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APPLICATION CRITERIA

Thank you for your interest in a Trikin Properties managed home. An important component of the management process is to maintain a thorough screening process. Below are our **Minimum Requirements**. **MEETING THE MINIMUM REQUIREMENTS LISTED BELOW DOES NOT GUARANTEE ACCEPTANCE.** Applications must be completed in full by all residents 18 years of age or over. **A property's applicants will be reviewed as a whole and not as individual applicants.** The application fee is nonrefundable. Multiple applications for a specific property or unit will be processed on a first come, first served basis.

Fees

- \$45 per adult application fee (\$20 in Wisconsin)
- All adults over 18 must apply and qualify

Criminal

- No felony convictions in the last ten years involving drugs or violence. It must be ten years since any time served. A criminal background check will be completed as a part of the application process.

Credit

- Current judgments will be calculated as reduced income
- Minimum credit score:
 - 1 Applicant: 550
 - 2 Applicants: Average must be at least 570
 - 3+ Applicants: Average must be at least 580
- No outstanding judgments to any other property management company of owner
 - If there are 3+ applicants, no more than 1 applicant may have an outstanding judgement to any other property management company of owner. If 1 applicant does have an outstanding judgement, then we would require a double security deposit.

Income

- Applicants must have a combined provable income of at least 2.5x the rent. If three (3) or more applicants, then provable income of at least 3.25x the rent.
- Must provide current pay stubs showing year to date income or an offer letter from new employment

Residential History

- No evictions or UD's in the last two years
 - If 3+ Applicants, no more than 1 Applicant may have an eviction or UD in the last two years. If 1 Applicant does have an eviction or UD in the last two years, then we would require a double security deposit.
- Verifiable good residential history for the last 12 months

All residents over the age of 18 and co-signors are equally responsible for rent and condition of the premise.

Trikin Properties 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, status with respect to receipt of public assistance or status as a victim of domestic violence, dating violence, sexual assault or stalking.

WEICHERT, REALTORS® - Trikin Properties is independently owned and operated.

Rev. November 28, 2017



LEASE POLICIES, PROCESSES & DISCLOSURES

Weichert Realtors - Trikin Properties is an authorized agent of the property owner and represents them as their property management company.

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 attitude at the time of the apartment showing and application process that causes management to believe we would not have a positive business relationship.

First Month's Rent & Security Deposit

- Once an applicant is approved, they must provide the first month's rent along with security deposit. This will be due within 3 business days after acceptance, unless other means are approved by management.
- Lease will be drafted and sent for signatures after first month's rent and security deposit have been received.
- If move-in date is within 14 days of receipt of first month's rent and security deposit, then said payment must be in guaranteed funds, i.e. cashier's check or money order.
- If move-in date is after the first of the month, then prorated rent will be applied to the second month's rent.

We will continue to show and accept applications until the above mentioned is received. The unit will not be considered rented and off the market until first month's rent, security deposit, any applicable pet or flat utility fees and signed lease have been received. If the abovementioned items are not received within the 3 business day period, we may proceed to lease the premise to any other accepted applicants.

If any information applicants provide to us is found to be incorrect, invalid, misleading, fraudulent, etc., we reserve the right to cancel acceptance, void Lease, and return first month's rent, security deposit, any applicable pet or flat utility fees.

Pet Policy

The following pet policy applies to properties that accept pets. Not all properties accept pets.

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- Non-Refundable Pet Fee of **\$200** and a **\$200** Pet Administrative fee for one (1) pet, both due with security deposit. For each additional pet, there will be **\$30** added to both the Non-Refundable Pet Fee and the Pet Administrative Fee.
- Monthly Pet rent of **\$35** per pet per month.
- Maximum number of pets allowed is equal to the number of bedrooms + 1, with an absolute maximum of **3** (a studio shall be treated the same as a 1 bedroom in regard to this policy). Excluding aquariums less than 1 gallon in capacity.
- Any pet staying on premises for more than a 24 hour period must be disclosed to management (pet fees/rent may apply)
- Failure to disclose pets will result in lease violations, a fee of **\$300** and potential revocation of permission to keep pet(s) on premise. Multiple violations may result in a 60-day notice to vacate property
- Akitas, American Pit Bull Terrier, American Staffordshire Terrier, Chows, Doberman Pinschers, Mixed Wolf Breeds, Pit Bulls, Presa Canario, Rottweilers and other breeds determined to be dangerous will not be accepted. We also do not allow puppies and kittens less than 1 year old without express written permission.
- Other pets including but not limited to reptiles, birds, fish, gerbils, etc. may be considered on a case by case basis.
- All local ordinances regarding pets; including but not limited to pet control, pet restrictions, number of pets, etc. shall be in effect. In some cases, these local ordinances may override rules mentioned in this policy.

Lease Policies

- All residents 18 and older, along with any co-signor(s) are equally responsible timely payments of rent and all applicable fees, regardless of arrangements between roommates.
- If lease is not renewed or tenant does not give 60-day notice to vacate at lease end date, then lease is automatically transferred to a Month to Month lease.
- If lease is month to month:
 - A written notice is required at least 60 days prior to the intended termination date.
 - A lease must end on the last day of the month, unless approved by management.
- If tenant breaks their lease, at least a 60-day written notice is required.
 - Written notice must be given at least 60 days prior to the intended termination date.
 - Lease must end on the last day of the month, unless approved by management.
 - Resident(s) will be charged a Lease Break Fee equal to **two (2) month's rent**, due with 60-day notice.
 - If ended November, December, January or February, subject to the Winter End Lease Fee. *The Break Lease Fee and Winter End Lease Fee are separate fees and both may be applied if applicable.*
 - Resident(s) will be responsible for all rent until the termination date of lease stated on notice to vacate.

- If a resident ends their lease (whether breaking a lease or Month to Month) in November, December, January or February, there will a Winter End Lease Fee. This fee is due with the 60-day notice. The lease termination date must still be the last day of the month, unless approved by management.

The Winter End Lease Fee Shall be determined by the lease termination date:

- **November = 120% of monthly rent**
 - **December = 100% of monthly rent**
 - **January = 80% of monthly rent**
 - **February = 60% of monthly rent**
- Residents may add or remove roommates during their tenancy.
 - When adding roommates, all new roommates must apply and be approved.
 - If removing a roommate, any roommates staying, must still meet the minimum requirements to rent from Weichert Realtors – Trikin Properties.
 - A \$100 fee will be due for each roommate that is either added or removed from a lease.
 - Any reimbursement of funds between the former tenants and current tenants regarding the security deposit, is to be settled between the current tenants and vacating tenants.
 - Some properties require a Furnace Filter Addendum. This addendum explains our furnace filter policy along with \$10 per month fee for replacement filters to be sent to your home.

AS-IS Policy

- Residents acknowledge that they will accept the premise in as-is condition. Any work to be completed will only be honored if in writing and signed by both potential residents and management, not including cleaning of the interior of the premise.