

**INCLUDE COPIES OF YOUR**

- Driver's License / Photo ID
- S.S. Card
- Proof of income for last 30 days
- \$40.00 money order

RENTAL APPLICATION PROCESS

An application is **REQUIRED** for anyone 18 years or older who will reside in the unit.

Applications can take between 24 and 72 hours to process.

How to apply:

1. Complete the entire application that follows, LEAVE NOTHING BLANK. If something does not apply to you, please put " N/A " in that space.
 2. Provide current proof of the following:
 - a. Valid photo ID (Driver license or State ID)
 - a. Social Security Card or tax form (W2, W4, 1099, etc.)
 - a. Proof of Income for the last 30 days.
 - a. \$40.00 cash or money order for each application.
- If you are approved, the holding fee must be paid (MONEY ORDER ONLY) and a move-in date must be set.
 - Complete pre-lease property inspection.
 - Contact utility companies for service including water affidavit, if needed.

Upon move-in, to receive keys:

- Balance of move-in cost must be paid.
- Provide all utility accounts and confirmation numbers.
- Leases and addendums must be signed.

CALL (810) 715-5486 WITH ANY QUESTIONS

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RENTAL QUALIFICATIONS

As a prospective renter, you are required to complete a rental application for each adult that will live in the rented unit. There is a non-refundable **\$40.00 fee for each application.**

Below are the qualifications you must meet in order to rent one of our properties.

We will run a criminal background check on each applicant. We will be looking for the following:

- No felonies or certain misdemeanors in the past 10 years - ask leasing agents for exceptions.
- No criminal sexual conduct charges.

We will also run your credit report. We will be looking for the following:

- No evictions, judgments, or bankruptcies in the past 3 years, without exception.
- No outstanding water and/or utility bills (Consumer Energy, DTE).
- No money owed to a previous landlord or rental company.

We will require you to show proof of income that you make 2.5 x the rent.

(For example, if your rent is \$100, you have to make \$250 per month).

NOTE: Applications are entered into the system at the end of the day or the morning after they are received as long as all fees are paid, and all required documentation has been received by our office.

Once we have entered your application into our system it can take up to **48 hours** for us to receive an answer. Please allow us at least that much time to call you back regarding an application.

Again, understand that once approved all fees and documents must be received by our office to hold your unit until your move-in date.



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RENTAL APPLICATION

ADDRESS _____
 BEDROOMS _____
 MOVE-IN DATE _____ APP. FEE PAID _____
 _____ CC **or** MO \$ _____

PERSONAL INFORMATION - PLEASE PRINT CLEARLY

FULL NAME _____
 BIRTHDAY _____ S.S.N _____ PHONE _____
 LICENSE/ID _____ STATE _____ EMAIL _____
 CURRENT ADDRESS _____
 _____ CITY STATE ZIP
 DATE MOVE IN _____ CURRENT RENT AMOUNT _____
 REASON FOR MOVING _____
 LANDLORD NAME _____ PHONE # _____

LIST OTHERS WHO WILL BE LIVING IN THE UNIT WITH YOU

NAME	BIRTHDAY	LAST 4 OF SSN	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PETS: DOG _____ CAT _____ OTHER _____ FIXED _____
 HOW MANY Y or N



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FINANCIAL INFORMATION

APPLICANTS EMPLOYER _____ JOB TITLE _____

EMPLOYERS ADDRESS _____

CITY STATE ZIP

CONTACT PHONE _____ SUPERVISOR NAME _____

START DATE _____ GROSS INCOME MONTHLY _____

Do you receive alimony, child support, or food/cash assistance? _____ How much? _____

Additional income (section 8, SSI, DHS COTS)? _____ How much? _____

PERSONAL REFERENCES

NAME	PHONE	RELATIONSHIP

NAME	PHONE	RELATIONSHIP

Have you ever been served an eviction and/or asked to vacate a property? Y_____ N_____

Have you ever intentionally refused to pay rent? Y_____ N_____ If yes, please explain.

Have you ever been convicted of a felony? Y_____ N_____ If yes, please explain.

Has a judgment ever been entered against you? Y_____ N_____ If yes, please explain.



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Have you ever been convicted of manufacturing/selling a controlled substance? Y_____ N_____

Have you ever rented from Elite Professional Management? Y_____ N_____ If yes, please list address _____

Do you currently have renters insurance? Y_____ N_____ _____

COMPANY NAME

If you do not qualify, do you have a cosigner? Y_____ N_____ If yes, list name & phone.

EMERGENCY CONTACT

NAME	PHONE	RELATIONSHIP
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I declare these statements given are correct under penalty of perjury and hereby authorize a credit and police background check and verification of references. I agree that the landlord may terminate the lease at any time if any false statements are made. I also understand that any deposit paid prior to move in will be considered property holding fees and non-refundable.

SIGNATURE	DATE
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How did you find us?	Craigslist	Friend	Zillow www.erepros.com
	Saw a Sign	Facebook	Other _____



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NON-REFUNDABLE PROPERTY HOLD FORM

Thank you for completing an Elite rental application. Once you are approved the next step in the process is to put down your property hold. This hold takes the unit off the market and begins the move-in process.

***PLEASE BE AWARE, SHOULD YOU DECIDE NOT TO TAKE THE UNIT, YOU WILL FORFEIT YOUR PROPERTY HOLD REGARDLESS OF THE REASON.**

IF AFTER A MINIMUM OF 30 DAYS YOU HAVE NOT TAKEN POSSESSION OF THE PROPERTY, YOU WILL FORFEIT THE PROPERTY, THE PROPERTY HOLD, AND THE UNIT WILL RETURN BACK TO THE MARKET.

I will work as quickly as possible to get you into the desired unit. Once your lease is signed, the property hold will convert to your security deposit and will be refunded upon move-out if applicable.

If you have any questions regarding your property hold, please ask us so we can clear up prior to placing the hold.

Applicant / Tenant _____ Date _____

Leasing Agent _____ Date _____