



TERRACE FLATS
Hinman Lake, L.L.C.

APPLICATION

INSTRUCTIONS:

- ❖ All information is to be filled out by Applicant only.
- ❖ Applicant shall provide a non-refundable \$50 application processing fee payable to Hinman Lake LLC.
- ❖ Mail, hand-deliver or fax (269-342-1949) completed application to:

TERRACE FLATS
c/o The Hinman Company
750 Trade Centre Way Suite 100
Portage, MI 49002
Attention: Residential Leasing Manager

- ❖ Please Complete All Questions – Incomplete Information Will Result In Denial of the Application.

PART I – Applicant Information

Name: _____ (the “Applicant”).

First Middle Last

Daytime Telephone: (____) ____ - _____ ext: _____

Cell Phone: (____) ____ - _____

Evening Telephone: (____) ____ - _____

E-mail: _____

Drivers License #: _____ State: _____

Current Member of Military Service (Y or N): __

Are you currently financially dependent on someone in the military? (Y or N) _____

Current Address:

Number Street, Apt #

City, State, Zip Code

How long have you lived at this address? _____ Years, _____ Months

What is the total rent/mortgage payment on the apartment/house where you currently live?

\$ _____ Monthly

Current Landlord (if any): _____ Telephone #: (____) ____ - _____

Previous Address:

Number Street, Apt #

City, State Zip Code

How long did you live at your previous address? ____ Years, ____ Months

Previous Landlord (if any):

List all of the people who will be living in your apartment, starting with yourself, and provide the following:

<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u> (mm/dd/yyyy)	<u>Sex</u>	<u>Social Security</u>	<u>Occupation</u>
_____	(SELF)	__/__/__	__	__-__-____	_____
_____	_____	__/__/__	__	__-__-____	_____
_____	_____	__/__/__	__	__-__-____	_____
_____	_____	__/__/__	__	__-__-____	_____

PART II – Income Information

Are you currently employed (Y or N)? ____

How long have you been at your current job? ____ Years ____ Months

Present Employer: _____

Telephone #: (____) ____ - _____

Position: _____ Gross Monthly Income: \$ _____

Previous Employer: _____

Telephone #: (____) ____ - _____

Do you engage in a home occupation (Y or N)? ____ If yes, please explain:

If you are not employed, but are currently receiving alternative income (i.e. retire, pension, or other source) please explain:

If employed, list all full and part-time employment for all household members including yourself. Include self-employed earnings.

Household Members	Name and Address of Employer	How Long at Current Job?	Gross Yearly Earnings
1.			
2.			
3.			

PART III – General Information

Checking Account:

Bank Name: _____ Address: _____

Balance: \$ _____ Checking account #: _____

Savings Account:

Bank Name: _____ Address: _____

Balance: \$ _____ Saving account #: _____

Other Asset Account:

Bank Name: _____ Address: _____

Balance: \$ _____

Has Applicant, spouse or another potential occupant ever been convicted of a felony or misdemeanor? (Y or N)? _____

If yes, please explain:

Has Applicant, spouse or other potential occupants ever been a party in a landlord/tenant legal action, such as dispossession for non-payment, late payment, eviction possession, property damage, etc. (Y or N)? _____

If yes, please explain:

Have any civil judgments been entered against Applicant, spouse or other potential occupants (Y or N)? _____

If yes, please explain:

How did you hear about this apartment vacancy? (Please specify in the blanks)

- Sign posted in building
- Newspaper or media or publication: _____.
- Local Organization or Church: _____
- Friend: _____
- Housing List: _____
- Internet – Check One: Apartment Guide HinmanCompany.com
- Other: _____

Do you or any other potential occupants use any musical instruments and do you or they plan to practice and/or play the instrument within the Apartment (Y or N)? _____

PART IV – Additional Applicant Information – Applicant shall provide all of the following documentation along with this Lease Application for Landlord’s review:

1. Documented proof of earnings/income.
2. Last four bank statements (checking, savings, and other asset accounts).
3. W-2 Form & Tax Returns for the two most recent years.
4. Current Leases (if any).

PART VI – General Terms and Conditions

1. Applicant's submission of this Application does not constitute an offer, right of first refusal, reservation of or option for the lease of an apartment or dwelling within, on or about the Landlord's Building, and Apartments will not be held for Applicant without a completed verification of all application screening criteria as set forth in this Application.
2. Landlord's offer to rent will be based on verification of all Applicant's meeting all Application screening criteria included in landlords Tenant Selection Plan, including, but not limited to credit history, background check, income (Applicants annual obligation for rent and expense must not exceed 30% of his/her gross income annual income), and any other relevant Applicant information contained within this Application or otherwise required by Landlord.
3. In submitting this Application, Applicant hereby grants Landlord the right to check all Applicant's and prospective tenants credit, previous rental history and income references, to determine if the prospect is qualified to lease the apartment. In submitting this application, Applicant authorizes and permits owner/agent to request, receive and investigate credit reports.
4. An Application may be denied if it is determined that Applicant:
 - a. Has been convicted of fraud or other crimes under Michigan or Federal law;
 - b. Has outstanding court judgments, fines or criminal probation requirements or obligations affecting Applicant's solvency;
 - c. Is delinquent in child support payments and lacks the financial resources to reasonably afford the apartment;
 - d. Has poor or unsatisfactory credit and/or housing references that make Applicant a significant credit, safety or property risk; or
 - e. Is not of majority age under Michigan law (18-years-old).
5. Landlord further reserves the right to refuse to lease space to Applicant if any of the information provided herein is found to be untrue, and may terminate Applicant's tenancy if information provided herein is found to be untrue after renting to Applicant.
6. If Landlord rents a premises to Applicant, possession of the unit shall not be provided to Applicant until, in Landlord's sole discretion, the premises are ready for occupancy.
7. Except as provided in the Lease, Landlord shall not be liable for damages in the event the premises are not ready for occupancy on the date prescribed in the lease, and Landlord shall not be liable for damages in any event where the premises cannot be occupied on the prescribed date because of causes beyond Landlord's control.
8. It shall be required of Applicant to furnish proof upon request by Landlord of any statement made on this Application.
9. Landlord will treat all persons fairly and equally. Landlord does not discriminate on the basis of race, color, creed, national origin, sex, age, marital status, familial status, or disability. It is the policy of the Landlord, to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as Amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any Michigan or Federal laws, rules, regulations or enactments protecting the individual rights of residents, applicants or staff which may subsequently be enacted.
10. Landlord reserves the right to limit the number of vehicles on the Property. Applicant understands that parking on city streets is not an alternative. Landlord will not be responsible for towing charges incurred while parking on city streets. Landlord also does not allow major

maintenance, changing of oil or washing vehicles in our parking lot without express consent of the manager. Boats, trailers, or recreational vehicles are not allowed in the parking area.

11. Per the Landlords policy, animals must be leashed and attended in all common areas of the property. Caged birds, if they do not disturb other occupants, cats, and fish are acceptable, but the tenant is responsible for any damages associated with such pets (i.e. leaking aquarium, residual odors, etc), and the tenant will be required to pay a \$300 non-refundable pet fee. The exception to this is a service animal which is required by a tenant with a disability (i.e. seeing eye dog, etc.). A written request from a medical practitioner is required stating that a service animal is required by the tenant to live independently. Service animal must remain leashed at all times, allowed inside only in tenant's apartment and outside where management so designates. Tenant is responsible for the cleanup of any mess left by the service animal.
12. This application, and the information contained therein, will be considered part of the lease.

Part VII- Waitlist Choice

Please identify the units desired. You may select multiple units.

<u>Unit</u>	<u>Price</u>	<u>Desired?</u>
One Bed/One Bath	\$895-\$920	YES /NO
Two Bed/Two Bath	\$1250-\$2250	YES /NO

Applicant will have two business days to respond by phone or email after being notified that an apartment is available. Prices are subject to change.

ACKNOWLEDGMENT: By signing below, I hereby certify that the statements made in this application have been examined by me and are true, correct and complete to the best of my knowledge. I have no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner / agent to reserve or lease an apartment to me.

Signature of Applicant

Date

Signature of Applicant

Date

#####This Concludes the Document#####