



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



INSTRUCTIONS & 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 and/or documentation of any other source of income.
- ❖ A copy of Driver's License and/or State Identification & Social Security Card must be submitted with every application.
- ❖ \$30 Application fee per person, including cosigners

Applications must be completed in their entirety & will not be processed until all required documentation & information listed above is submitted by the Applicant.

Today's Date	Do you have any disabilities that we need to accommodate for?
Address of Property Applying for:	Desired Move In Date:

Applicant Information

First Name	Middle	Last Name
Date of Birth	Social Security #	Drivers License #
Cell Phone	Work Phone	Email Address

Your Current Residence

Street Address	Apt #	City	State	Zip Code
Landlord Name	Landlord Phone #	Move in Date	Lease Expires	
Rent <input type="checkbox"/> Own <input type="checkbox"/>	Monthly Rent	How long at this Address	Reason for Moving	

Your Previous Residence

Street Address	Apt #	City	State	Zip Code
Landlord Name	Landlord Phone #	Move in Date	Move Out Date	
Rent <input type="checkbox"/> Own <input type="checkbox"/>	Monthly Rent	How long at this Address	Reason for Moving	

Co-Applicants

List all Applicants applying with you

Occupants (list names of all persons under 18 who will occupy the unit)

First Name	Last Name	Relationship to you	Age
First Name	Last Name	Relationship to you	Age
First Name	Last Name	Relationship to you	Age

Pets & Service Animals

1. There is a Maximum of 2 pets per apartment or house.					
2. There are pet restrictions, no Pitt Bull & Bull Terriers, Rottweilers, Sherpherds & Dobermans					
3. There is a \$200 Non refundable pet deposit for 1 pet and \$100 for an additional pet.					
4. A photo of your pet & proof of vaccinations are required					
Do you have any pets?		Cat <input type="checkbox"/> Dog <input type="checkbox"/>	How Many?	Have your pets been spayed or neutered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes. Type, Breed, Description of Pet(s)				Weight	
Do you have a service animal?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide documentation.		

Employment / Income

Current Employer		Position	Supervisor	Telephone #	Monthly Income	Date of Hire
Previous Employer		Position	Supervisor	Telephone #	Monthly Income	From: To:
Other Monthly Income				Source	Monthly Income	
Other Monthly Income				Source	Monthly Income	
Monthly Amount of Alimony or Child support you:				Pay	Receive	
Are you a student?		Yes <input type="checkbox"/> No <input type="checkbox"/>	What School?	Are you receiving a loan/grant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount
Bank Name			Telephone #	Checking Acct #	Savings Acct #	

Emergency Contact

Name	Address	Phone #	Relationship to you
Name	Address	Phone #	Relationship to you

Vehicle Information

Year	Make	Model	Color	Tag #	State
Year	Make	Model	Color	Tag #	State

Mandatory Screening Questions

Have you ever been evicted or a defendant in an eviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain
Have you ever filed, or in the process of filing bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain
Do you owe any other landlords money?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain
Have you ever been asked to move for a lease violation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain
Have you ever been party to a lawsuit in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please describe offense
Have you ever been convicted of a felony?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please describe offense
Have you ever been convicted of a major misdemeanor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please describe offense
Can you put utilities in your name?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please explain

Other Information

How did you hear about this property?

Please include any other information you believe would help to evaluate this application

Authorization to Release Consumer Information

Each person 18 years of age or younger must be listed as an occupant on the application. Each person 18 years of age & older must fill out an application. If a co-signer is necessary, the co-signer must also complete and sign an application or guarantor form. I understand there is a \$30.00 Non refundable application fee (per applicant & cosigner) & will be collected with this application, in order to process the application. I further understand I am not entitled to a refund even if I don't get the apartment. Application must be filled out in its entirety. If you do not, we will not be able to process the application successfully. I understand that the landlord is not obligated to process any application that is not complete.

Tenancy will be denied if any information is misrepresented on this application. If misrepresentations are found after the rental agreement is signed, we have the right to terminate your rental agreement immediately, which would result in you being asked to leave the property. Hickory Management will verify any or all of the following: your current and/or past employment, your current and/or past rental & eviction history, your credit history & score, and review criminal records within the last 20 years on a nationwide scale. All applicants are processed without regard to race, color, religion, sex, handicap, familial status or national origin.

This is to advise that I, undersigned, hereby authorize Hickory Management to obtain information past, present and/or future on any of the following: a consumer credit report from any or all of the three credit bureaus, conduct a nationwide criminal records search, nationwide eviction history search, to verify the details of my employment including salary information, and to obtain a complete rental history from my current and/or former landlord(s) to determine eligibility for tenancy.

Applicant's Full Name

Applicant's Signature

Date

To submit application electronically via email, type your full name again in Applicant Signature blank. Typing your name in Applicant Signature field constitutes your legal binding signature on this electronic document.

To submit electronically, complete application, save and email PDF to:
applications@hmsys.com

Office use only (to be completed by Property Management)

Address/unit #	_____	App fee Paid?	_____	Amount	_____
Rent	_____	Sec Deposit	_____	Lease Term	_____ to _____
Pet Fee	_____	Cleaning Fee	_____		
Approved by:	_____	Date:	_____		