

## CONFIDENTIAL APPLICATION FOR RESIDENCY

The undersigned hereby makes this application to rent an apartment at GREENSPIRE and certifies that the information on this application is true and correct. The undersigned further realizes that this is an offer to rent and does not constitute an acceptance for rental on the part of GREENSPIRE.

APPLICANT'S NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

PRESENT LANDLORD: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

PRESENT MONTHLY RENT: \$ \_\_\_\_\_ LENGTH AT ADDRESS: \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_ APT#: \_\_\_\_\_ LENGTH AT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

PREVIOUS LANDLORD: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_ GROSS MONTHLY INCOME \$: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

PERSON(S) OTHER THAN APPLICANT TO OCCUPY PREMISES:

1. \_\_\_\_\_ RELATION: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

2. \_\_\_\_\_ RELATION: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

3. \_\_\_\_\_ RELATION: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

4. \_\_\_\_\_ RELATION: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NUMBER OF CARS: \_\_\_\_\_ YEAR/MODEL: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_

YEAR/MODEL: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_

DO YOU HAVE A PET? \_\_\_\_\_ NUMBER AND TYPE: \_\_\_\_\_

PERSON TO NOTIFY IN CASE OF EMERGENCY: \_\_\_\_\_ RELATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

HOW DID YOU HEAR ABOUT GREENSPIRE?: \_\_\_\_\_

I, \_\_\_\_\_, hereby make this application to rent an apartment at GREENSPIRE

( Full Name )

and certify that the information on this application is true and correct. I further realize that this is an offer to rent and does not constitute an acceptance for rental on the part of GREENSPIRE.

**Deposit Agreement:** *I acknowledge that if I cancel the apartment being held, my security deposit will be forfeited to Greenspire Apartments.*

**Application Fee:** *I/we agree to pay a non-refundable application fee of \$25.00 to Greenspire apartments. I/We acknowledge that this is a fee for gathering information and processing the application. I/We acknowledge that the fee is not applied to the security deposit or rent.*

**Applicant Requirements:** *Greenspire Apartments offers a high quality of living for its residents. In order to maintain the standards of the community, every potential resident must meet the application requirements for residency and satisfy a background check before becoming a resident.*

**Electronic Signature:** *If filling out this application in electronic form, I acknowledge that my typed name below represents my electronic signature and is therefore legally valid and enforceable as my signature. I also acknowledge that I have the option to print and fill out this form to be used as a paper contract without incurring any additional fees.*

**Rental History:** *I acknowledge that, by signing below, I authorize the release of my rental history to Greenspire Apartments.*

*I acknowledge that I have read and understand the foregoing disclosures, waivers, releases and agreements.*

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

Have you toured Greenspire? Yes \_\_\_\_\_ No: \_\_\_\_\_

#### APPLICATION FORM & FEE SUBMISSION INSTRUCTIONS

**Online:** Save the completed form to your computer and visit [www.GreenspireApartments.com/apply](http://www.GreenspireApartments.com/apply). Follow the instructions to upload the completed file and pay the application fee online by credit card.

**Mail or Drop-off:** Print the application form and send the completed form with a check for \$25.00 to:

*Greenspire Apartments  
8380 Greenspire Drive  
Portage, MI 49024*

**Fax:** Print and fax the completed form to 269.327.9920, then mail/drop-off a check for \$25.00 to the address above.

**Email:** Because we value the security of your personal and financial information, please do not email your application form. Instead, please use one of the other methods listed above.

**FOR OFFICE USE ONLY**

To: \_\_\_\_\_ FROM: GREENSPIRE APARTMENTS

FAX #: \_\_\_\_\_ PHONE: (269)327-3063 FAX: (269) 327-9920

LANDLORD REFERENCE REQUEST (OFFICE USE ONLY)

APPLICANT(S): \_\_\_\_\_ MOVE IN DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MOVE OUT DATE: \_\_\_\_\_

AND / OR LEASE EXPIRATION: \_\_\_\_\_

1. What is/was the individual's rental rate? \$ \_\_\_\_\_
2. Does/did the individuals pay rent on time? \_\_\_\_\_
3. If no, how often did you issue a notice for nonpayment of rent? \_\_\_\_\_
4. Are/were there are complaints filed against the resident (noise, etc.) If so, how many? \_\_\_\_\_

Please explain: \_\_\_\_\_

1. Does/did the individual have NSF filed? If so, how many? \_\_\_\_\_
2. Does/did the individual have a pet? \_\_\_\_\_
3. Was a move-out notice given? \_\_\_\_\_
4. If the individual is no longer a resident: Were there are damages to the unit? \_\_\_\_\_  
Were the term of the lease fulfilled? \_\_\_\_\_  
Have any outstanding amounts been paid? \_\_\_\_\_

Please sign and return by fax to (269) 327-9920