



# Hickory Management Services

a special services real estate company

935 John St. Kalamazoo, MI 49001 P. 269-342-1488 F. 269-385-2089 www.hickorymanagement.com

**\$30 APPLICATION FEE**

**PAID**

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

## INSTRUCTIONS AND REQUIREMENTS FOR SUBMITTING AN APPLICATION:

- Any person over the age of 18 who will be occupying the premises must submit an application.
- Applicants must supply two of their most recent pay stubs or documentation of any assistance that is received.
- A copy of Driver's License and/or State Identification Card and Social Security card must be submitted with every application.
- **APPLICATIONS MUST BE COMPLETED IN THEIR ENTIRETY AND WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTATION AND INFORMATION LISTED ABOVE IS SUBMITTED BY THE APPLICANT.**

Property Applied for: \_\_\_\_\_ Date Wanted: \_\_\_\_\_

Name: First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Local Phone #: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Name and relationship of occupants going to be living with you \_\_\_\_\_

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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Move-in date \_\_\_\_\_ Date your lease ends \_\_\_\_\_

Current Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Move in Date \_\_\_\_\_ Move out date \_\_\_\_\_

### Vehicle Information

How Long At This Address? \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Utilities Included \_\_\_\_\_

Make \_\_\_\_\_

Reason for moving \_\_\_\_\_

Model \_\_\_\_\_

Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you ever had an Eviction? \_\_\_\_\_ If so when? \_\_\_\_\_ Where \_\_\_\_\_

Year \_\_\_\_\_

Have you ever filed Bankruptcy? \_\_\_\_\_ If so when? \_\_\_\_\_ Date of discharge \_\_\_\_\_

Plate # \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Answering yes to this question does not automatically disqualify you for tenancy with Hickory Management Services

Can utilities be put in your name? \_\_\_\_\_ Have you ever filed Bankruptcy? \_\_\_\_\_ if yes when? \_\_\_\_\_

Source of Income: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Your Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Start date: \_\_\_\_\_

Amount of alimony or child support you Pay \_\_\_\_\_ Or Received \_\_\_\_\_

Where do you Bank? \_\_\_\_\_

Name \_\_\_\_\_ Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Are you a student? \_\_\_\_\_ If yes, what school? \_\_\_\_\_

Are you receiving a loan/grant? \_\_\_\_\_ Amount: \_\_\_\_\_

Do you have any pets? Cat or Dog \_\_\_\_\_ How Many \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

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

1. Personal Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

2. Personal Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

I give permission for the release of information, past or present and future, regarding my tenancy history and employment history to Hickory Management in determining approval or in an effort to recover money after I /We have vacated. I also agree to allow Hickory Management to run and credit and background report to verify the information provided. The application fee is non-refundable.

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

Notes or Comments: \_\_\_\_\_



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## APPLICANT AUTHORIZATION FORM

**FOR THE APPLICANT:** *(Must be filled out completely to insure an accurate report)*

<b>Name:</b>	First _____	Middle Initial _____	Last _____
<b>Address:</b>	_____		Phone Number: ( ) _____
<b>City:</b>	_____	<b>State:</b> _____	<b>Zip Code:</b> _____
<b>Birthdate:</b>	____ / ____ / ____	<b>Social Security Number:</b>	____ / ____ / ____

In accordance with the **FEDERAL FAIR CREDIT REPORTING ACT**, (Public Law 91-508), as amended by the Consumer Credit Reform Act of 1996 (Title II, Subtitle D, Chapter I of Public Law 104-208), permits the procurement of consumer report for employment purposes or for qualifying you for housing. The Act provides that a clear and conspicuous disclosure shall be made in writing to the applicant before the report is procured, that a consumer report may be obtained for the purposes of qualifying you for housing or employment and the applicant shall authorize the procurement of the report in writing. The information from the report will not be used in violation of any applicable federal or state equal employment or fair housing law or regulation. I acknowledge the receipt of the above disclosure and pre-adverse action notice and authorize HMS Credit in cooperation with Trans Union to obtain a consumer report on me for employment purposes or for the purpose of qualifying me for housing. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age; because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:**    /    /

Dear Applicant(s):

**Thank you for applying for housing with Hickory Management. We will process your application within 24-48 hours of receiving the completed application and application fee. If you have any question during the processing of your application, feel free to call our office and speak with one of our leasing agents.**

Sincerely,

Hickory Management

**E-Mail:** [Leasing@HickoryManagement.com](mailto:Leasing@HickoryManagement.com)

**Phone:** (269) 342-1488

**Fax:** (269) 385-2089

**Adverse Action Notice:** In the case that your application is denied in compliance with Section 615 of the Fair Credit Reporting Act, you have the right to request a free copy of the consumer report within sixty days and the right to dispute the accuracy or completeness of any information in the consumer report. To obtain a free copy of the consumer report please contact any of the credit reporting agencies listed below. Criminal and Civil records are obtained by local county records or National criminal database based in whole or in part on information provided by the consumer credit reporting agency. You are entitled to have your questions answered, dispute any information on your credit report, and receive a free copy of your credit report within sixty days on adverse action. You may dispute the matter directly with the credit reporting agency by writing or calling the agency. This notice can be given verbally or written, over the phone or in person. The below referenced agencies did not make the adverse decision and is (are) not able to explain why the decision was made.

**Experian** – [www.experian.com](http://www.experian.com)  
 NCAC, P.O. Box 9556, Allen, TX 75013  
 1-888-211-0728

**Equifax** – [www.equifax.com](http://www.equifax.com)  
 P.O. Box 740256, Atlanta, GA 30374  
 1-888-202-4025

**TransUnion** – [www.transunion.com](http://www.transunion.com)  
 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022  
 1-800-916-8800