



## Screening Criteria

In order to be considered for residency, applicants shall be 18 years of age or older (or a legally emancipated minor) and meet the minimum screening criteria stated below:

- Income-Total gross income shall be 3 times the amount or rent. If less than 3 times an applicant may be considered with a qualified cosigner.
- Credit-A credit rating of 600 or higher is required for at least one person in the household. A score lower than 600 may be considered with a qualified cosigner or an additional security deposit. Negative incidents noted on credit reports may be grounds for denial of an application.
- Criminal History-Applicants with a felony will not be considered for residency. Gross and petty misdemeanors will be reviewed and may be grounds for denial of an application. Applicants with dependents in the household with a record of offenses listed above may be denied.
- History-Applicants shall provide verifiable address history for the past 3 years. Applicants with a history of late payments, evictions, non-renewals, unlawful detainers, etc. may be denied residency. Applicants with a verified housekeeping problem or with a history of property disturbances will be denied. Applicants with no verifiable address history or less than six months may be considered with qualified guarantor.
- Photo Identification-All adults applying for residency are required to provide a valid government photo identification. Acceptable identification includes: personal driver's license, state-issued photo identification card, passport or other government issued photo identification.
- False Information-Any applicant found to have knowingly falsified, misrepresented or withheld any information on an application will be denied residency.

Belcastle Management does not discriminate based on race, color, religion, national origin, familial status, sex, or disability. Our policies comply with the Equal Housing Opportunity Act and other similar state and local laws.

Acknowledgement: I have read the above information and fully understand its contents.

Printed Name: \_\_\_\_\_ Apartment # applied for \_\_\_\_\_

Signature: \_\_\_\_\_

# BELCASTLE MANAGEMENT

BISMARCK'S PREMIERE AND LUXURY APARTMENTS COMPLEXES

## Rental Application

*Separate application*

*required from each applicant age 18 or older.*

Thank you for allowing us to provide your new apartment home. In addition to the completed application please provide the following:

1. A copy of a government-issued Photo ID.
2. Documentation of 1 month's income
3. Please be sure you have signed the last page of the application. Without your signature we cannot run the credit and background checks.

A non-refundable fee of \$35 is required for each application. Only personal checks or moneys will be accepted. No cash will be accepted for payment for application fees, security deposits or rent.

Date received \_\_\_\_\_

Credit check fee \$35

<b>This section to be completed by landlord</b>		
Address of Property to Be Rented: _____		
Rental Term: [ <input type="checkbox"/> ] month to month [ <input type="checkbox"/> ] lease from _____ to _____		
<b>Amounts Due Prior to Occupancy</b>	First month's rent	\$ _____
	Security deposit	\$ _____
	Credit-check fee	\$ _____
	<b>TOTAL:</b>	\$ _____

**Applicant Full Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Social Security Number:** \_\_\_ - \_\_\_ - \_\_\_ **D.O.B** \_\_\_/\_\_\_/\_\_\_ **Driver's License Number/State:** \_\_\_\_\_

\_\_\_\_\_ **Vehicle make:** \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

License plate number/State: \_\_\_\_\_

\_\_\_\_\_

Monthly gross income : \_\_\_\_\_



Unit Applying For: \_\_\_\_\_ Apt Number: \_\_\_\_\_

**Additional Occupants - List** any occupants under the age of 18, who will live with you:

Full Name	Relationship	D.O.B.
_____	_____	____-____-____
_____	_____	____-____-____
_____	_____	____-____-____

**Rental History** Current Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ Dates lived at

address: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Landlord/Manager:

\_\_\_\_\_ Landlord/Manager's phone: \_\_\_\_\_ Rent: \_\_\_\_\_

Months / Years lived there \_\_\_\_\_

**Miscellaneous**

Have you ever: Been evicted? [ ] yes [ ] no

Been convicted of a crime? [ ] yes [ ] no

Been convicted of a sexual offense [ ] yes [ ] no

Explain any "yes" listed above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References and Emergency Contact**

Personal Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Contact in Emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Source: Where did you hear about us? Newspaper \_\_\_\_\_ online website: \_\_\_\_\_

Referral \_\_\_\_\_ other: \_\_\_\_\_

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords, criminal background check, income verification and personal references. I give permission for the landlord or its agent to obtain a consumer report about me for the purpose of this application, to ensure that I continue to meet the terms of the tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose.

CAPITOL APARTMENTS – 1800, 1814, 1818, 1820 East Capitol Ave, Bismarck, ND 58501

BELCASTLE APARTMENTS—1830 & 1834 East Capitol Ave, Bismarck, ND 58501

BOULDER APARTMENTS—2112 & 2113 Grimsrud Drive, 940 W Turnpike Ave, Bismarck, ND 58501

CITADEL APARTMENTS-119 Irvine Loop, Bismarck, ND 58504

OFFICE: 119 Irvine Loop, Bismarck, ND 58504  
(Manager e-mail: [MANAGER@belcastle.com](mailto:MANAGER@belcastle.com))

Phone: 701-223-6580  
[www.belcastle.com](http://www.belcastle.com)

\_\_\_\_\_

\_\_\_\_\_

Applicant

Date