



4060 Springer Way East Lansing, MI 48823
Ph. 517-351-9400 Fax 517-351-9402

Application for Residency

(Every additional live-in resident over the age of 18 as of the lease commencement date must submit a separate application and sign the lease)

APPLICANT

Full Name (Last) (First) (MI) Date of Birth

Home Phone Number ( ) Cell Phone Number ( ) Work Phone Number ( )
Area Code Area Code Area Code

E-mail Address Gender Male/Female Social Security Number

Proof of Identification Identification Number (Examples: Driver's License, Passport, etc.)

How did you hear about us?

LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

(To be used only for additional live-in residents of apartment under the age of 18 as of the lease commencement date)

Table with 4 columns: Full Legal Name, Social Security Number, Relationship to Applicant, Date of Birth. Multiple rows for listing other residents.

RESIDENCY INFORMATION (Please include at least 2 years of prior residences)

Present Address: Apt # Phone ( )

City State Zip Monthly Payment \$

Rent or Own? Dates: From Montly/Year To Montly/Year

Landlord/Lender Name City State Phone ( )

Previous Address: Apt # Phone ( )

City State Zip Monthly Payment \$

Rent or Own? Dates: From Montly/Year To Montly/Year

Landlord/Lender Name City State Phone ( )

Additional Previous Address: Apt # Phone ( )

City State Zip Monthly Payment \$

Rent or Own? Dates: From Montly/Year To Montly/Year

Landlord/Lender Name City State Phone ( )



**EMPLOYMENT INFORMATION** (please include at least 2 years of employment):

**Current Employer:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone( ) \_\_\_\_\_  
Employment Date: From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**EMPLOYMENT INFORMATION (cont'd):**

**Previous Employer:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Employment Date: From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Gross Annual Salary\$ \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**OTHER INCOME:**

Type of Income	Source/Bank	Gross Annual Amount
_____	_____	\$ _____
_____	_____	\$ _____

**Relative/ Emergency Contact (Not Residing With You)**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone Number ( ) \_\_\_\_\_ Work Phone Number ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Relative/ Emergency Contact (Not Residing With You)**

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone Number ( ) \_\_\_\_\_ Work Phone Number ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**VEHICLES:**

Make	Model	Color	License #	State	Year
_____	_____	_____	_____	_____	_____

**PETS:**

Name	Type	Gender	Mature Weight (lbs.)	Breed	Color	Age
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**NOTE:** Keeping of pet or animal requires consent of management, payment of applicable fees/deposits, and execution of Pet/Animal Addendum. In specific circumstances, certain animals may be kept for limited purposes pursuant to Landlord's policies, such as animals used for individuals with disabilities and official police dogs. For further details, please refer to Landlord's pet and community policies.



*Disclosures*

The Civil Rights Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sex, handicap, or familial status. The management of this property is committed to complying with the letter and spirit of the law which provide an equal housing opportunity to all. The federal agency which administers compliance with the fair housing laws is the United States Department of Housing and Urban Development.

*Certifications for Residency Application*

**Application Fee**

I hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence pursuant to the terms of the lease. I agree that the \$\_\_\_\_\_ application fee, accompanying this application shall be retained by Landlord to cover Landlord’s various costs of evaluating my application, whether or not Landlord approves my application, or whether or not I wish a lease or take possession of an apartment home, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to evaluate my application. (I also do not believe the amount of this application fee is an unfair trade practice.) I understand that the application fees accompanying this application are non-refundable after I execute this application and will not be applied against the security deposit or any rent payable pursuant to the lease. Landlord and/or agent for Landlord reserve the right to reject this application and to refuse possession of the below-mentioned accommodation.

**Holding Fee**

In addition to the foregoing application fee, I agree that the \$\_\_\_\_\_ holding fee accompanying this application shall be retained by Landlord to hold the unit identified on page three of this application for occupancy by the undersigned. Upon approval of this application, after three business days, if applicant decides not to sign a lease, Landlord keeps monies. If this application is rejected for any reason other than the falsification of information by applicant, the foregoing holding fee shall be refunded to the undersigned. If this application is not rejected and the undersigned fails to execute a lease and occupy the unit identified on page three of this application by the move-in date identified on page three of this application, Landlord shall be entitled to retain the holding fee to cover Landlord’s various costs of holding such unit for the undersigned, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to hold the unit for my occupancy. (I also do not believe that amount of this holding fee is an unfair trade practice). I understand that if I occupy the unit, the foregoing holding fee will be applied against the security deposit, and if any amount of the holding fee exceeds the amount of the security deposit, such excess shall be applied against the rent payable pursuant to the lease.

**Consent to Consumer Report and Background Check**

This is to inform applicant that, as part of Landlord’s procedure for processing applicant’s application, an Investigative Consumer Report may be prepared whereby information is obtained through personal interviews with applicant’s landlord, employer, or others with whom applicant is acquainted. This also is to inform applicant that, as also set forth in the lease applicant will execute if applicant’s application is approved by Landlord, similar Investigative Consumer Reports may be prepared in the future after applicant has executed the lease and become a resident or has vacated the property which is the subject of this agreement. These inquiries include information as to applicant’s character, general reputation, personal characteristics, mode of living and credit report. The federal Fair Credit Reporting Act requires Landlord to provide to applicant additional information about the nature and scope of the investigation if applicant provides Landlord with a written request within a reasonable time. Landlord has attached a summary of applicant’s rights under the Fair Credit Reporting Act. The undersigned applicant authorizes Hunters Ridge Apartments and Townhomes, or its agent, attorney or assign to order and review one or more consumer reports relating to me [including, but not limited to, credit history, rental history (including with other properties owned by property owners affiliated with Landlord), and criminal history]. I further authorize Hunters Ridge Apartments and Townhomes, its agent, attorney or assign to order or prepare, and review, investigative consumer reports relating to me. I understand and authorize Hunters Ridge Apartments and Townhomes its agent, attorney or assign to continue to obtain or prepare consumer reports and investigative consumer reports on me both during the duration of any lease or agreement I may enter into as a result of this application and at any time thereafter, including for the purposes of collection of amounts I may owe under any lease or other agreement. I further authorize Hunters Ridge Apartments and Townhomes and direct all employers, financial institutions, banks, creditors, residential managers/landlords to release any and all information relating to me to Hunters Ridge Apartments and Townhomes or its agent, attorney or assign. I acknowledge that I have received a summary of my rights under the Fair Credit Reporting Act. I further understand and authorize Hunters Ridge Apartments and Townhomes to obtain and use consumer report information relating to me (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing/eviction databases.

\_\_\_\_\_  
Signature

SSN \_\_\_\_\_

**Any unanswered “yes” or “no” question shall result in the denial of our application.**

Have you or any member of your household ever convicted of or pled guilty to any felony?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any member of your household ever been convicted of or pled guilty to a sexual offense?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any member of your household ever been listed on a registry of sexual offenders?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

\_\_\_\_\_

I have read the foregoing; certify that the information herein is TRUE and CORRECT, that the application is submitted for the purpose of inducing approval of this application on my behalf.

By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any “yes” response to the personal and criminal history questions above, or any false statement on the application will lead to the rejection of my application and/or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a “yes” response to any of the questions set forth above (even after I sign the lease and take possession of the apartment home), I understand that Landlord may terminate the Lease.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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

**FOR COMMUNITY ADMINISTRATIVE PURPOSES:**

☞ Check if on Wait List \_\_\_\_\_ Wait List Expiration Date (if needed) \_\_\_\_\_

Community # \_\_\_\_\_ Community Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Unit \_\_\_\_\_ Requested Move-In Date \_\_\_\_\_

