

# D & D Enterprises

of Winona, LLP



113 East Sarnia  
Winona, MN 55987  
(507) 429-6410

Every occupant over the age of 18 **MUST** fill out a separate application (even if married).  
Please fill out this form **COMPLETELY**, sign where indicated and return with security deposit.

Managed by D & D Enterprises and owned by:  
 D&D Enterprises     DDV Apartments  
 VIP Apartments     Other

## PERSONAL INFORMATION

First Name (no nicknames)	Middle	Last	
Date of Birth	Driver's License#	State	Email
Phone#	<input type="checkbox"/> Cell <input type="checkbox"/> Home	Phone#	<input type="checkbox"/> Home <input type="checkbox"/> Work
Present Home Address		City / State / Zip	
Length of Time at Address	Present Landlord	Landlord Phone	
Reason for Leaving	Amount of Rent	Is your present rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Previous Home Address		City / State / Zip	
Length of Time at Address	Previous Landlord	Landlord Phone	
Reason for Leaving	Amount of Rent	Was rent up to date when you left? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## PROPOSED OCCUPANT(S) (list all - use separate sheet of paper if needed)

Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age

## PROPOSED PET(S) NO DOGS - ADDITIONAL DEPOSIT FOR CAT(S)

Name	Type/Breed	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Age
Name	Type/Breed	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Age

## VEHICLE(S) INFORMATION

Year	Make	Model	Color	Plate#	State
Year	Make	Model	Color	Plate#	State

## EMPLOYMENT / INCOME

Primary Employer:		Occupation	Hours/Week
Address		City / State / Zip	Year Employed
Current Income \$ _____	<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	Phone #:	Supervisor:
Secondary Employer:		Occupation	Hours/Week
Address		City / State / Zip	Year Employed
Current Income \$ _____	<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	Phone #:	Supervisor:
Other Income \$ _____	<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	Source:	

# EMERGENCY CONTACT INFORMATION

Emergency Contact	Phone	<input type="checkbox"/> Cell <input type="checkbox"/> Home	Phone	<input type="checkbox"/> Work <input type="checkbox"/> Home
Relationship	Address		City / State/ Zip	

# APPLICANT QUESTIONNAIRE / AUTHORIZATION

Has applicant ever been sued for bills? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has applicant ever been locked out of their apartment by the sheriff? <input type="checkbox"/> YES <input type="checkbox"/> NO
Has applicant ever been bankrupt? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has applicant ever been brought to court by another landlord? <input type="checkbox"/> YES <input type="checkbox"/> NO
Has applicant ever been guilty of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has applicant ever moved owing rent or damaged an apartment? <input type="checkbox"/> YES <input type="checkbox"/> NO
Has applicant ever broken a lease? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the total move-in amount available now (rent and deposit)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you or household occupant require special housing needs? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain in detail on a separate piece of paper and attach.	

All information is true, accurate and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented.

Applicant authorizes the landlord to contact past and present landlords, employers, credit bureaus, neighbors and any other sources deemed necessary to investigate applicant.

Applicant authorizes landlord to perform a computerized credit, background and criminal check for purposes of evaluating validity of application.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A COPY OF THIS FORM.

Applicant understands this application is a legally binding rental agreement between the applicant(s) and landlord pending approval of applicant's application.

Further applicant understands that if agreement is breached, deposit is forfeited and will be retained by landlord. This application will be retained whether approved or not.

Applicants understand that security deposit is payable at the time this application form is submitted for consideration. If not approved deposit will be returned to applicant.

By providing the above information and signing below, I acknowledge that I have reviewed, understand and agree with all terms as stated on this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Return completed application with check for security deposit to David Volkmann, 109 Main Street, Winona, MN 55987. Phone (507) 429-6410

**OFFICE USE** Application Rec'd \_\_\_/\_\_\_/\_\_\_ Deposit Rec'd \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Check# \_\_\_\_\_ Approved  Declined   
 Application for unit \_\_\_\_\_ Apt# \_\_\_\_\_ Rent \$ \_\_\_\_\_ Term \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_

## Credit & Background Check Process

Once you have returned your application along with the security deposit, we will request a credit and background report on you through TransUnion SmartMove. Shortly you can expect to receive an email similar to the one to the right. Once you receive that email, you need to follow the instructions in the email to authorize the credit and background check. We can not process your rental application until we have received the information from the credit and background check. Your prompt response to this email request will allow us to process your application in a timely manner. If you do not receive an email within 24 hours please contact us. If you have questions about this process please feel free to contact us at 507-429-6410.

All tenants/occupants age 18 and over must complete a separate application and credit & background check. This includes spouses and adult aged dependents.



Hello,

Deborah Volkmann has requested permission to access your credit and criminal history for consideration in leasing the property located at:

Please [click here](#) to accept the screening request and authorize TransUnion to release your Consumer Report Information to the landlord/agent listed above.

If you have any questions regarding this request, please contact Customer Support at 1-866-775-0961.

Sincerely,  
The SmartMove Team

Powered by TransUnion, a trusted source of consumer data, SmartMove is a quick and easy way for rental applicants like you to safely provide background information to property owners for consideration in the leasing process. At no point will the property owner have access to your SSN and other sensitive personal information. And your credit rating will not be affected in any way.