

SPRING ARBOR APARTMENTS – LEASE APPLICATION

OFFICE: 108 N. Main Street • PO BOX 216 • Berrien Springs, MI 49103-0216 269-471-0485
Applications must be mailed or dropped off and accompanied with all documents before review

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

Current Landlord or Mortgage Company _____
 Phone _____ Email _____
 Length of Residence _____ Reason for Moving _____
 _____ Current Monthly Rent _____
 Previous Address _____
 Previous Landlord or Mortgage Company _____
 Phone _____ Previous Monthly Payment _____

EMPLOYMENT INFORMATION

PRESENT STATUS Employed Full Time Part Time Not Employed Retired Student
 If Student, List School _____
 Student ID # _____ School Phone _____
APPLICANT'S CURRENT EMPLOYER _____
 Employer's Address _____

 Employer's Phone _____ Employer Fax _____
 Length of Employment _____ Gross Monthly Earnings _____
 Current Position _____
SPOUSES' CURRENT EMPLOYER _____
 Employer's Address _____

 Employer's Phone _____ Current Position _____
 Length of Employment _____ Gross Monthly Earnings _____

OTHER INCOME

COMPLETE IF PARENT WILL BE CO-SIGNING WITH YOU:

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)
 Parent Date of Birth _____ Parent's Email _____

OTHER SOURCES OF INCOME:

Amount _____ per _____ Source Name _____
 Source Address _____ Phone _____
 Amount _____ per _____ Source Name _____
 Source Address _____ Phone _____

TOTAL GROSS MONTHLY INCOME ALL SOURCES \$

BANKING AND CREDIT REFERENCES

Bank or Credit Union Name and Branch _____
 Phone _____ Checking Account # _____
 Credit References (check all that apply)
 Any Loans? Car Student Other, Explain _____
 Total Monthly obligation of above loans _____ Loan # _____
 Any other credit references? _____ Account # _____

OCCUPANT & VEHICLE 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 office files. Occupancy Limitations: We permit a maximum of 2 persons in a one bedroom apartment and a maximum of 4 persons 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, 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, OR ANY ROOMMATE/APARTMENT MATE EVER

- Been sued for non-payment or damages of rental? Yes No Comments, Explain _____
- Been evicted or asked to move out? Yes No Comments, Explain _____
- Broken a Lease Agreement? Yes No Comments, Explain _____
- Applied for a rental property with us? Yes No Comments, Explain _____
- Declared Bankruptcy? Yes No Comments, Explain _____
- Been convicted of a felony? Yes No Comments, Explain _____
- Are you required to register as a Registered Sex Offender? Yes No Comments, Explain _____
- Do you have a piano or organ? Yes No These are only permitted on lower floor apartments.
- Do you currently or have you ever experienced bed bugs in another dwelling? Yes No Comments, Explain _____
- Have been exposed to bed bugs, but all personal property has been treated by a licensed pest control professional & is free from infestation? Yes No
- Have you ever experienced flooding or mold in another dwelling? Yes No Comments, Explain _____

How did you hear about Spring Arbor Apartments? _____

In case of emergency, notify _____ Relationship _____
Address _____ Home Phone _____ Work Phone _____

It is understood this property is being rented in its present condition. 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 a **non smoking & pet free property**.

Lease Rate: _____

Building Address: _____

Desired Possession Date: _____

Apartment Number: _____

FEES, DEPOSIT & RENT PAYMENT PROVISION

- Application Fee of \$35 (non refundable) for Applicant. If Co-Signer is required, they too must submit an Application Fee of \$35.** Fees are used to conduct credit history, background check, etc.
- Application Deposit (only refundable if application is refused).** This check must be from Applicant or Co-Applicant's checking account.
- A copy of photo ID for each Applicant and Co-Signer.**

THE ABOVE ITEMS ARE TO BE SUBMITTED WITH THE COMPLETED APPLICATION. Submission of application does not guarantee an apartment, it only begins the application review process.

If accepted, Advance Rent is due on or before release date. The rent will be prorated if release date is not on the first of the month. If said rent is not paid or utilities are not in Applicant/Co-Applicant's name by release date, the Applicant/Co-Applicant defaults deposit and Owner or Agent reserves the right to re-rent apartment. Application deposit can be applied to security deposit due at release date.

WRITE CHECKS 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/Co-Applicant agrees to all the terms of the lease agreement, and represents that the statements above are true and correct. Applicant/Co-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/Co-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. Dept. of Housing & Urban Development (HUD) at 1-800-424-8590 or the Fair Housing Center of Southwest Michigan at 1-800-637-0733 to ask questions regarding discrimination.

APPLICANT: PLEASE DO NOT WRITE BELOW

THIS APPLICATION APPROVED NOT APPROVED By _____ Date _____

If not approved, specify reason(s) _____

Applicant Notified by (Name) _____ Date Notified _____ Notified by: LETTER FORM TELEPHONE FAX IN PERSON