

Date: 12/2009

To: The Landings Town home Owners

Re: Renter's Application

The following is the procedure to run criminal background checks for all adults over 18 that are applying to rent a town home in The Landings association community. Please read through this information very carefully and make sure you understand all of the information.

- 1) Have applicant/s fill out and application from ACT Management. Copy the applicant's photo ID.
- 2) Unit Owner must complete the fax cover sheet and fax or send with the completed application/s and copy of applicant's Photo ID to 763-445-2114. **Note: applications will only be processed if the application is completed, signed and accompanied with copy of the photo ID.**

Each person over 18 years of age, complete their own application form and provide ID including married couples. Please note that relatives of an owner are not excluded from back ground checks.

- 3) The town home owner is responsible to pay for the applicant fee to The Landings; however it is up to the owner if the applicant is charged the fee. ACT Management Company will charge the townhouse units account for the application fee/s. The applicant fee must be paid with the following month's association dues, if the fee is not paid with in 30 days, there will be a late fee assessed to the account of \$25.00.
- 4) Price guide:

**COMPLETE REPORT    \$45.00 - adult MN only    \$55 - adult MN & other states**

**Includes criminal report and the following:**

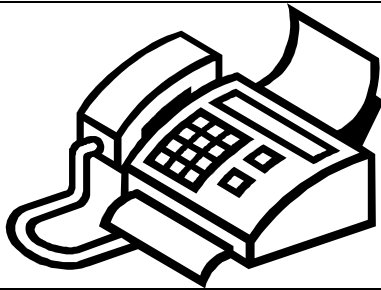
**Verify Rental History**

**Verify Employment**

**This is a non-refundable fee. Each person must complete an application form and provide a copy of their ID.**

- 5) The owner will receive a copy of the report by fax or mail. The Landing's association will not approve owner's renting to applicant's with any of the following criminal records:
  - a. Felony within the last 10 yrs
  - b. Crime against a person within the last 7 years
  - c. Crime against property within the last 7 years
  - d. Drug Offenses within the last 7 years
  - e. Multiple arrests
- 6) An association approval or denial letter will be sent to the town house owner. **If the cover sheet is marked**, a copy of the report and approval or denial letter will be sent to the applicant.
- 7) After the association has approved the applicant. If the owner chooses to rent to the applicant, a rent lease must be signed and a copy of the lease must be given to ACT within 30 days. All new renters must be give a copy of the Landings rules and sign a statement that have received them and agree to follow them. Statement attached.

8) If there are any questions please contact ACT Management at 763-593-9770.



## A facsimile

**To: ACT Management**

Application Fax number: 763-445-2114

**Date:**

**Regarding:** Renter Application

**Pages:**

**Include**

- APPLICATION/S
- COPY OF ID/S

**Comments:**

**List number**

- **REPORT** \_\_\_\_\_ **\$45.00 - MN** \_\_\_\_\_ **\$55.00 – MN & Other states**  
Includes criminal report and the following:  
Verify Rental History  
Verify Employment

**Townhouse Address :**

Return the Renter's Report and Approval/Denial Letter to:

Name :

Address:

Contact Number:

Option:

Send copy of report and letter to applicant : \_\_\_\_\_YES \_\_\_\_\_NO

*This must be signed and returned to ACT Management along with a copy of the signed lease agreement.*

**The Landings**  
**Renter’s Rule Agreement**

I have received a copy of the Landings Rules and I understand everyone that lives with me and my guest are subject to follow the rules and respect the neighbors. I am responsible for my family and guests while they are at The Landings. Violating the rule can result in fines and possible eviction.

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**Address**

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**Renter’s Signature      Date**

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**Owner’s Signature      Date**