



38770 Garfield, Suite 120 Clinton Township, MI 48038
Telephone: 586-464-4170 fax: 586-213-1289
pmemichigan.com

Application Policies

Moving is a major step in life so we know you will be anxious in regard to your application. To speed the processing, we have listed the requirements that will get your application processed as quickly as possible. We cannot process incomplete applications!

- a. Review your application to verify that it is completely filled out and all signatures are present.
- b. Please fill out legibly. If we cannot read information, the process will be delayed.
- c. If you are working, please attach 2 current paystubs. If you are paid by 1099, please include with 2 tax returns showing such. Please have copies of the paperwork ready.
- d. If you receive child support, social security, disability payments, or retirement payments, please include award letters, bank statements, etc., that will show proof of receipt of funds. Please have copies of the paperwork ready.
- e. If you own your own business please include 2 tax returns for the business. Please have copies of the paperwork ready.
- f. Please include the application fee of \$35.00 per adult over 18 or per married couple. **This fee is only payable in cash.** Checks will not be accepted. If you have a child that is 18 or over that is a full-time student in an accredited college, please attach an application with proof of full-time status in college and no application fee will be assessed.
- g. If you are working with a real estate agent, please include his or her business card.
- h. Turn in your application at our office, or to our leasing agent. Please be advised that our leasing rep will not be able to make copies of your paperwork.
- i. It is advisable to alert your employer that we will be calling to verify employment. This may help speed up the response.

Please know that we cannot hold properties so once your application is approved, we will call to schedule an appointment for the lease signing.

We look forward to beginning this next step with you. If you have any questions, please feel free to call our office at 586-464-4170. Thank you for applying!

RENTAL APPLICATION
Property Management Experts, Inc.
 Application must be submitted with a \$35.00 Non-Refundable Application Fee

Please return application to: Property Management Experts 38770 Garfield, Suite 120, Clinton Township, MI 48038
 Telephone: 586-464-4170 Fax: 586-213-1289

PERSONAL INFORMATION

APPLICANT FULL NAME _____ PHONE NUMBER () _____ DATE OF BIRTH _____ SOCIAL SECURITY NO. _____ DL# & STATE ISSUED _____ NAME AND AGES OF ALL ADDITIONAL OCCUPANTS: _____ _____	CO-APPLICANT FULL NAME _____ PHONE NUMBER () _____ DATE OF BIRTH _____ SOCIAL SECURITY NO. _____ DL# & STATE ISSUED _____ PETS: TYPE AND SIZE (WEIGHT) _____
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PLEASE GIVE YOUR RESIDENCE HISTORY

APPLICANT CURRENT ADDRESS _____ CITY, STATE, ZIP _____ MONTH AND YEAR MOVED IN _____ REASON FOR LEAVING _____ OWNER OR AGENT _____ LANDLORD PHONE # _____ PREVIOUS ADDRESS (If within 2 years) ADDRESS _____ CITY, STATE, ZIP _____ MONTH AND YEAR MOVED IN _____ REASON FOR LEAVING _____ OWNER OR AGENT _____ LANDLORD PHONE # _____	CO-APPLICANT CURRENT ADDRESS _____ CITY, STATE, ZIP _____ MONTH AND YEAR MOVED IN _____ REASON FOR LEAVING _____ OWNER OR AGENT _____ LANDLORD PHONE # _____ PREVIOUS ADDRESS (If within 2 years) ADDRESS _____ CITY, STATE, ZIP _____ MONTH AND YEAR MOVED IN _____ REASON FOR LEAVING _____ OWNER OR AGENT _____ LANDLORD PHONE # _____
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PLEASE GIVE YOUR EMPLOYMENT INFORMATION

APPLICANT EMPLOYER _____ ADDRESS _____ PHONE NUMBER _____ DATES EMPLOYED _____ EMPLOYED AS _____ SALARY _____ Per <i>IF EMPLOYED LESS THAN 6 MONTHS, GIVE ADDITIONAL EMPLOYER INFORMATION:</i> EMPLOYER NAME _____ ADDRESS _____ EMPLOYED AS _____ PHONE NUMBER _____ SALARY _____ Per	CO-APPLICANT EMPLOYER _____ ADDRESS _____ PHONE NUMBER _____ DATES EMPLOYED _____ EMPLOYED AS _____ SALARY _____ Per <i>IF EMPLOYED LESS THAN 6 MONTHS, GIVE ADDITIONAL EMPLOYER INFORMATION:</i> EMPLOYER NAME _____ ADDRESS _____ EMPLOYED AS _____ PHONE NUMBER _____ SALARY _____ Per
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If there are any other sources of income you would like us to consider, please list income, source, and person (Banker, Employer, etc.) who we could contact for confirmation. You do not have to reveal alimony or child support unless you want us to consider it in this application.

AMOUNT _____	SOURCE _____	
AMOUNT _____	SOURCE _____	

PLEASE LIST YOUR BANK REFERENCES

APPLICANT

BANK _____
CITY, STATE, BRANCH _____
TYPE OF ACCOUNT _____
ACCOUNT NUMBER _____

CO-APPLICANT

BANK _____
CITY, STATE, BRANCH _____
TYPE OF ACCOUNT _____
ACCOUNT NUMBER _____

PLEASE LIST YOUR PERSONAL REFERENCES

APPLICANT

REFERENCE 1 _____
PHONE _____
REFERENCE 2 _____
PHONE _____

CO-APPLICANT

REFERENCE 1 _____
PHONE _____
REFERENCE 2 _____
PHONE _____

APPLICANT

VEHICLE MAKE/MODEL _____
YEAR AND COLOR _____
LICENSE PLATE NO. _____

CO-APPLICANT

VEHICLE MAKE/MODEL _____
YEAR AND COLOR _____
LICENSE PLATE NO. _____

APPLICANT

HAVE YOU EVER:

Filed for bankruptcy? Yes No
Been evicted from tenancy? Yes No
Willfully or intentionally refused to pay rent when due? Yes No

CO-APPLICANT

HAVE YOU EVER:

Filed for bankruptcy? Yes No
Been evicted from tenancy? Yes No
Willfully or intentionally refused to pay rent when due? Yes No

In the space below, please give any additional information which might help management evaluate this application:

If management has any questions about this application, please give PHONE NUMBERS where you can be located:

_____ (Day Phone Number) _____ (Night Phone Number)

Property Management Experts, Inc. is authorized to run a credit report

(Applicant Signature)

(Date)

(Co-Applicant Signature)

(Date)

I RECOGNIZE THAT AS PART OF YOUR PROCEDURE FOR PROCESSING MY APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, AND OTHERS WITH WHOM I MAY BE ACQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING. I UNDERSTAND THAT I MAY HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF THIS INVESTIGATION.

By signing below, I authorize Property Management Experts, Inc. to obtain information on my rental, employment, credit, and criminal history by contacting the appropriate references necessary to evaluate renting risk.

The above information, to the best of my knowledge, is true and correct.

Date: _____
PRINT NAME _____
Signature of Applicant: _____

Date: _____
PRINT NAME _____
Signature of Co-Applicant: _____

Statement of Rental Policy

A completed application and application fees must be submitted to our office in order to begin the process of leasing your future home. We want to make your application process as convenient as possible. Please review the following information. If one or more of the Rental Criteria does not meet our requirements or any of the information is deemed to be false, the application will be denied.

Equal Housing

We practice non-discrimination on the basis of color, religion, sex, handicap, familial status, sexual orientation, and national origin. We also comply with all state and local housing laws.

Age Requirements

Persons choosing to enter into the lease agreement must be at 18 years of age. All persons at least 18 must qualify on their own criteria unless they are a legal dependent of another applicant. All occupants 18 and over must be listed on the lease agreement as a leaseholder.

Occupancy Guidelines

To prevent overcrowding and undue stress on plumbing and other structural systems we restrict the number of people who may reside in a rental property. While adhering to applicable fair housing laws we can impose the following restrictions: Two persons per bedroom plus one for the household. Therefore a three-bedroom house can have a maximum of seven occupants.

Application Process

We consistently evaluate every application in the same manner. A completed application form together with a \$35.00 non-refundable application fee per person over 17 years of age that is not a legal dependent of another applicant is required.

Rental Criteria

- **Income:** Gross monthly income must be at least three and a half times the monthly rent. A Verification of Employment Form must be completed and signed by the current employer. At least two years of employment history will be verified. A guarantor must pass the same application and screening process as the applicant, except that we will deduct the guarantor's own housing costs before applying his or her income to our income requirements for the original applicant. The guarantor must also have a favorable credit rating. A guarantor will not be authorized if the original applicant has severe credit flaws and/or a poor landlord history. More financial information may be required to approve corporate leases. We will verify all sources of income.
- **Rental History:** Current and previous landlords will be contacted to verify tenancy, timeliness of rental payments, and other tenancy related issues. We will check for evictions and recorded landlord complaints. The verification must also confirm that the applicant is a leaseholder. We require a minimum of one (1) year of rental history. The applicant's landlord reference must be favorable. A relative's verification is unacceptable.
- **Credit History:** A credit history evaluation will be made taking into account payment history, total outstanding balances, and other information supplied on the credit report. If an applicant does not have a social security number, one and one-half months (1.5) security deposit will be required. If the application is accepted. An application that has declared bankruptcy in the past two years may be rejected. Landlord judgments that are unpaid will weigh heavily on a decision.
- **Criminal Background Check:** A criminal background check will also be completed during the application process.
- **Application Retention:** All applications are retained for nine months after which they will be shredded.

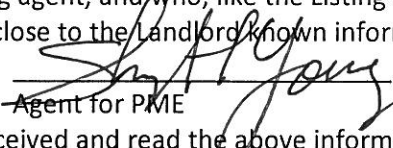
DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

Property Management Experts (PME) acts solely on behalf of the Landlord

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. Michigan law requires real estate licensees who are acting as agents of landlords or tenants of real property to advise the potential landlords or tenants with whom they work of the nature of their agency relationship.

Landlord's Agents

A Landlord's agent, under a management agreement with the Landlord, acts solely on behalf of the Landlord. A Landlord can authorize a Landlord's agent to work with subagents, Tenant's agents and/or transaction coordinators. A subagent is one who has agreed to work with the Listing agent, and who, like the Listing agent, acts solely on behalf of the Landlord. Landlord's agents and subagents will disclose to the Landlord known information about the Tenant that may be used to benefit the Landlord.


Agent for PME _____ Date _____

By signing below, the parties confirm that they have received and read the above information in this agency disclosure statement and that this form was provided to them before the disclosure of any confidential information specific to the potential Landlord or Tenant. Prospective Tenant(s) also understand PME is the Landlord's agent and solely represents the Landlord.

Potential Tenant/Lessee Date _____

Potential Tenant/Lessee Date _____

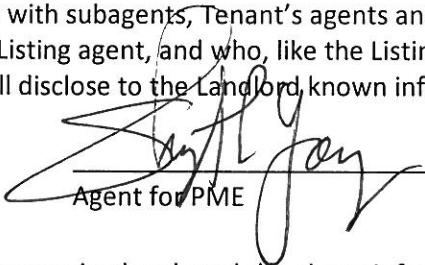
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