



APPLELAND REALTY GROUP
Residential | Commercial | Management

APPLICATION FOR TENANCY

Appleland Rentals is a managing agent for many properties that are listed for rent to qualified applicants. The purpose of this document is for Appleland to learn whether you are a qualified applicant. Please review this document and complete all information requested. It is important to complete all information fully. The failure to complete the information as requested in this document may be a factor used by Appleland Rentals to deny your application.

AUTHORIZATION FOR CREDIT REPORT: The applicant, by signing this application, represents and warrants that the information contained in this application is true and accurate. Applicant authorizes Appleland Rentals to procure a Consumer Report and/or an Investigative Consumer Report as defined by the Federal Fair Credit Reporting Act.

NON-DISCRIMINATION POLICY. Appleland Rentals does not and will not discriminate by and among Applicants for tenancy in any Appleland Rentals managed property based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. *If you have a disability as defined by the Fair Housing Act or the American's With Disabilities Act and the disability causes you problems in completing this application, please contact Appleland Rentals for assistance.*

DECISION-MAKING PROCESS. Appleland Rentals reviews each applicant based on a number of criteria including, but not limited to, the Applicant's history and likelihood for each of the following: truthfulness, compliance with contracts, ability to pay the rent, respect for other persons and property and respect for employees and subcontractors of Appleland Rentals. The information obtained from you help Appleland Rentals make the determination.

APPLICATION REQUIREMENTS: An application is not complete until each of the items listed below are completed.

- 1) **Application Requirement.** Each person who is 18 years of age or older who will reside in the rental unit must file an application ("Applicant").
- 2) **Payment of Application Fee.** Each Applicant must pay a non-refundable \$40.00 application fee (no exceptions). Application fees can be paid through Venmo at @applelandrentals (be sure to put your name in the description line of the Venmo) or by a money order made payable to Appleland Rentals.
- 3) **Identification.** Applicant must present to Appleland Rentals proof of the Applicant's identification. Proof of identification is completed by delivering to Appleland Rentals a photograph government-issued identification. Proper identification items would include a driver's license, state-issued identification card or passport. Appleland Rentals reserves the right to request different or additional identification documents.
- 4) **Source/Amount of Income.** Appleland Rentals requires that an Applicant financially qualify to rent an Appleland Rentals managed property. An Applicant's proposed rent must not exceed 30% of Applicant's income. An Applicant must substantiate all sources of income The information includes 4 weeks of pay stubs,



Appleland Rentals | 302 S. Bridge St., Suite #2, Belding MI 48809 | (616) 754-3100



bank statements, court orders for payment. Each source of income is to have a sufficient history to demonstrate that the income source is reliable.

APPLICATION SUBMISSION. An Applicant can submit all application requirements electronically to office@applelandrealtygroup.com or by delivering it to the dropbox at Appleland Rentals office.

FIRST-COME FIRST-REVIEWED and PLACEMENT. Appleland does not reserve rental units for any applicant. When Appleland Rentals receives all application requirements, the application is date-stamped and reviewed in the order received. Placement into a unit is in the sole discretion of Appleland Rentals based on Appleland Rentals' assessment of the appropriate size of unit and budget criteria for Applicant.

APPROVAL STATUS. An Applicant's approval for tenance is good for 90 days unless there is a material change in Applicant's information. All persons who are 18 years old or older must qualify for tenancy. If any one proposed tenant is not approved and the non-approval of the one person causes a financial change, all applicants may be denied for financial reasons.

CREDIT REPORTING/CRIMINAL HISTORY/EVICTION HISTORY. Appleland Rentals will procure your personal information as part of its analysis. While no one factor will automatically disqualify the Applicant, any one factor can be sufficient to deny an Applicant tenancy. If you have a negative credit history issue, criminal history or eviction history, use additional sheets to explain the issue. If you do not disclose the criminal history or eviction history and it is learned from another source, the application will be denied on lack of truthfulness.

NON-DISCLOSURE ENFORCEMENT. Appleland Rentals incorporates this Application as a term of its lease agreement. If your application is later learned to contain a failure to disclose or misrepresentation, you can be evicted for the failure to disclose or misrepresentation.

Property Address Requested: _____

Proposed Household Occupants of Property by Name, Age and Relationship:

Full Name _____	Age: _____	Relationship: _____
Full Name _____	Age: _____	Relationship: _____
Full Name _____	Age: _____	Relationship: _____
Full Name _____	Age: _____	Relationship: _____

*** Each person 18 years of age or older must complete an application unless the person is incapacitated by order of the court. If a person is incapacitated, please complete the Incapacity Description Sheet.*

Applicant's Full Legal Name (First, Middle Last): _____

SS#: _____ Birth Date ____/____/____ Phone Number: _____





E-Mail address _____

Driver License/State ID/Passport: _____ State: _____

**** Attach a copy of identification.**

Source of Income. Appleland Rentals requires that its tenants have sufficient income to pay rent. Appleland Rentals requires that the proposed rent not exceed 30% of an Applicant's gross income. It also reviews the reliability of the source of income. Please complete the following:

Employer Name: _____ Supervisor: _____

Employer Address: _____

Job Title: _____ How long have you been employed with this employer?: _____

Monthly Gross Income: _____ Monthly Take-Home Income: \$ _____

**** If you are self-employed, receive court-ordered support or are relying on another source of income, provide the details of the source of income to prove self-employment or other income. Such items would include bank statements showing deposits, tax returns, court orders trust documents, etc.**

**** If you have worked for your current employer for less than 2 years, attach a separate sheet to provide the same information for each employer for the previous 5 years.**

Residence History: Residential history is a source of information for Appleland Rentals to see if you have a history of compliance with the rules and regulations of a property owner. Please provide the following for each residency in the past 5 years (use additional sheets if necessary):

Current Address: _____

Rent _____ or Own _____. Current Landlord Name: _____

Current Landlord Telephone: _____ Current Landlord Email: _____

Duration at Current Address: _____.

Eviction History: Have you ever been evicted or had eviction steps started against you? ___ Yes ___ No. If yes, attach a separate sheet to provide court name, case name (landlord and tenant), case number, and an explanation of why the landlord filed eviction proceedings and the result for each eviction.

Criminal History: Have you ever been convicted of a felony or misdemeanor? ___ Yes ___ No. If yes, please attach a separate sheet providing the conviction court, charges, incarceration amount, incarceration end date, probation duration and an explanation of the facts of the crime.

Disability: If you will require a 'reasonable accommodation' for a disability: ___ Yes ___ No. If yes, please attach a separate sheet providing your disability and the reasonable accommodation you anticipate needing.





Pets: Do you have or anticipate having a pet live with you? ____ Yes ____ No. Please note that not all units permit pets. If you believe that you may want a pet in the future, mark the answer as “yes.” If yes, please attach a sheet setting forth the following: The type of pet, size of pet by weight, breed, and veterinary proof that pet has received all vaccinations. For each pet, there is a pet rent fee and a pet deposit.

Reference. If you want Appleland Rentals to speak with a person who will vouch for you as a good tenant or is willing to be a co-signor for you if you, provide the following for each person:

Full Name: _____ Relationship: _____
Telephone: _____ Email: _____

Other Information. If there is additional information that you want Appleland Rentals to consider in your application, please provide additional sheets.

APPLICATION SIGNATURE AND CONFIRMATION OF INFORMATION

By signature to this application, I authorize Appleland Rentals, to procure a Consumer Report and/or an Investigative Consumer Report as defined by the Federal Fair Credit Reporting Act. I confirm that all the information supplied is true and correct. I understand that I can be turned down for the apartment if I have falsified any information on this application and could be evicted if the information is learned after approval.

Dated: _____
_____ (print name)

