



A & A Professional Property Management
1402 W Rapid St
Rapid City, South Dakota 57701
605-341-7761

*****APPLICATION FEE*****
Non-refundable

\$45 single applicant
\$90 joint applicants

To bring with your Application Checklist:

- Completed Application
- Photo IDs for all adults
- Application Fee
- Security Deposit
- Proof of Income
- Housing Papers

Security Deposit and Application Fee must be paid SEPARATELY
with Cashier's Check or Money Order

RENTAL POLICY STATEMENT

1. **We are an equal opportunity housing provider.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. All applications must be accompanied by payment of the security deposit, plus a Non-Refundable application fee. We will not process applications until full payment is made and properties are held with the deposit and application on a first come first serve basis.
3. You must provide us with the source of income for the intent of paying rent. Please provide proof of income. (ie: pay stubs, social security award letter, proof of child support)
4. False or incorrect statements made on the application may be grounds for denial.
5. You must be 18 years of age or older to apply.
6. If you are at least 18 years of age and do not have rental history, you may be able to qualify if you have a third party guarantee the lease. The guarantor must also fill out an application and pass. They will remain on the lease through the initial term.
7. We allow 2 persons per legal bedroom.
8. A&A will check rental history and verify income to determine approval or denial. If you are denied the security deposit will be refunded back to you. **If you change your mind after you submit your security deposit we reserve the right to forfeit up to all of your deposit.**
9. If you have been convicted of a crime, felony or misdemeanor, approval will be based on the owner of the property's discretion. Be honest on your application.
10. Proof of renter's insurance must be provided at lease signing.
11. If you are using Pennington County Housing, you understand that you must turn on utilities in your name prior to inspection, and you will be required to move in within 24 hours of the unit passing inspection. Signature _____

Agency Disclosure: A&A Professional Property Management work on behalf of the owner and will act as an advocate for the owner. We may not disclose confidential information without the express authority of the owner.



PROFESSIONAL PROPERTY MANAGEMENT
1402 W Rapid St
Rapid City, South Dakota 57701
Office: 605-341-7761 or Fax: 605-737-7961

DATE: _____ SCREENING FEE _____ DEPOSIT _____ RENT _____
PROPERTY APPLYING FOR: _____

Please Tell Us About Yourself:

Tenant Name: _____ Soc. Sec. #: _____ DOB: _____

Co-tenant: _____ Soc. Sec. #: _____ DOB: _____

Names of Children & Ages: _____

Pets (Number & Kind): _____ **(Deposit Required)** Other Occupant: _____

Phone #'s: _____

E-mail: _____

PLEASE GIVE US LAST 3 RESIDENCE HISTORY:

Applicant:

Current Address: _____ City/State: _____ Zip: _____

Moved in Month: __ Year: __ Move out Month: __ Year: __ Reason for moving: _____

Owner or Agent: _____ Phone #: _____

Previous Address: _____ City/State: _____ Zip: _____

Moved in Month: __ Year: __ Move out Month: __ Year: __ Reason for moving: _____

Owner or Agent: _____ Phone #: _____

Previous Address: _____ City/State: _____ Zip: _____

Moved in Month: __ Year: __ Move out Month: __ Year: __ Reason for moving: _____

Owner or Agent: _____ Phone #: _____

Residence History Continued.....

Co-Applicant:

Current Address: _____ City/State: _____ Zip: _____

Moved in Month: ___ Year: ___ Move out Month: ___ Year: ___ Reason for moving: _____

Owner or Agent: _____ Phone #: _____

Previous Address: _____ City/State: _____ Zip: _____

Moved in Month: ___ Year: ___ Move out Month: ___ Year: ___ Reason for moving: _____

Owner or Agent: _____ Phone #: _____

Previous Address: _____ City/State: _____ Zip: _____

Moved in Month: ___ Year: ___ Move out Month: ___ Year: ___ Reason for moving: _____

Owner or Agent: _____ Phone #: _____

EMPLOYMENT INFORMATION:

Applicant: _____ Full time _____ Part time _____ Student _____ Unemployed

Employer: _____ Phone #: _____ Occupation: _____

Salary \$: _____ Per: _____ Other Income: _____

Co-Applicant: _____ Full time _____ Part time _____ Student _____ Unemployed

Employer: _____ Phone #: _____ Occupation: _____

Salary \$: _____ Per: _____ Other Income: _____

Your Vehicle(s) Make/Model: _____ **Year:** _____ **Tag #:** _____ **State:** _____

Give the Names, Addresses, and Phone #'s of at least 3 Family members (Different Locations):

	Name	Address	City/State	Phone #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

	<u>Applicant</u>	<u>Co-Applicant</u>
Have you ever been evicted?	Yes....No	Yes....No
Have your wages ever been garnished?	Yes....No	Yes....No
Have you ever been convicted of a Crime?	Yes....No	Yes....No
If yes, please explain _____		
Do you now owe Pennington County Housing money?	Yes....No	Yes....No
Do you now owe Black Hills Power & Light money?	Yes....No	Yes....No
Do you now owe Montana Dakota Utilities money?	Yes....No	Yes....No
Do you now owe the Water Department money?	Yes....No	Yes....No

This application is subject to acceptance by the owner and execution of a lease or rental agreement and is offered without respect to race, color, creed, sex, or national origin.

Applicant (signature): _____ Co-applicant (signature): _____
 Date: _____ Date: _____

I, Mary L. Riss as property manager for said listed property shall disclose that I am representing an individual owner of the property. I am a licensee of the SDRE Commission.

I hereby authorize A & A Professional Property Management & Nagel Process Services to contact previous landlords and references listed to obtain the following:

LANDLORD REFERENCES, CRIMINAL BACKGROUND CHECK, INCOME VERIFICATION, and UTILITY COMPANIES.

I hereby certify that the above information is correct and understand that any false or incorrect statements made will be grounds for denial of this application.

The deposit is due with this application along with a \$45.00 (per person), **NONREFUNDABLE**, money order application fee. Processing of this application will not begin and residence will not be held until both are paid.

I UNDERSTAND THAT IF I CHANGE MY MIND, MY DEPOSIT IS NOT REFUNDABLE.

Applicant (signature): _____ Date: _____
 Co-applicant (signature): _____ Date: _____

How did you hear about us? _____

CRIME FREE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

Resident, any members of the resident's household or a guest or other persons affiliated with the resident:

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C.802])
2. Shall not engage in any act intended to facilitate criminal activity.
3. Will not permit the dwelling unit to be used for, or to facilitate criminal activity.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance or marijuana as defined in SDCL 22-42, at any locations, whether on or near the dwelling unit premises.
5. Shall not engage in any illegal activity, including prostitution as defined in SDCL 22-23-1, criminal street gang activity as defined in SDCL 22-10-14, threatening, intimidating or stalking as prohibited in SDCL 22-19A, assault as prohibited in SDCL 22-18, or the unlawful discharge of firearms as determined in SDCL 22-14-7 on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage, as defined in SDCL 22-34.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease under SDCL 43-32. Unless otherwise provided by law, proof of violation shall not require a criminal conviction but shall be a preponderance of the evidence.
7. Resident agrees the Manager or Owner may use any police generated report as direct evidence without objection in any court action, including but not limited to eviction.
8. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern
9. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Manager or Owner and Resident.

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Resident Signature	Date	Resident Signature	Date
Property Manager/Owner's Signature		Date	
Property address			