



## Morrow Home Community

331 S. Water St. Sparta, WI 54656

Phone: 608-269-3168

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# Application for Employee Apartment

Morrow Home Community requires an application to be on file prior to any potential applicant being considered for housing in our employee apartments and is subject to apartment availability and application approval. The accepted application shall remain on file for a period of 1 (one) year from date of submission. If the written application remains on file over one year, the potential applicant is required to update the financial information in order to keep the application in an accepted status.

This application will be part of the Lease Agreement and **must** be completed in its entirety. Morrow Home and its extensions affords equal treatment and access to its facilities and services for all persons without unlawful discrimination due to race, color, religion, sex, age, national origin, ancestry, or disability.

**All information is held in confidence.**

- Each adult applicant (18 years of age or older) must complete an application.
- Incomplete applications will not be considered.
- Your application will be denied if you misrepresent any information in this application.
- Please print legibly.
- Proof of Identification is required.
- Documents can be emailed to [apts@morrowhome.org](mailto:apts@morrowhome.org) or via paper copy to Human Resources.

### Applicant Information:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
First Middle Last

Current Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Alternative Government ID Number: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

How did you hear about Morrow Home?

- |                              |                                |                                    |                                |                                    |
|------------------------------|--------------------------------|------------------------------------|--------------------------------|------------------------------------|
| <input type="radio"/> Friend | <input type="radio"/> Relative | <input type="radio"/> Own Research | <input type="radio"/> Website  | <input type="radio"/> Social Media |
|                              | <input type="radio"/> Poster   | <input type="radio"/> Brochure     | <input type="radio"/> Radio Ad | <input type="radio"/> Other        |

## Employment History:

*Please provide at least 2 years of history.*

Most Recent Previous Employer: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Supervisor's Number: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Date Started: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Supervisor's Number: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Date Started: \_\_\_\_\_

Other sources of income you want Morrow Home Community to consider:

Source of income: \_\_\_\_\_ Monthly amount: \_\_\_\_\_

Source of income: \_\_\_\_\_ Monthly amount: \_\_\_\_\_

Source of income: \_\_\_\_\_ Monthly amount: \_\_\_\_\_

## Residence History:

*Please provide at least 2 years of history.*

Current landlord/mortgage company: \_\_\_\_\_

Telephone: \_\_\_\_\_

I owned / rented the property.

Monthly rent/mortgage payment: \_\_\_\_\_

Move in date: \_\_\_\_\_ Move out date: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous landlord/mortgage company: \_\_\_\_\_

Telephone: \_\_\_\_\_

I owned / rented the property.

Monthly rent/mortgage payment: \_\_\_\_\_

Move in date: \_\_\_\_\_ Move out date: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

## Personal References:

*Include contact information below and/or attach signed referrals to application. You may also attach other supporting document such as a renter resume or cover letter.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

**Smoking**

Do any of the potential occupants smoke?    Yes    No

**Emergency Contact Information:**

In case of emergency, please contact: \_\_\_\_\_

Relationship to me: \_\_\_\_\_ Phone: \_\_\_\_\_

**Vehicle Information:**

List any vehicles you'll park on the premises.

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

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

**Please answer these additional questions:**

Have you ever been evicted?    Yes    No

If yes, please provide a brief explanation:

Have you ever broken a lease?    Yes    No

If yes, please provide a brief explanation:

Have you ever been convicted of a crime?    Yes    No

If yes, please provide a brief explanation:

Have you ever declared bankruptcy?    Yes    No

If yes, please provide a brief explanation:

**Authorization:**

Applicant authorizes the verification of all statements and information provided in this application including rental history, current and previous employment and income, bank and credit account details and any other relevant information necessary to evaluate this application. Applicant hereby authorizes Morrow Home Community to verify all of the information in this application and obtain consumer credit reports on the above listed applicant.

If Applicant has provided any false or incomplete information in this application, Morrow Home Community may reject this application and/or terminate the lease agreement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Morrow Home designee signature: \_\_\_\_\_