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 Complete Management Services
 PO Box 465
 Mound, MN 55364
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 Ph: 612-998-3034/612-251-3223

APPLICATION FEE \$37.00 per adult/\$42.00 for out-state applicants

Office Use Only			
BUILDING ADDRESS: _____ APT.# _____ REFERRED BY _____			
LEASE DATES: FROM _____ TO _____ MOVE IN DATE: _____ LEASING AGENT _____			
MONTHLY RENT\$ _____ GARAGE\$ _____ DEPOSIT DATE: _____ DEPOSIT AMT.\$ _____			
APPLICANT LAST NAME		FIRST	MIDDLE
HOME PHONE	CELL PHONE		EMPLOYER PHONE
SOCIAL SECURITY # OR INS #	DATE OF BIRTH	DRIVERS LICENSE # AND STATE:	
PRESENT ADDRESS		CITY	STATE ZIP
UNIT #	FROM TO	RENT \$	LANDLORDPROPERTY NAME & PHONE NUMBER
PREVIOUS ADDRESS		CITY	STATE ZIP
UNIT#	FROM TO	RENT \$	LANDLORD/PROPERTY NAME & PHONE NUMBER
PRESENT EMPLOYER		PHONE #	POSITION DATES
ADDRESS		PART/FULL TIME	SUPERVISOR SALARY
OTHER INCOME/SOURCE		PHONE #	CONTACT AMOUNT
ADDITIONAL OCCUPANTS			EMERGENCY CONTACT NAME & NUMBER
VEHICLE INFORMATION: LICENSE # YEAR: MAKE & MODEL:			
Have you filed bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:	Have you ever been evicted or asked to move? <input type="checkbox"/> YES <input type="checkbox"/> NO Have you ever refused to pay rent? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE A LEGAL RIGHT TO BE IN THE UNITED STATES? <input type="checkbox"/> Yes, I am a citizen. <input type="checkbox"/> Yes, I have valid documentation from the U.S. Dept. of Immigration and Naturalization (INS) that allows me to be in the country. <input type="checkbox"/> No
<p>How did you find out about the property you are applying for?(if internet, please list website) _____</p> <p>I authorize Complete Management Services and Multihousing Credit Control(MCC) to investigate my criminal history, residential, employment and income history, bank and credit history for the purpose of housing and/or employment. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records; county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I / We understand that failure to complete this form completely and truthfully may result in denial of the application and/or forfeiture of deposit. This authorization is for this transaction only and continues in effect for one (1) year unless by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.</p>			
Signature _____		Date _____	



Thank you for applying for the property located at _____.

Complete Management Services (CMS) works for many owners/investors on finding them qualified applicants for their rental properties. The owner of the property is the person who ultimately decides to accept or deny an applicant based on the completed report.

Examples of Application Denial:

- Felonies or Misdemeanors
- Unpaid evictions
- Lack of income (3-times the monthly rent is generally the requirement)
- Drug charges
- Poor rental history
- Credit score below 500

Each owner will look over the report provided through us but completed by Multihousing Credit Control:

MCC GROUP INC.

10125 CROSSTOWN CIRCLE #100

EDEN PRAIRIE, MN 55344

LOCAL (952) 943-0649 * TOLL FREE (800) 328-6205

Once completed, results are forwarded to the owner of the property for which you are applying. They will make a decision to accept or deny an applicant based on the entire background results. Owners can choose to make an exception and sometimes do so with additional deposit required, letter of explanation, etc.

Each background check includes credit, criminal, rental history and employment verification.

I understand that by applying for this rental property my application fee, whether accepted or denied, is non-refundable. I also understand that if I am denied, I am entitled to contact MCC for a copy of my report.

Applicant name - printed

Applicant signature AND date

CMS agent processing the application