

# THE PERFECT PROPERTIES RENTAL APPLICATION

Phone: (313) 974-9206 Fax: (313) 344-7463 Email: theperfectproperties4@gmail.com

*The Perfect Properties*

## Application Cover Sheet

Applicant

Name(s): \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Total # of Occupants: \_\_\_\_\_ Total Monthly Income: \_\_\_\_\_

Requested Move-in Date: \_\_\_\_\_

Referral Source: \_\_\_\_\_

- \_\_\_\_\_ Date completed application received
- \_\_\_\_\_ Resident selection criteria signed
- \_\_\_\_\_ Valid Photo ID for all applicants 18 and over
- \_\_\_\_\_ Social Security Card **verified by (initials )**
- \_\_\_\_\_ Income verification
- \_\_\_\_\_ Most recent 4 check stubs received (initials )
- \_\_\_\_\_ **Credit / Background check completed** (initials )
- \_\_\_\_\_ Landlord verification (Initials )
- \_\_\_\_\_ Copy of application fee money order or debit transaction
- \_\_\_\_\_ **Application fee entered in system**
- \_\_\_\_\_ **Application deposit paid ( )**

Leasing Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

=====For Manager /

### Corporate Use Only

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Decision: \_\_\_\_\_ Number: \_\_\_\_\_

#1 - Security Deposit = 1-month rent / Free 1<sup>st</sup> month pro-rated rent

#2 - Security Deposit = 1-month rent / Full month pro-rated

#3 - Security Deposit = 1-month rent / Full month

Special Conditions /

Notes: \_\_\_\_\_

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## THE PERFECT PROPERTIES RENTAL APPLICATION

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Dear Applicant:

**APPLICATION PROCESS** Thank you for choosing to apply with The Perfect Properties. To best serve you, it is important you fully understand our application policies and procedures prior to beginning the application process. It is the policy of The Perfect Properties that applications must be complete, and all fees paid prior to submission for consideration. All completed applications are processed daily (Mon-Fri):

The current property and rental rate are as follows:






15874 Whitcomb Detroit, MI 48228

3 Bedroom

1 Bath

\$950.00

Please be advised that you will need to submit the following information with your completed application for processing:

-  Sign the enclosed letter allowing us to verify your employment, wages  
Landlord
-  Drivers license or State I.D. for all Adults;
-  Social Security Card for all Adult household members
-  Proof of income for all Adults that you are using to qualify for this home
-  \$35.00 **non-refundable** (\$25.00) for each adult in the household. Each Adult will have their credit report requested and reviewed.

### **NO PETS ARE ALLOWED IN TIED IN YARD**

The applicant understands that the Landlord may perform a credit check to verify the applicant's information.

If you have any questions, please contact the manager at:

(313) 974-9206

**Incomplete Applications will not be accepted or processed.**

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## **APPLICATION FOR RENTAL**

Mailed In Faxed in, in person  
Number

### **This Section to be Completed By Landlord/Manager**

Address of Property to be rented: 15874 Whitcomb Detroit, MI 48228

Rental Term:

\_\_\_ \_\_\_ Month to Month

Lease from \_\_\_\_\_ to \_\_\_\_\_

Amounts Due Prior to Occupancy:

Security Deposit \$ 1,425.00

Last Month's Rent \$ 950.00

**TOTAL MOVE IN COST \$ 2,375.00**

Credit/Other

Check Fee \$ 35.00

### **This Section To Be Completed By Applicant**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (313) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Year: \_\_\_\_\_

License Plate Number/State: \_\_\_\_\_

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List everyone, including children, who will live with you:

Full Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Age: \_\_\_\_\_



## RENTAL HISTORY

### Current Address:

Dates Lived At Address: \_\_\_\_\_

Reason For Leaving:

\_\_\_\_\_

**Landlord/Manager:** \_\_\_\_\_

Landlord/Manager's Phone: (313) \_\_\_\_\_

Landlord/Manager's email: \_\_\_\_\_

**Landlord/Manager:** \_\_\_\_\_

Landlord/Manager's Phone: (313) \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving:

\_\_\_\_\_



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## REFERENCES AND EMERGENCY CONTACT:

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_



## INCOME:

*(please circle one)*

Source of Income: ADC - Social Security - Disability- Employed- Other \_\_\_\_\_

Your average monthly income from all sources: \$ \_\_\_\_\_



## EMPLOYMENT/INCOME SOURCE:

Name Of Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (313) \_\_\_\_\_

Name Of Supervisor: \_\_\_\_\_

Supervisor's Phone: (313) \_\_\_\_\_

Dates Employed at This Job: \_\_\_\_\_

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Position or Title: \_\_\_\_\_

## **PREVIOUS EMPLOYER IF LESS THAN ONE YEAR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (313) \_\_\_\_\_

Name Of Supervisor: \_\_\_\_\_

Supervisor's Phone: (313) \_\_\_\_\_

Dates Employed at This Job: \_\_\_\_\_

Position or Title: \_\_\_\_\_



*All references will be checked please be as accurate as possible. Phone numbers must be current. If we can not contact any of above references, employment etc, this will be cause for denial. Applicants are not given possession until this application is verified and approved.*

## **We will need a copy of your:**

- Driver's License or State I.D.
- Social Security Card, Birth Certificates
- Paystub
- Other Proof Of Income

I certify that all information given above is true and correct and understood that my lease or rental agreement may be terminated if I have made any false or incomplete statement in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords and employers, and personal references.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Please Print Name Here ( \_\_\_\_\_ )



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## FOR OFFICE USE

At a monthly rental of \$950.00 payable in advance as follows:

- (a) I hereby agree to rent above premises on the terms and conditions, and hereby deposit by certified check or cash the sum of \$ \_\_\_\_\_ on account for the security deposit and first month's rent.
- (b) I hereby agree to give thirty days (30) prior notice in writing before vacating these premises.

Rent to begin : \_\_\_\_\_

:

Notes: Landlord/Manager:

\_\_\_\_\_

\_\_\_\_\_

LESSOR: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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## Application Holding Deposit Addendum

Thank for choosing 1584 Whitcomb Detroit, MI 48228 as your new home. We are excited that you have submitted your application for residency and we look forward to serving you as a resident. Below is a deposit agreement that will outline your responsibilities upon approval of your rental application.

Please complete this agreement and return it with your application.

I \_\_\_\_\_, an applying for residency with The Perfect Properties. As part of this process, I understand that upon approval of my rental application, I must provide The Perfect Properties with a \$200.00 holding deposit. The deposit is to be paid within 5 days of my application approval and included in total move in cost.

Upon receipt of this deposit I understand that I will be assigned the address of my choice (or apartment unit) and a move in date will be determined. It is understood that if I do not sign a lease within 10 days of my scheduled move in date that I forfeit my \$200.00 holding deposit.

---

Applicant

Date

---

Applicant

Date

---

Applicant

Date

---

Management Representative

Date

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## Selection Criteria

### GENERAL RENTAL CRITERIA INCOME

Our income requirement is a minimum of three (3 times) the rent charged on the residence. Section 8 vouchers and certificates may be accepted and are subject to approval of the property manager. Employment/income must be verifiable by the property manager. All source of income verification must be current and pertains to the following:

- Employment (1 Month of Paystubs)
- Self-Employment (Taxes or 3 Months of Deposits)
- Social Security/SSI Benefits (Current Award Letter)
- Pensions (Award Letter or 3 Months of Deposits)
- Retirement Income/Savings (3 Months of Deposits)
- Trust Fund Income (3 Months of Deposits)
- Alimony (Court Order)
- Child Support (6 Months to 1 Year of Payments)
- Government Benefits (SNAP Cash Assistances /SNAP Food Benefits)- Award Letter

### RENTAL HISTORY

No Forcible Entry and Detainers (evictions) unless you have verifiable documentation of landlord irresponsibility. However, any Forcible Entry and Detainers due to property damage, unpaid rent, drug use, or any criminal activity by the resident will not be accepted under any circumstance. If you have no prior rental history, then you may be asked to provide a qualified co-signer. The co-signer must fill out our application, have a good credit history, verifiable income, and be willing to sign the lease.

**CO-SIGNER** If a co-signer is required, the co-signer must meet the following requirements:

- Co-signer must complete the application and pay the application fee
- Must meet all the same requirements as the applicant and have a strong credit rating (Strong credit is defined as a Score of 600 or higher)
- Verifiable income of at least four (3 times) the rental amount to support their current housing payment and that of the applicant.

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## CREDIT HISTORY

Credit report will be run on each applicant(s) and will be considered in the overall credit worthiness of the application. Credit history should show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collections. Any money owed to a previous landlord or to any utility company is a cause of denial. Residency may also be denied due to unsatisfactory credit history. If an applicant is declined for poor credit history, the applicant will be given an adverse action letter with the name, address, and telephone number of the credit reporting agency that provided the report.

\*Based on the credit score, your application maybe fully accepted with security deposit, decline, or accepted with conditions including a Guarantor (Co-signer) and/or additional security deposits.

## CRIMINAL BACKGROUND CHECK

Residency may be denied due to criminal history *DISQUALIFICATION FROM RESIDENCY FOR LIFETIME*

- First or Second-Degree Murder
- First through Third Degree Assault
- Kidnapping
- First through Fourth Degree Criminal Sexual Conduct
- Arson
- Terrorist Threats
- Harassment and Stalking
- False Imprisonment
- An Attempt to commit one of the above crimes
- Any crime that would require applicant to register as a sex offender

### CRIMES

*THAT DISQUALIFY FOR RESIDENCY FOR 7 YEARS AFTER COMPLETION OF THEIR SENTENCE. MUST NOT HAVE ANY ON GOING COURT CASES FOR THESE AS WELL.*

- Third Degree Murder
- Second Degree Manslaughter
- Criminal Vehicular Homicide or Injury
- Simple or Aggravated Robbery
- Any Felony Drug or Narcotics Convictions
- Carrying a weapon without a permit or any other weapons charge

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- Felony Theft
- Felony Forgery
- Felony Burglary
- Felony Controlled Substance
- An attempt to commit one of the above crimes
- A Conviction in another jurisdiction that would be a violation of the above crimes

## PET POLICY

- Pet Deposit: \$100.00 Per Pet (Refundable)
- Pet Rent: \$25.00 Per Pet Monthly
- Only two pets per home, up to 40 lb. limit
- Service or companion animals that assist tenants with special needs will always be accepted, provided documentation must be submitted. A pet deposit will not be charged for a service or companion animal.
- Baby-sitting or care taking of any other person(s) animals or pets is prohibited.
- The Perfect Properties are unable to accept aggressive breeds.
- Please consider the following breeds “Unacceptable”:
  - Akita
  - Alaskan Malamutes
  - American Bulldog
  - Boxer
  - Bullmastiff or Mastiff
  - Chow
  - Cane Corso
  - Doberman
  - English Bulldog
  - Husky
  - Presa Canario
  - Pit Bull
  - Siberian Husky
  - Staffordshire Terrier
  - Wolf Dog/ Wolf Hybrid
  - Bull Terrier
- Pit Bull Terrier
- Rottweiler

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- Any combination of these or any dog that has any of the above breeds lineage may also be deemed unacceptable at the discretion of the property manager.

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

Management Representative \_\_\_\_\_ Date \_\_\_\_\_

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## EMPLOYMENT VERIFICATION

### TENANT SUPPLIED INFORMATION

Prospective Tenant's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Wages/Salary: \_\_\_\_\_ Per: \_\_\_\_\_

I have completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply the above-named landlord with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers

\_\_\_\_\_  
Prospective Tenant's Signature

\_\_\_\_\_  
Prospective Tenant Print

### VERIFICATION TO BE COMPLETED BY EMPLOYER

Dear Employer:

The employees named above is an applicant for a house or apartment with the Perfect Properties. We are required to verify the income of all applicants applying for residency. To comply with this requirement, we ask for your cooperation in supplying the following income information. This information will be kept in strict confidence and is for determine eligibility for residency only. Please verify the information provided by the tenant by, fax or email return the form to me. My phone number is (313) 974-9206. My fax number is (313) 344-7463 The best time to reach me is 9:00am - 5:00pm Monday thru Friday. Email: theperfectproperties4@gmail.com

Date of hire: \_\_\_\_\_

Job title: \_\_\_\_\_

Present rate of pay: \_\_\_\_\_

Average hours worked per week: \_\_\_\_\_

Other income (bonuses, commissions, tips, etc.) \_\_\_\_\_

Date completed: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Employers signature: \_\_\_\_\_

Thank you, for your cooperation, Helaine Hurston, The Perfect Properties

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## LANDLORD REFERENCE

Date: \_\_\_\_\_

Landlord: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Present or former address: \_\_\_\_\_

The above-named person(s) has applied for a house or apartment with the Perfect Properties. Please fill out the following rental verification and return the form back via fax (313) 344-7463 or email at [theperfectproperties4@gmail.com](mailto:theperfectproperties4@gmail.com) . if you have any question call us at 313-974-9206.

1. How long has/did the above person reside at this address? \_\_\_\_\_
2. How many bedrooms? \_\_\_\_\_
3. Amount of rent the resident pays or paid? \_\_\_\_\_
4. Does or did the resident pay rent on time? \_\_\_\_\_
5. Does or did tenant take proper care of your property? \_\_\_\_\_
6. Does or did resident or anyone his/her control interfere with safety, security or the right to enjoy a peaceful environment of any other tenants or neighbors? \_\_\_\_\_
7. Do or did you consider the resident to be or been a good tenant? \_\_\_\_\_
8. Would you rent to this resident in the future? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date completed: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Release of information: I \_\_\_\_\_ hereby authorize the release of the requested information.

Applicant signature: \_\_\_\_\_

Applicant print name: \_\_\_\_\_

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