

**SIBLEY MANOR APARTMENTS**  
**1300 W. MAYNARD DR.**  
**ST. PAUL, MN 55116**  
Phone 651-698-3818 / Fax 651-699-4873

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

To: Applicant

From: Sibley Manor, Inc.

Re: Rental Application Requirements

The application fee will be returned to applicant, only if the application is denied for a reason other than those stated below. Otherwise, the \$35.00 application fee is non-refundable, including when false or misleading information is given on the application.

The \$100.00 deposit paid to hold an apartment is refundable if the application is denied for any reason, unless tenant fails to be truthful while completing the application process. Once tenant is notified that the application has been accepted, the deposit immediately becomes non-refundable.

**Minimum Income Requirements are as follows:**

|                     |            |
|---------------------|------------|
| Studio              | \$1,737.50 |
| 1 BR (lower level)  | \$1,962.50 |
| 1 BR (upper levels) | \$2,012.50 |
| 2 BR (lower level)  | \$2,212.50 |
| 2 BR (upper levels) | \$2,262.50 |
| 3 BR                | \$2,875.00 |

**All rental applications will be judged on the following criteria:**

**Rental History**

Applications with Evictions or UD's (Unlawful Detainers) within the past five years may be rejected. An Eviction or UD older than five years remaining on the records with an amount owing to another Landlord may also be rejected. Tenants must have good rental history following the last Eviction or UD.

All other aspects of rental history will be taken into consideration, including but not limited to: timely rental payments, proper notice given, lease violations, number of late payments, payment rating/history, housekeeping, pest infestations and balances owing.

**Credit History**

At this time, Sibley Manor Apartments does not have a minimum Credit Risk Score requirement. However, credit history will be judged on the number of total credit accounts, positive/negative account ratio, delinquent accounts, total balance owed and income to debt ratio.

**Criminal Record**

Applications containing felonies within the last ten years may be rejected. Any felony committed that caused harm to another person may be rejected, no matter the age of the felony. Any misdemeanors creating a pattern of behavior may be rejected.

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I have received and read the Rental Application Requirements.

Should I not be accepted as a Tenant at Sibley Manor Apartments, I would like my deposit and application fee (when applicable) to be either: (circle one)

1) Mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR**

2) Retrieved by myself.

SIGNED: \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Date

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

Dear: \_\_\_\_\_

As you are aware, your application has been denied for one or more of the following reasons:

- Previous Rental History
- Credit History
- Criminal Background Check

If you have any questions regarding the information we obtained from our screening service, you may contact them directly at:

**MCC**  
**10125 Crosstown Circle**  
**Suite 100**  
**Eden Prairie, MN 55344**  
**952.941.0552**

Sincerely,

Sibley Manor, Inc.