

## SPRING ARBOR APARTMENTS – WAITING LIST APPLICATION

OFFICE: 108 N. Main Street • PO BOX 216 • Berrien Springs, MI 49103-0216 269-471-0485 office, 269-473-2905 fax

Please Print Clearly

PERSONAL INFORMATION	
Applicant's Full Name	_____
Current Address	_____
Social Security Number	_____ Date of Birth _____
Driver's License/State	_____
Email	_____
Phone	_____ Cell Phone _____
Name of Spouse	_____
Spouse's Social Security Number	_____ Spouse's Date of Birth _____
Spouse's Driver's License/State	_____ Spouse's Cell Phone _____

RESIDENT HISTORY	
Present Landlord or Mortgage Company	_____
Phone	_____ Current Monthly Payment _____
Length of Residence	_____ Reason for Moving _____
Previous Address	_____
Previous Landlord or Mortgage Company	_____
Phone	_____ Previous Monthly Payment _____

EMPLOYMENT INFORMATION	
<b>PRESENT STATUS</b>	<input type="checkbox"/> Employed Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student
If Student, List School	_____
Student ID #	_____ School Phone _____
<b>APPLICANT'S CURRENT EMPLOYER</b>	_____
Employer's Address	_____
Employer's Phone	_____ Employer Fax _____
Length of Employment	_____ Gross Monthly Earnings _____
Current Position	_____
<b>SPOUSES' CURRENT EMPLOYER</b>	_____
Employer's Address	_____
Employer's Phone	_____ Current Position _____
Length of Employment	_____ Gross Monthly Earnings _____

OTHER INCOME	
<b>COMPLETE IF PARENT WILL BE CO-SIGNING WITH YOU:</b>	
Parent Name	_____ Phone _____
Parent Address	_____
Parent Employer	_____ Work Phone _____
Parent Gross Monthly Earnings	_____ Parent Social Security Number _____
Parent Drivers License/State	_____ (Provide Copy of DL)
Date of Birth	_____
<b>OTHER SOURCES OF INCOME:</b>	
Amount	_____ per _____ Source Name _____
Source Address	_____ Phone _____
Amount	_____ per _____ Source Name _____
Source Address	_____ Phone _____

<b>TOTAL GROSS MONTHLY INCOME ALL SOURCES</b>	<b>\$</b> _____
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BANKING AND CREDIT REFERENCES	
Bank or Credit Union Name and Branch	_____
Phone	_____ Checking Account # _____
Credit References (check all that apply)	
Any Loans?	<input type="checkbox"/> Car <input type="checkbox"/> Student <input type="checkbox"/> Other, Explain _____
Total Monthly obligation of above loans	_____ Loan # _____
Any other credit references?	_____ Account # _____

**OCCUPANT POLICY**

\*Applicant(s) and all other ADULT occupants must submit a copy of a photo ID. Applicants agree to keep the "Other Occupant List" current for Spring Arbor office files. Occupancy Limitations: We permit a maximum of 2 occupants in a one bedroom apartment and a maximum of 4 occupants in a two bedroom apartment. Infants younger than six (6) months do not count as occupants for purposes of these Limitations. Maximum 2 vehicles, including motorcycles, all units, strictly enforced. Unauthorized vehicles will be towed at vehicle owner's expense.

Full Names of All Other Residents	Relationship to You	Auto Plate#/Color/Make

## OTHER INFORMATION

**HAVE YOU OR CO-APPLICANT, ROOMMATE EVER**

- |  |  |   |
|--|--|---|
| Been sued for non-payment of rent?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Been evicted or asked to move out?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Broken a Rental Agreement or Lease?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Been sued for damage to rental property?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Declared Bankruptcy?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Been convicted of a felony?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Do you have a piano or organ?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | These are only permitted on lower floor apartments. |
| Do you currently or have you ever experienced bed bugs in another dwelling?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |
| Have been exposed to bed bugs, but all personal property has been treated by a licensed pest control professional & free from infestation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments, Explain _____                             |

In case of emergency, notify \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

It is understood this property is being rented in its present condition and there is no agreement on the part of the owner or agent to make any changes in the property except as noted. I (we) the undersigned, agree to execute the said lease on or before the possession date and on the following terms: Applicant agrees to purchase a renter's insurance policy with liability of at least \$50,000.00. **This is non smoking and pet free property. Submission of application does not guarantee an apartment, it only begins the application review process. Application Fee \$25 (non-refundable) due with application.**

Rental Rate: **TO BE DETERMINED AT TIME WHEN APARTMENT BECOMES AVAILABLE**

WHAT TYPE OF APARTMENT ARE YOU LOOKING FOR? **1 or 2 bed, EITHER**

WHEN DO YOU WANT TO TAKE POSSESSION?

ANY OTHER SPECIAL REQUESTS?

## DEPOSIT & PAYMENT PROVISION

Application deposit payable at the time of application (refundable only if application is refused). Rent payable (1 month) in full as of possession date. If said rent is not paid by date of possession, the applicant defaults deposit and owner or agent reserves the right to re-rent apartment. Application deposit can be applied to security deposit due at date of possession. Application Deposit must be from applicant or co-signer's checking account. **WRITE APPLICATION DEPOSIT CHECK TO: GK REAL ESTATE LLC** **AMOUNT OF DEPOSIT PAID** \$

Applicant Signature	Spouse Signature	Co-Signer Signature	Date
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By signing this application/agreement, the applicant agrees to all the terms of the lease agreement, and represents that the statements above are true and correct. Applicant authorizes landlord/owner or landlord's agent to make any and all inquiries necessary to verify the information provided herein, including, but not limited to, direct contact with applicant's employer, past employers, landlord, prior landlords, credit, neighbors, police agencies and all other sources of information which the landlord/owner may deem necessary and appropriate within his/her sole discretion.

Landlord is an equal opportunity housing provider. We do not discriminate on the basis of race, color, national origin, sex, marital status, age, familial status, or disability. Local or State laws may provide additional protected classes from discrimination. You can call the U.S. Depart. of Housing & Urban Development (HUD) at 1-800-424-8590 or the Fair Housing Center of Southwestern Michigan at 1-800-637-0733 to ask questions regarding discrimination.

## WAITING LIST NOTES

Use a **Waiting List Application** when **the type of apartment you are interested is NOT advertised as being available for rent**. Use a standard Rental Application if there is an advertised apartment.

Please complete the Waiting List Application and answer questions noted on the middle of this page regarding what type of apartment you want, when, or any other specific requests.

When an apartment becomes available that most closely fits your request(s), we will notify you and all other Waiting List applicants, either by phone, mail, or email.

If interested in this upcoming apartment, please contact our office to sign the Rental Application, submit your Application Deposit, and Application Fee (\$25) and photo id to begin the application process. Please note that the submission of an application, application fee and application deposit does not guarantee an apartment, it only begins the application review process.

Should the upcoming apartment **not** meet your needs at the time we contact you, but you want to remain on the Waiting List for another apartment, notify our office. If we do not hear from you we will assume you are no longer interested in an apartment with us and remove your Waiting List application from our files.