

PALMER ART CENTER NORTH, LLC  
30180 Orchard Lake Road, Suite 150  
Farmington Hills, Michigan 48334  
248-626-8890  
248-626-1978 Fax

Thank you for inquiring about Palmer Art Center North. We hope that your visit is enjoyable and informative. Please find a list below of what is required to qualify for a townhome.

1. Income qualification is three (3) times the rent amount.
2. A minimum of six (6) months job history is needed.
3. You will need to supply us with a minimum of two current check stubs if paid bi-weekly and four if you are paid weekly.
4. Landlord reference is needed.
5. Employment and Landlord references will be verified via telephone and fax.

If you are interested in renting a condominium at Palmer Art Center North, each prospective Resident and/or Co-Signer will need to fill out our standard application form and submit it with a \$30.00 check or money order and the following:

- Drivers License for every member of the household 16 years of age and older who will be occupying the town home or co-signing on the lease.
- Social Security Card
- Current pay-check stubs
- If self-employed a financial statement & copy of previous tax return.

The information you supply will be checked by our staff, using as many of the following management standards as may apply: appropriate income, good credit history, job stability and favorable references from previous landlord. Your signed application authorizes our staff to order credit reports and criminal checks. Once you have been notified that your application has been approved, we will schedule a time to sign the lease, select a unit and schedule your move in date. First months rent and security deposit will be due at that time.

We look forward to having you as part of our community!

The Staff of Palmer Art Center North, LLC



**STEUER & ASSOCIATES, INC.**

**RENTAL APPLICATION: Equal Housing Opportunity**

Please complete all information requested below. Incomplete information will delay the processing of your application.

**PLEASE PRINT CLEARLY**

<b>For Official Use Only</b>			
Property Name: <b>PALMER ART CENTER NORTH</b>		Apartment No. _____	Date: _____
Application Fee: <input type="checkbox"/> \$30.00 <input type="checkbox"/> None		<b>PAYABLE TO: STEUER &amp; ASSOCIATES, INC</b>	

**Applicant Information**

Mr.     Mrs.     Ms

First Name _____	Last Name _____	Middle Initial _____
Driver's License # _____	State Issued _____	
Date of Birth _____	Social Security # _____	
Marital Status _____	Email _____	

**Current Address**

Street _____		Apt. Number _____	
City _____	State _____	Zip _____	
Home Phone _____	Mobile/Other Number _____		
Rent or Own _____	Current Monthly Payment _____	If rent, apartment name If own, mortgage company _____	How long have you lived here? _____

**Bank**

Branch Address _____	Type of Account _____
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**Employment**

Current Employer _____		Supervisor's Name _____		Supervisor's Phone _____
Address _____	City _____	State _____	Zip _____	Work Phone _____
Your Position/Title _____	Time worked here? _____	Gross Monthly Income _____	Additional Income – child support, alimony, or other maintenance income you want included for qualification _____	
Previous Employer _____	Dates Employed _____			

**Spouse Information**

First Name _____	Last Name _____	Middle Initial _____
Driver's License # _____	State Issued _____	
Date of Birth _____	Social Security # _____	
Current Employer _____	Supervisor's Name _____	
Supervisor's Phone _____	_____	
Address _____	City _____	State _____
Zip _____	Work Phone _____	
Your Position/Title _____	Time worked here? _____	Gross Monthly Income _____

**Pets**     Yes     No *(If you get a pet any time after moving into your apartment home, you must notify the manager)*

What kind? _____	Weight _____	Breed _____	Age _____
What kind? _____	Weight _____	Breed _____	Age _____

**Your Rental/Criminal History** *(You represent the answer is no by leaving any of the check boxes in this section blank)*

Have you ever been evicted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been sued for property damage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been sued for rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever broken a lease? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been convicted, plead guilty, no contest, received probation, deferred adjudication, court ordered supervision, or pre-trial diversion for a felony, sex related crime, or misdemeanor assault against another person?

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



**Other Occupants** (list names of all persons under 18 who will occupy the unit. All occupants over 18 must complete a separate application)

First Name	Last Name	Relationship	Date of Birth	Social Security #
First Name	Last Name	Relationship	Date of Birth	Social Security #
First Name	Last Name	Relationship	Date of Birth	Social Security #

**Emergency Information** (Emergency contact person over 18 not living with you.)

First Name	Last Name	Middle Initial	Relationship to you
Street	Apt #		
City	State	Zip	
Home Phone	Other Phone	Email	

**Other Information**

How did you first learn of this community?

**Vehicle Information** (list all vehicles to be parked by you, your spouse, or other occupant)

Year	Make/Model of Vehicle	Color	License #	State
Year	Make/Model of Vehicle	Color	License #	State
Year	Make/Model of Vehicle	Color	License #	State

**Authorization/Acknowledgement** This application is made for the purpose of procuring rental of premises and for credit clearance.

APPLICANT REPRESENTS AND WARRANTS THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND COMPLETE AND AUTHORIZES VERIFICATION OF ABOVE INFORMATION, REFERENCES, CREDIT RECORDS AND CRIMINAL CHECKS. APPLICANT ACKNOWLEDGES THAT THE INCLUSION OF ANY FALSE INFORMATION HEREIN SHALL CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF ANY RENTAL AGREEMENT AND RIGHT OF OCCUPANCY, AND/OR FORFEITURE OF THE GOOD FAITH DEPOSIT.

APPLICANT HEREBY RELEASES OWNER/MANAGER, HIS/HER EMPLOYEES AND AGENTS, AND ANY FIRM OR PERSON SUPPLYING THEM WITH INFORMATION FROM ANY LIABILITY WHATSOEVER CONCERNING THE RELEASE OR USE OF THIS INFORMATION AND WILL HOLD THEN ALL HARMLESS FROM ANY SUIT OR REPRISAL WHATSOEVER.

ALL HOLDERS OF ANY SUCH INFORMATION ARE HEREBY AUTHORIZED TO RELEASE ANY AND ALL SUCH INFORMATION THEY HAVE CONCERNING APPLICANT.

APPLICANT FURTHER UNDERSTANDS THAT A VALID COPY OF THEIR PAYCHECK STUBS AND DRIVERS LICENSE IS REQUIRED AT TIME OF APPLICATION.

ANY DEPOSIT MADE TO HOLD AN APARTMENT IS NON-REFUNDABLE AFTER 2 DAYS FROM APPLICATION APPROVAL.

The landlord reserves the right to deny any application without divulging the reason for doing so.

I have read and understand the Rental Application Acknowledgement stated above. By signing this application, you declare that all your statements in this application are true and complete.

Applicant Full Name (printed)	Applicant Signature	Date
Spouse Full Name (printed)	Spouse Signature	Date
Owner/Representative's Signature		Date

**For Office Use Only**

Community Name	Manager/Agent	Application Fee:	
Address	Apt Number	Application Deposit	
Move-in Date	Lease Term	Rent	Pet
Credit Report Date	Approved	Declined	



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**RENTAL HISTORY VERIFICATION**

LANDLORD: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Dear Landlord:

\_\_\_\_\_ has applied for an apartment with us and we need the following information from you to process his/her rental application:

Move In Date: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Subsidized: \_\_\_ Yes \_\_\_ No

Type of Rental: \_\_\_ Apartment \_\_\_ House \_\_\_ Room

How many people are listed on the lease? \_\_\_\_\_

Number of late payments: \_\_\_\_\_

Number of NSF checks: \_\_\_\_\_

Was/is the Tenant responsible for utilities? \_\_\_\_\_

Did resident maintain the premises to your satisfaction? \_\_\_\_\_

If the applicant has moved, did the applicant give proper notice? \_\_\_\_\_

Was the unit vacated in rentable condition? \_\_\_\_\_

Were eviction proceedings ever started against applicant? \_\_\_\_\_

Did the applicant vacate the premises owing a balance? \_\_\_\_\_

If yes, how much was rent? \_\_\_\_\_ How much in damages? \_\_\_\_\_

_____ Applicant Signature	_____ Date
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\_\_\_\_\_  
 Landlord Signature                      Date                      Telephone