.

LANDLORD REFERENCES/CRIMINAL BACKGROUND:

Applicant #1: Company/Name of Present Landlord/Manager: _____ Rental Period: _____ to _____

Landlord's Street Address _____ City _____ State _____ Zip _____

Phone () _____ Email _____ Rent Amount: _____

Have you ever been evicted or violated your lease? _____ If so, explain, _____

Have you ever been arrested or convicted of a crime? _____ If so, explain, _____

Applicant #2: Company/Name of Present Landlord/Manager: _____ Rental Period: _____ to _____

Landlord's Street Address _____ City _____ State _____ Zip _____

Phone () _____ Email _____ Rent Amount: _____

Have you ever been evicted or violated your lease? _____ If so, explain, _____

Have you ever been arrested or convicted of a crime? _____ If so, explain, _____

AUTOMOBILES:

#1 Make _____ Model _____ Year _____ Lic. No. _____ /St _____ Color _____

#2 Make _____ Model _____ Year _____ Lic. No. _____ /St _____ Color _____

EMPLOYMENT & OTHER INCOME:

Applicant #1: Company Name _____ Contact Person _____
Address _____ City _____ State _____ Zip _____ Phone () _____
Approximate Annual Income _____ Length of Employment _____
Other Income Source _____ Approximate Annual Income _____
(Social Security, Child Support, Alimony, Etc.)

Applicant #2: Company Name _____ Contact Person _____
Address _____ City _____ State _____ Zip _____ Phone () _____
Approximate Annual Income _____ Length of Employment _____
Other Income Source _____ Approximate Annual Income _____
(Social Security, Child Support, Alimony, Etc.)

TOTAL Annual Household Income (Applicant #1 & Applicant #2) _____

IN CASE OF EMERGENCY:

Applicant #1: Contact _____ Phone () _____
Address _____ City _____ State _____ Zip _____

Applicant #2: Contact _____ Phone () _____
Address _____ City _____ State _____ Zip _____

How did you hear about us? Newspaper Signage Lloyd Mgmt Website Other Website Craigslist Other _____

Do you own an animal? Yes No If yes, what type: _____

Before we can process your rental application it is necessary that you provide accurate and complete information.

Resident selection standards: All applications are screened by a member of Lloyd Management staff before acceptance. The following screening criteria will be applied uniformly to all applicants and will form the basis of final acceptance of this application:

1. Criminal background check and credit report
2. Comments from prior landlords
3. Comments from present landlords
4. Comments from other references

Lloyd Management will not discriminate against any person because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, sexual orientation, familial status, or disability.

Applicant hereby understands and represents:

1. That this application is complete and contains all material facts.
2. Applicant hereby gives full authority and permission to verify the information herein with the business and personal references stated.
3. Application represents the statements and information set forth herein are true, correct and complete and understands that Lloyd Management will rely on said information in order to make a decision of whether or not to rent to the applicant.
4. Lloyd Management, at its option, may investigate and verify such information before and after renting to the applicant.
5. Applicant agrees that if he/she rents, such rental may be cancelled by Lloyd Management in the event that any statement or information furnished by the applicant in this application is false.

Applicant #1: _____ Date _____

Applicant #2: _____ Date _____



135 West Lind Street | Mankato, MN 56001 | 507.625.5573

Deposit Agreement
at BELLE COURT APARTMENTS (property name)

On this Date Received from toward the Security

Deposit and Carpet Cleaning at Unit # City BELLE PLAINE State MN Zip 56011

Table with 2 columns: Description and Amount. Rows include Unit Security Deposit (\$500.00), Carpet Cleaning* (\$100.00), Increased Deposit (if applicable), and TOTAL Amount Received (\$600.00). Includes a note about Cash, Money Order or Check #.

This AGREEMENT shall govern refunds of all deposit (s), including deposits for any and all purposes and shall apply to renewals and/or extensions of the RENTAL UNIT LEASE. THE DEPOSIT WILL BE REFUNDED ONLY AFTER EACH AND ALL OF THE FOLLOWING CONDITIONS HAVE BEEN MET and after the appropriate deductions, if any, have been made.

Notice - At least 30 or 60 days (as indicated on your lease) written notice of intent to vacate must be given to owner's representative prior to the ending date of the lease term, renewal period, or extension period.

- 1) FULL TERM - The full term of the rental contract (or any renewal or extension periods) must have ended.
2) RENT PAID - At time of move-out, all rents must be paid in full through the end of the lease term or through the end of the month of any renewal or extension period.
3) FORWARDING ADDRESS - A written copy of residents forwarding address must be left with owner's representative.
4) CLEANING REQUIREMENTS - Please refer to Resident Guide (provided at move-in) section IV. "A Clean Apartment" for full cleaning instructions.

DEDUCTIONS FROM TOTAL SECURITY DEPOSIT

- 5) FAILURE TO CLEAN - If a resident fails to clean, in accordance with the Resident Guide, reasonable charges to complete such cleaning shall be deducted, including but not limited to charges indicated on Resident Inspection Acceptance.
6) OTHER DEDUCTIONS - After inspection by owner's representative, appropriate charges will be deducted for any unpaid sums due under the rental contract, including but not limited to (see #4 and #5 above) damages, repairs or replacement to the unit or its contents.

Management agrees that subject to the conditions listed above, the security deposit will be returned in full at the time of move-out.

This deposit will be returned to you, in full, if Lloyd Management denies you. Management also agrees that this security deposit will be returned only if applicant does not meet our screening criteria and/or the income limitations of rental program.

A security deposit reserves (takes it off the market to any other potential applicant) that unit for you. If for ANY reason, YOU rescind (withdraw) your application, the deposit will NOT BE RETURNED.

X Resident

X Resident

X Management

White - Office

Yellow - Resident