



MAPLE GROVE PROPERTY MANAGEMENT

RENTAL APPLICATION

Each occupant must complete a separate Rental Application (unless a minor child).

Date: \_\_\_\_\_ Community \_\_\_\_\_ Apartment # \_\_\_\_\_

Please tell us about yourself

Full Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email(s): \_\_\_\_\_

Your Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Auto License #: \_\_\_\_\_

2nd Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Auto License #: \_\_\_\_\_

Other Occupants (minor children):

Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Person to notify in Case of Emergency: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Emergency Contact: \_\_\_\_\_

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

Do you have pets? \_\_\_\_ If yes, how many \_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Type \_\_\_\_\_ Weight \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Please give your resident history for the past 3 years (beginning with your current address)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Owner or Landlord: \_\_\_\_\_

Month/Year Moved In \_\_\_\_\_

Month/Year Moved Out \_\_\_\_\_

Monthly rental rate \$ \_\_\_\_\_

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

Permanent Address (if student): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Owner or Landlord: \_\_\_\_\_

Month/Year Moved In \_\_\_\_\_

Month/Year Moved Out \_\_\_\_\_

Monthly rental rate \$ \_\_\_\_\_

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

Please give your employment information for the past 3 years (beginning with your current employer)

Employment Status: \_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Retired \_\_\_\_ Unemployed \_\_\_\_ Student \_\_\_\_

Current Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Monthly Gross Salary: \$ \_\_\_\_\_

School \_\_\_\_\_ ID# \_\_\_\_\_

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

Occupation: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone #: (\_\_\_\_) \_\_\_\_\_

Present Status  F  S  J  S  G Doc. Major: \_\_\_\_\_

Previous Employment History:

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Monthly Gross Salary: \$ \_\_\_\_\_

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

Occupation: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone #: (\_\_\_\_) \_\_\_\_\_

If there are other sources of income that you would like us to consider, please list income, source and person (Bank, Employer, etc.) who may be contacted for confirmation. You **DO NOT** have to reveal alimony, child support unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Source/Verification Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Have you ever: Filed for bankruptcy within the last 7 years?  Yes  No

Been evicted?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain providing location, date and nature of each offense: \_\_\_\_\_

Are you or any member of your household required to register as a sex offender on any state or federal sex offender registry?  Yes  No

If yes, please explain providing location, date and nature of each offense: \_\_\_\_\_

How did you hear about this apartment community? \_\_\_\_\_

What attracted you to this apartment community? \_\_\_\_\_

Why are you leaving your present address? \_\_\_\_\_

An administrative fee is required before an application will be considered. The office reserves the right to deny any application.

I certify that the preceding information furnished is accurate and complete and agree that inaccuracies and/or omissions may be the basis for denial of my application or any residency created in reliance on this application. I authorize Maplegrove Property Management, LLC to verify any of the information contained in this application and/or make a thorough credit evaluation.

Applicant's Signature: \_\_\_\_\_

Receipt of fee of \$ \_\_\_\_\_ is acknowledged by: \_\_\_\_\_

Check or Money Order # \_\_\_\_\_

No residency is created by this application, only through a written lease agreement signed by both the resident and the landlord.

**Applicant further acknowledges that Maplegrove Property Management, LLC is the agent for the property owner.**

**Applicant: DO NOT WRITE BELOW, FOR OFFICE USE ONLY**

Identification Confirmed by: \_\_\_\_\_ Prospect Driver's License # \_\_\_\_\_

**CURRENT LANDLORD REFERENCE:**

Date: \_\_\_\_\_ Person Contacted: \_\_\_\_\_ Verified all information provided on Application \_\_\_\_\_

Is applicant currently on a lease? \_\_\_\_\_ Number of late payments or NSF checks (within last 3 years) \_\_\_\_\_

Any complaints re. this applicant, their guests, pets etc. \_\_\_\_\_

Would you rent to them again? \_\_\_\_\_

**PREVIOUS LANDLORD REFERENCE:**

Date: \_\_\_\_\_ Person Contacted: \_\_\_\_\_ Verified all information provided on Application \_\_\_\_\_

Is applicant currently on a lease? \_\_\_\_\_ Number of late payments or NSF checks (within last 3 years) \_\_\_\_\_

Any complaints re. this applicant, their guests, pets etc. \_\_\_\_\_

**CURRENT EMPLOYMENT REFERENCE:**

Date: \_\_\_\_\_ Person Contacted: \_\_\_\_\_ Verified all information provided on Application \_\_\_\_\_

**PREVIOUS EMPLOYMENT REFERENCE:**

Date: \_\_\_\_\_ Person Contacted: \_\_\_\_\_ Verified all information provided on Application \_\_\_\_\_

**Terms of Acceptance:**

Application Approved/Denied (circle one) Approved by: \_\_\_\_\_

Person notifying applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Method of notification: \_\_\_\_\_

**Approved:**

Move in Date: \_\_\_\_\_ Lease Signing Date: \_\_\_\_\_ Rented by: \_\_\_\_\_ Guarantor: \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Concession/Special: \$ \_\_\_\_\_

**Denied:**

Reason for denial: (circle one) income credit resident history criminal

**NOTICE OF ASSIGNMENT OF ROOMMATES**

Apartments are leased on a room by room basis. For example, a fully occupied four bedroom apartment is under four separate leases, one for each room. Any room that is not occupied is considered vacant and subject to being leased.

Hopson Flats is dedicated to accommodating the housing needs of its current and prospective tenants. As such, management seeks to fill all rooms in its apartments. Any unoccupied rooms in an apartment unit may be filled by Hopson Flats. The assignment of a tenant to a vacant room is based solely on the date of receipt of lease application, and without regard to sex, race, color, national origin, religion, familial status, or handicap of either the prospective tenant, or the tenants occupying the other rooms in the apartment unit.

Hopson Flats encourages groups of tenants that want to live together to also apply together, and indicate the names of the individuals they want to live with. Hopson Flats will attempt to accommodate the tenants' choice in roommates. **However, Tenant recognizes and acknowledges that if the tenant does not designate a roommate for all rooms within an apartment unit by \_\_\_\_\_, or if a group of tenants that wish to live together do not fill all rooms in an apartment, any vacant room will be filled by Hopson Flats based on the above criterion.**

**TENANT**

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

\_\_\_\_\_

**MAPLEGROVE PROPERTY  
MANAGEMENT, LLC**

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

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_



**MAPLE GROVE**  
**PROPERTY MANAGEMENT**

*A quality property management company and licensed broker and builder*

212 Grandville Ave SW, STE 105 Grand Rapids, MI 49503

Phone: (616) 301-1222 Fax: (616) 301-1116

[www.maplegrovepm.com](http://www.maplegrovepm.com)

## DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS

### **Property Manager**

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency you have with the licensee.

Michigan law requires real estate licensees who are acting as agents of Landlords and Owner's (hereafter referred as "Owner's") or tenants' of real property to advise the Owner or potential Tenants' with whom they work of the nature of their agency relationship.

### **Owner's Agent**

An owner's agent, under a listing or management agreement with the owner, acts solely on behalf of the Owner. An Owner can authorize an Owner's agent to work with subagents, Tenants' agents and/or transaction coordinators. A subagent is one who has agreed to work with the Owner's agent, and who, like the Owner's agent acts solely on behalf of the Owner. Owner's agents and subagents will disclose to the Owner known information about the Tenants' which may be used to the benefit of the Owner.

### **Tenants' Agent**

A Tenants' agent, under a tenant agency agreement with the Tenants', acts solely on behalf of the Tenants'. Tenants' agents and subagents will disclose to the Tenants' known information about the Owner which may be used to benefit the Tenants'.

### **Dual Agent**

A real estate licensee can be the agent of both the Owner and the Tenants' in a transaction, but only with the knowledge and informed consent, in writing, of both the Owner and the Tenants'. In such a dual agency situation the licensee will not be able to disclose all known information to either the Owner or the Tenants'. The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the Owner, and the Tenants'.

## **Disclosure and Acknowledgment**

Maple Grove Property Management, LLC and its representatives are acting for the Owner and not as agents for the Tenants'. This form is provided to prospective Tenants'/applicants before the disclosure of confidential information.

**The undersigned prospective Tenant/applicant confirms that he/she has reviewed the above information before disclosure of any confidential information.**

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**Signature**

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**Date**



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**Reservation Deposit Form**

Application Dated \_\_\_\_\_

In addition to the foregoing application fee, I agree that I will provide landlord with a \$600.00 Reservation Deposit that shall be retained by Landlord to hold the apartment until identified on the application for occupancy by the undersigned. If this application is rejected for any reason other than the falsification of information by applicant, the foregoing Reservation Deposit 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 in this application by the move-in-date identified in this application, landlord shall be entitled to retain the Reservation Deposit 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 the amount of this holding fee is unfair trade practice). I understand that if I occupy the unit, the foregoing Reservation Deposit will be applied against the Security Deposit.

Applicant's Signature \_\_\_\_\_

Receipt of deposit acknowledged by: \_\_\_\_\_

Check or Money Order # \_\_\_\_\_

Date \_\_\_\_\_

# ROOMMATE PROFILE

Name: \_\_\_\_\_ Preferred Unit Type: \_\_\_\_\_

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

Gender: Male / Female Move-in Date: \_\_\_\_\_

## GENERAL QUESTIONS

Do you smoke?	No	Yes	Socially
Do you drink?	Never	Occasionally	Often
Do you play loud music?	Never	Occasionally	Often
Do you cook?	Never	Occasionally	Often
Do you stay up late?	Never	Occasionally	Often
Do you go out for fun?	Never	Occasionally	Often
Do you date?	Never	Occasionally	Often
Is your room messy?	Never	Occasionally	Often
Do you study?	Never	Occasionally	Often
Do your friends visit?	Never	Occasionally	Often
Do you work?	Never	Occasionally	Often
Are you allergic to animals?	No	Yes	A doctors note will be needed if yes.

## CIRCLE YOUR CLASSIFICATION (IF IN SCHOOL)

Freshman      Sophomore      Junior      Senior      Graduate      Non-Student

## PERSONAL DESCRIPTION OF YOURSELF

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## LIFESTYLE / PERSONALITY (Circle the adjectives that best describe you)

Adventurous	Spontaneous	Aggressive	Competitive	Athletic
Confident	Conservative	Cautious	Emotional	Sensitive
Follower	Forgiving	Friendly	Caring	Risk Taker
Good Listener	Hardworking	Helpful	Team Player	Sophisticated
Humorous	Imaginative	Independent	Intelligent	Laid Back
Open Minded	Organized	Outgoing	Outspoken	Talkative
Philosophical	Ambitious	Reserved	Shy	Serious

**MUSIC PREFERENCES (Circle the types of music you like)**

Alternative	Blues	New Wave	Jazz	Folk Rock
Country	Dance	Club	Disco	Independent
Hard Rock	Metal	Hip Hop	Rap	
Latin	World Pop Rock	Top 40	Punk	
R&B	Soul	Oldies	Soft Rock	

**FOOD PREFERENCES (Circle the types of food you like)**

American	Bakeries	BBQ	Breakfast	Cajun/Creole
Californian	Chinese	Cuban	Deli-sandwich	Desserts
Fast Food	French	Greek	Health Food	Italian
Japanese/Sushi	Mexican/Tex Mex	Pizza	Seafood	Southern/Soul
Southwestern	Steakhouses	Thai	Vegetarian	

**HOBBIES (Circle the hobbies you like)**

Arts/Crafts	Auto Repair	Basketball	Bicycling	Billiards
Boating	Book Reading	Camping	Card Games	Computers/Internet
Concerts	Cooking	Fishing/Hunting	Golf	Fitness/Health foods
Photography	Politics	Walking	Running/Jogging	Playing Musical Instruments
Science Fiction	Science Tech	Shopping	Snow Skiing	Softball
Swimming	Table Tennis	Tennis	Travel	Watching Movies/TV
Video Games	Volleyball	Watching Sports	Water Skiing	Snowboarding

**PLEASE LIST REQUESTED ROOMMATES (IF KNOWN)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that this information will be made public to anyone who requests to see it. I acknowledge that the Owner and Owner's Agent are not responsible or liable for any claims, damages, or actions of any nature whatsoever relating to, arising out of, or connected with disputes between potential or selected roommates. I understand that Owner and Owner's Agent upholds Fair Housing laws and will not make roommate assignments based on race, color, religion, sex, handicap, familial status, national origin, or any other class protected by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date