

This is a statement of our rental application and screening policies. This explains our rental occupancy and our requirements for all potential tenants.

1. **Rental Application Process:** The rental application needs to be filled out completely and accurately. We will not process an incomplete application; this includes the payment of all applicable non-refundable application fees. Any material misstatement or omissions, made on your application, whether or not discovered before you move in to the building, is grounds for denial of an application or termination of an existing tenancy. Information must also be verifiable. If information given to us on the application cannot be verified, this is a valid basis for rejection.
2. **Photo Identification:** Every adult that will be living in the apartment is required to complete a rental application and to provide a government issued photo ID.
3. **Screening Services:** Management uses the tenant screening service below:

Rental History Reports
701 5th Street South
Hopkins, MN 55343
(952) 545-3953
4. **Lease Paperwork and Payments:** Applicants approved for occupancy will not be entitled to an apartment until they sign all the lease paperwork and pay a security deposit and any rent required at the time of signing. Management requires that its forms of lease paperwork, and any applicable addenda or rules, be signed.
5. **Occupancy:**
Efficiency/Studio: Maximum of 1 person
1 Bedroom: Maximum of 2 persons
2 Bedroom: Maximum of 4 persons
(no more than (2) of these persons may be 18 or over)
3 Bedroom: Maximum of 6 persons
(no more than (3) of these persons may be 18 or over)
6. **Minimum Income:** Household income must be equal to 3 times the amount of monthly rent for the apartment. To be counted as household income, amounts must be verifiable, reliable and predictable. Income received from temporary jobs or unemployment is not considered to be verifiable, reliable and predictable.
7. **Housing History:** You must provide the name and last known telephone number of each landlord/property manager for each address you had for the last three (3) years. Roommate references are not acceptable. Failure to disclose an address of record in the last three (3) years is cause for rejection of your application. Positive rental references are one of the most important things management looks at in screening applicants. The refusal of a prior landlord to give a reference, or a negative reference, will be grounds for rejection of your application. In the case of first time renters, young people, students, or new immigrants to the United States, Hornig Companies 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 pay an amount for advance rent. We may also vary this requirement for prior homeowners.
8. **Eviction Filings:** Unlawful Detainer or eviction case history will be checked. Eviction actions within the past three (3) years for rent, or Unlawful Detainer action in the past six (6) years for other reasons, may be basis for rejection of your application.
9. **Credit References:** Bank and credit references will be checked. An adverse bank or credit reference or the absence of credit may be grounds for rejection of an application. A bankruptcy or adverse credit report within the last twelve (12) months is grounds for rejection.
10. **Criminal History:** Management will screen for criminal history. Criminal history may be a basis for rejection of an application.
11. **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 if verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays attitude at the time of the apartment showing and application process that causes management to believe we would not have a positive business relationship.
12. **Additional Requirements for Pets:** Certain pets may be allowed in select buildings. An additional pet deposit of \$200.00 per pet (maximum of two [2]), is required plus meeting all requirements of management for consent for a pet. This may include but is not limited to an additional monthly charge per month. (Except for animals used to accommodate the disabled.)
13. **Equal Opportunity:** Hornig Companies is an equal opportunity housing provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, age, disability, affectional preference, or status with respect to receipt of public assistance. Hornig Companies will make reasonable modifications in rules, policies, practices, or services when accommodations may be necessary to afford a disabled person equal opportunity to use and enjoy housing. If you wish to request a reasonable accommodation, please contact us at the address below. If you feel you have not been treated fairly in any way or have been discriminated against in any way by an agent or employee of Hornig Companies, please contact us at the address below. We will promptly investigate and respond to any concern that we have not followed the fair housing laws.