

## Proud To Be A Smoke Free Property

Apartment Address: \_\_\_\_\_ Unit No: \_\_\_\_\_  
 Lease Term: \_\_\_\_\_ To \_\_\_\_\_ Pro Rated Dates: \_\_\_\_\_ To \_\_\_\_\_  
 Rent: \_\_\_\_\_ Parking Fee: \_\_\_\_\_ Agent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check No: \_\_\_\_\_

Utilities not included in the rent are electric, internet, cable, and hot water in Heather Valley LLC.

High Point Woods Apartment Homes  
1 High Point Oaks Lane Madison, WI 53719  
Phone: (608) 833-6776  
Fax: (608) 833-5173  
Email: [highpoint@halanger.com](mailto:highpoint@halanger.com)

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

You must name each household member that will occupy the unit at the time of move-in and throughout the term of the lease.

Name of Person: (First, Middle, Last)	Birth date:	Adult or Minor:	Social Security No:	Drivers License No.:	State:
1. _____	_____	_____	_____ - _____ - _____	_____	_____
2. _____	_____	_____	_____ - _____ - _____	_____	_____
3. _____	_____	_____	_____ - _____ - _____	_____	_____
4. _____	_____	_____	_____ - _____ - _____	_____	_____

Do you expect to have any additions to the household within the next 12 months? (If Yes Name & Relationship): \_\_\_\_\_  
 Do you have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please list \_\_\_\_\_  
 Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever paid rent late: (If Yes Please Explain) \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever refused to pay rent: (If Yes Please Explain) \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been evicted or asked to leave: (If Yes Please Explain) \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

Do you owe past due rent or other monetary obligations to your current or previous landlord: (If Yes Please Explain) \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

Have you, or any other person named on this application, ever been convicted of a crime related to disturbance of neighbors, destruction of property, drug-related criminal activity, violence to persons / property, felony or other convictions? \_\_\_\_\_ YES \_\_\_\_\_ NO (If Yes Please Explain): \_\_\_\_\_

Present Address: \_\_\_\_\_ Apt No: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Landlord Address: \_\_\_\_\_ Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Lease Term: \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Fax No: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt No: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Landlord Address: \_\_\_\_\_ Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Lease Term: \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_ Fax No: \_\_\_\_\_

Place Of Employment: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
How Long Have You Been Employed Here: \_\_\_\_\_ To \_\_\_\_\_ Hourly/Salary Pay: \_\_\_\_\_  
Name Of Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_ Occupation: \_\_\_\_\_

Place Of Employment: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
How Long Have You Been Employed Here: \_\_\_\_\_ To \_\_\_\_\_ Hourly/Salary Pay: \_\_\_\_\_  
Name Of Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_ Occupation: \_\_\_\_\_

Please note Additional Income Sources \_\_\_\_\_ Amount \$ \_\_\_\_\_

Make _____	Year _____	Color _____	Model _____	License Plate # _____	State _____
Make _____	Year _____	Color _____	Model _____	License Plate # _____	State _____
Make _____	Year _____	Color _____	Model _____	License Plate # _____	State _____

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Address: \_\_\_\_\_

Receipt of non-refundable application fee in the sum of \$\_\_\_\_\_ is hereby acknowledged. This applicant consents to a routine inquiry of references, credit agencies, and public records. This inquiry will provide applicable information concerning the applicant's character, credit worthiness and reliability. At applicant's request, landlord will advise if a credit report is requested and the name and address of the credit reporting agency. While it is landlord's policy to process applications within 3 days whenever possible, applicant agrees the landlord shall have up to twenty-one calendar days from the acceptance of the earnest money deposit to approve or deny the rental application, as allowed under ATCP 134.05 (2). Applicant acknowledges receipt of a copy of this application with reverse side disclosures as part thereof, which may be applicable. THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE LANDLORD OR AGENT. FALSE, INACCURATE OR INCOMPLETE INFORMATION MAY RESULT IN THE REJECTION OF THIS APPLICATION OR TERMINATION OF TENANCY AT ANY POINT. PLEASE MAKE SURE ALL INFORMATION IS COMPLETE, ACCURATE AND TRUTHFUL.

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

# LANDLORD DISCLOSURES & REQUIREMENTS

Items one through ten are required of a landlord/agent by the State of Wisconsin and all items are required by the City of Madison prior to entering into a rental agreement with a tenant and/or prior to accepting earnest money or a security deposit. Other governmental jurisdictions may have additional laws and regulations that apply.

**TENANT/APPLICANT ACKNOWLEDGES HAVING BEEN ADVISED:**

- 1. A receipt for money collected has been given tenant (see reverse).
- 2. That copies of the proposed lease and rules and regulations of the landlord have been made available to tenant for inspection.
- 3. Of the name and address of the person authorized to receive rent, manage and maintain the premises who can readily be contacted and an owner or agent with an address within the state authorized to receive and receipt for notices and demands and at which service of process can be made in person (see reverse).
- 4. Tenant has seven days after the beginning of tenancy to inspect the dwelling and notify landlord of any damages or defects existing prior to the beginning of tenancy.
- 5. Of utility charges not included in the rent (see reverse).
- 6. Of the following uncorrected building and housing code violations, for which the landlord has received notice from code enforcement authorities and which affect the entire premises (in the City of Madison) or, only the dwelling unit and common areas (State of Wisconsin):  

None
- 7. That the premises contain the following conditions adversely affecting habitability: None .
- 8. Not less than seven (7) days after the start of the tenancy, tenant may request, in writing, that landlord provide tenants with a list of physical damages or defects, if any, charged to the previous tenant's security deposit.
- 9. Landlord promises to repair, clean, or improve the premises as follows by the completion dates noted: \_\_\_\_\_
- 10. Security deposits may be withheld only for tenant damage, waste or neglect of the premises or the nonpayment of rent, utility services or mobile home parking fees for which the landlord becomes liable and other reasons specifically and separately negotiated and agreed to by the tenant in writing in the document entitled: "Nonstandard Rental Provisions"

**THE FOLLOWING APPLY TO THE CITY OF MADISON ONLY**

- 11. That a copy of notice of eligibility for rent abatement, if any, which affects the rental unit or common areas has been provided to the tenant.
- 12. That the occupancy limit imposed on the dwelling unit is: see attached.
- 13. That the zoning district in which the dwelling unit is located is PUDFIP.
- 14. That the definition of "family" pursuant to 28.03(2), Madison General Ordinances is as follows: " A family is an individual or two or more persons related by blood, marriage, or legal adoption living together as a single housekeeping unit in a dwelling unit, including foster children, and not more than four (4) roomers except that the term "family" shall not in R1, R2, R3, R4A and R4L residence districts include more than one roomer except where such a dwelling unit is owner occupied. In any residential district a family may consist of two adults and the minor children of each. Such a family may not include any roomers except when the dwelling is owner occupied. For the purpose of this section "children" means natural children, grandchildren, legally adopted children, stepchildren, foster children, or a ward as determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or a physical or mental disability, need assistance with activities or daily living shall be considered part of the "family". Such services may include personal care, housekeeping, meal preparation, laundry or companionship."
- 15. That the off-street parking requirements of the dwelling unit pursuant to 28.11 Madison Ordinances is at least one (1) except in the "central area" as per section 28.07(1)(g) of the Madison Ordinances.

Applicant Initials: \_\_\_\_\_

**THE HIGH POINT WOODS APARTMENTS, LLC,  
HEATHER VALLEY, LLC, &  
HIGH POINT MEADOWS, LLC  
STATEMENT OF RENTAL POLICY**

**EQUAL-HOUSING  
OPPORTUNITY:**

High Point Woods Apartments, LLC is an equal opportunity provider. High Point Woods does not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin, and all other protected classes under state and local laws.

**AVAILABILITY:**

Fully completed applications for apartment homes will be accepted on a first-come, first served basis and subject to availability of apartment type requested.

**RENTAL  
APPLICATIONS:**

Rental applications are to be completed by each applicant. Any omissions or falsifications may result in rejection of an application or termination of a lease.

**SMOKE FREE  
PROPERTY:**

High Point Woods Apartment Homes is a Smoke Free Community. This includes, but is not limited to, apartment interiors, lobbies, community rooms, hallways, laundry rooms, stairwells, enclosed parking facilities, pool area, parking lots, patios and balconies.

**QUALIFICATIONS**

In order to approve an applicant for residency, the applicant consents to a routine inquiry of references, credit agencies, and public records. This inquiry will provide applicable information concerning the applicant's character, credit worthiness, and reliability.

**Credit Check:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at High Point Woods. An unsatisfactory credit report is one which reflects current bad debts, unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be informed of the reason for the rejection and the name, address and telephone number of the credit reporting agency from whom the information was obtained. The applicant will not be told of the content of the credit report. An applicant rejected for unsatisfactory credit will receive a copy of their credit report.

**Criminal Convictions/Current Drug Use:** Management will deny residency at this property to anyone having a criminal history that bears a substantial relationship to tenancy, such offenses may include but are not limited to the following:

- a. Disorderly conduct involving disturbance of neighbors;
- b. Disorderly conduct involving destruction of property;
- c. At least two or more misdemeanor drug-related convictions related to the manufacture, delivery or sale of a controlled substance or any drug-related felonious criminal activity;

(Statement of Rental Policy, cont.)

- d. Criminal activity involving violence to persons such as murder, child abuse, sexual assault, battery, aggravated assault, assault with a deadly weapon;
- e. Criminal activity involving violence to or destruction of property, such as arson, vandalism, theft, burglary, criminal trespass to a dwelling;
- f. At least two or more civil ordinance violation (forfeiture) convictions within a twelve (12) month period for violations relating to disturbance or neighbors or injury to persons or property;

It is our aim to ensure that this apartment community is a drug-free zone. The use and sale of controlled substances will not be tolerated. The owners of this property have zero tolerance for all drug related offenses as per Sec. 823.113, Wis. Stats. In accordance with the Federal Fair Housing Act, if an applicant is currently receiving treatment for addiction to a controlled substance, the applicant will not be rejected based on this treatment for addiction to a controlled substance, however, he/she must be acceptable as a tenant in all other respects, including the above-mentioned criminal history criteria.

**Income/Employment:** As a part of the prospective resident screening process, landlord uses a minimum income standard. Applicants must have a gross income of three (3) times the rent for which they are applying. When applicants do not meet this requirement, they may obtain a co-signer. Acceptable forms of income provide proof of reliable, demonstrable evidence of actual ability to pay. In the event an applicant is self-employed or retired, written verification of two years' income must be provided. If an application is denied based solely on failure to meet the minimum income standards, applicant shall be informed by landlord as to the reason for denial in writing.

**Residence:** Positive rental history for the previous two-year period, from someone not related to the applicant must be provided. All residence histories must show a prompt payment history with sufficient notice-to-vacate given. We will deny an application if an eviction has ever been filed or if an adverse housing reference is given.

**SUBLETTING:** Subletting is prohibited without the prior written consent of management.

**FEES:** High Point Woods does require an application fee for the verification of employment verification, housing verification, credit verification, and criminal background check. Fees may apply for re-writing leases due to changing roommates at any time during your lease term.

**SECURITY DEPOSITS:** To make a general apartment reservation or to reserve a specific apartment, a \$20.00 application fee is required. The application fee is non-refundable

(Statement of Rental Policy, cont.)

**RENTAL  
PAYMENT:**

The monthly rent is due on or before the first day of each month. There will be an automatically billed late charge penalty of \$30.00 for all rent paid after the fifth of the month. All returned checks will be assessed a \$30.00 NSF service charge plus applicable late charges and must be replaced with a cashier's check or money order.

**OCCUPANCY  
POLICY:**

One bedroom apartment home: two individuals maximum.  
Two bedroom apartment home: not to exceed four individuals, with two unrelated adults maximum. Three bedroom apartment home: not to exceed three adults or up to six individuals with family status. Occupancy of any apartment home is restricted to those persons named in the lease.

**ROOMMATES:**

Each roommate is fully responsible for the entire rental payment and each must execute the lease and all other addendums.

**VEHICLES:**

Two vehicles will be permitted per apartment home. Three bedroom apartments allow no more than three vehicles, one per driving adult. No more than two vehicles (three for three bedrooms) and no boats, trailers, Commercial vans, campers and motorcycles are permitted to be parked on the property at any time without the written consent of management.

**WATER  
FURNITURE:**

Waterbeds and aquariums are permitted with advanced written consent from the landlord, and written verification that the resident has renter's insurance coverage including waterbeds or aquariums, as applicable.

**PETS:**

High Point Woods accepts cats in an apartment home. Pets are prohibited without the prior written consent and knowledge of Management. A Pet Addendum must be signed by the Landlord and Tenant. Maximum two cats per apartment. Additional deposit may be required for cats. Cats must be neutered or spayed.

**DISCLAIMER:**

All square footage listed on printed materials is approximate. Changes may have occurred during construction resulting in slight discrepancies between floor plans and actual apartment sizes.

# APARTMENT LEASE

This lease of the apartment identified below is entered into by and between the Landlord and Tenant (referred to in the singular whether one or more) on the following terms and conditions:

Tenant: \_\_\_\_\_ Landlord: The New High Point Woods Apartments LLC  
 \_\_\_\_\_ Agent for maintenance, management: High Point Woods LLC  
 \_\_\_\_\_ 1 High Point Oaks Lane  
 \_\_\_\_\_ Madison, WI 53719  
 \_\_\_\_\_ (608) 833-6776

Agent for collection of rent: High Point Woods LLC  
 1 High Point Oaks Lane  
 Madison, WI 53719

Building address:

\_\_\_\_\_ (Street)  
 High Point Woods LLC  
 Madison  
 (City, village/town)

Agent for services of process: High Point Woods LLC  
 1 High Point Oaks Lane  
 Madison, WI 53719

Dane Wisconsin  
 (County) (State)

Apartment number: \_\_\_\_\_

Lease term: \_\_\_\_\_

First day of lease term: \_\_\_\_\_ Last day of lease term: \_\_\_\_\_ @ NOON

Apartment: \$\_\_\_\_\_ per month Other: \_\_\_\_\_ \$\_\_\_\_\_ per month

Payable at High Point Woods, 1 High Point Oaks Lane, Madison, WI 53719 on or before the first day of each month during the term of this lease.

Utility charges, other than telephone, cable, internet, are included in the rent, except: Electricity which Tenant shall pay promptly when due. If charges not included in the rent are not separately metered, they shall be allocate on the basis of: N/A

Special conditions: lease addendum attached hereto and made a part hereof. Rent is due and payable the first day of each month. An additional late fee of \$30.00 will be charged if rent payments are not received on or before the fifth day of the month. A \$30.00 fee will be assessed for NSF checks, plus applicable late fees. If one NSF check is received, then future payments will have to be made in the form of a cashier's check or money order.

Tenant is required to fulfill the entire lease term. This lease shall not renew and is only for the term stated. Tenants must notify landlord in writing at least 60 days before lease expiration date of intentions to sign a renewal lease or vacate the premises.

Tenant shall not assign this lease nor sublet the premises or any part thereof without the prior written consent of Landlord. If Landlord permits an assignment or a sublease, such permission shall in no way relieve Tenant of Tenant's liability under this lease. Sublessee must go through High Point Woods application process prior to move-in.

Upon execution of this lease Tenant paid a security deposit in the amount of \$\_\_\_\_\_ to be held by High Point Woods L.L.C. If the person holding the security deposit is a licensed real estate broker, acting as agent, it shall be in the broker's trust account. The deposit, less any amount withheld, will be returned in person or mailed to Tenant's last known address as provided in Wis. Stat.s. 704.28 (4). If any portion of the deposit is withheld, Landlord will provide an accompanying itemized statement specifically describing any damages and accounting for any amount withheld. Failure to return the deposit or provide a written accounting within 21 days will result in the waiver of any claim against the deposit. The reasonable cost of repairing any damages caused by tenant, normal wear and tear excepted, will be deducted from the security deposit. Tenant has 7 days after the beginning of the lease term to notify Landlord in writing of damages or defects in the premises; no deductions from tenant's security deposit shall be made for any damages or defects of which notification is given.

Lessor and Lessee agree that Lessor may provide any of the following documents to Lessee by electronic means.

1. A copy of the rental agreement and any document related to the rental agreement.
2. A security deposit and any documents related to the accounting and disposition of the security deposit and security deposit refund.
3. A promise made before the initial rental agreement to clean, repair, or otherwise improve any portion of the premises.
4. Advance notice of entry under 704.05(2).

Nothing in the lease documents should be construed to relieve the Lessor from liability for property damage or personal injury caused by negligent acts or omissions of the Lessor, or to impose liability on the Lessee for personal injury arising from causes clearly beyond the Lessee's control, or for property damage caused by natural disasters or by persons other than the Lessee or the Lessee's guests or invitees.

Tenant agrees to vacate the premises at the end of the lease term or the extended lease term, and promptly deliver the keys to Landlord.

Landlord may enter the premises at reasonable times and with 24 hour advance notice with or without Tenant's permission to inspect the premises, make repairs, or to comply with any applicable law or regulation. 12 hour notice will be given to show the premises to prospective tenants. Landlord may enter with less than 24 hour advance notice upon specific consent of Tenant. No advance notice is required for entry in a health or safety emergency or where entry is necessary to preserve and protect the premises from damage in tenant's absence.

If Tenant shall abandon the premises before the expiration of the lease term, Landlord shall make reasonable efforts to re-lease premises and shall apply any rent received, less costs of re-leasing, to the rent due or to become due, on this lease, and Tenant shall remain liable for any deficiency. If Tenant is absent from the premises for three successive weeks without notifying Landlord in writing of such absence, Landlord, at Landlord's sole option, may deem the premises abandoned.

Landlord initials: \_\_\_\_\_

Tenant(s) initial(s): \_\_\_\_\_

PARTIES

APARTMENT ADDRESS

TERM

RENTALS

UTILITIES

SPECIAL CONDITIONS

RENEWAL OF LEASE TERM

ASSIGNMENT SUBLETTING

SECURITY DEPOSIT

ELECTRONIC MEANS

LIABILITY

VACATION OF PREMISES

LANDLORD'S RIGHT TO ENTER

ABANDONMENT BY TENANT



Move In/ Move Out Inspection Checklist

Current Tenant Information: Address (Street) \_\_\_\_\_ (Apt # ) \_\_\_\_\_

Tenant Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This check in form must be returned to the management office within **7 days** post move in.  
Please fill out the following table, each box must contain one of the following:  
If item is in acceptable/working condition-box contains “x” or left blank.  
If item is damaged or in need of repair-describe in writing (If item is not applicable - write “N/A”)

ITEM	Check-In Condition	Check-Out Condition	ITEM	Check-In Condition	Check -Out Condition	ITEM	Check-In Condition	Check -Out Condition
<b>Kitchen</b>			<b>Bathroom 1</b>			<b>Bedroom 1</b>		
Refrigerator			Sink			Floor		
Disposal			Vanity top			Walls/Ceiling		
Sink			Cabinet			Doors		
Cabinets			Drawers			Lights		
Drawers			Toilet			Ceiling Fan		
Countertop			Shower/Tub			Wind Screen		
Floor			Tile/Caulk			Blinds		
Wall/Ceiling			Floor			Other		
Lights			Lights			<b>Bedroom 2</b>		
Stove/Oven			Fan/Vent			Floor		
Dishwasher			Walls/Ceiling			Walls/Ceiling		
Hood or Fan			Towel Rack			Doors		
Microwave			Other			Lights		
Blinds			<b>Bathroom 2</b>			Ceiling Fan		
Other			Sink			Wind Screen		
<b>Intercom</b>			Vanity top			Blinds		
<b>Dining Room</b>			Cabinet			Other		
Floor			Drawers			<b>Bedroom 3</b>		
Lights			Toilet			Floor		
Ceiling Fan			Shower/Tub			Walls/Ceiling		
Wall/Ceiling			Tile/Caulk			Doors		
Other			Floor			Lights		
<b>Living Room</b>			Lights			Ceiling Fan		
Floor			Fan/Vent			Wind Screen		
Lights			Walls/Ceiling			Blinds		
Wall/Ceiling			Towel Rack			Other		
Blinds			Other			<b>Patio/Balcony</b>		
Fireplace			<b>Washer</b>			<b>Smoke Alarm</b>		
Patio Door			<b>Dryer</b>			<b>AC</b>		
Other			<b>Closets</b>			<b>Locks-Door</b>		
<b>Hallway</b>			<b>Storage</b>			<b>Locks-Window</b>		

**Move In:**  
Disclosures: The Landlord or its agents have made no express or implied promises to redecorate or improve the apartment – unless expressly written into the lease agreement. The below signed tenant(s) has inspected and knows the condition of the apartment and its equipment, and accepts the apartment in a decent, safe, and sanitary condition. This form is required to verify the pre-existing damage/condition of your apartment. Charge amounts made from Security Deposits are outlined in the Rules and Regulations Addendum.

Tenant \_\_\_\_\_ Date \_\_\_\_\_      Tenant \_\_\_\_\_ Date \_\_\_\_\_  
Tenant \_\_\_\_\_ Date \_\_\_\_\_      Tenant \_\_\_\_\_ Date \_\_\_\_\_

Move In Form Received by HIGH POINT WOODS L.L.C. (Name) \_\_\_\_\_ Date \_\_\_\_\_

**Move Out:** Tenant's Forwarding address: \_\_\_\_\_  
Street Address City State Zip

Tenant Signature: Tenant \_\_\_\_\_ Date \_\_\_\_\_      Tenant \_\_\_\_\_ Date \_\_\_\_\_  
Tenant \_\_\_\_\_ Date \_\_\_\_\_      Tenant \_\_\_\_\_ Date \_\_\_\_\_

Move Out Inspection Conducted by HIGH POINT WOODS L.L.C. (Name) \_\_\_\_\_ Date \_\_\_\_\_