



GILLESPIE
group

RENTAL APPLICATION

APPLICANT INFORMATION

How did you locate this Gillespie Group Community?		
Apartment #:	Move In Date:	Rental Rate/Terms:
Full Name:		
Phone Number:	Cell Number:	Email:
Date of birth:	SSN:	DL#
Current address:		
City:	State:	ZIP Code:
Own Rent (Please circle)	Monthly payment or rent:	How long?
Previous address:		
City:	State:	ZIP Code:
Owned Rented (Please circle)	Monthly payment or rent:	How long?
List Name of Landlord:	Phone Number:	
List any prior judgments by landlord:		
Have you ever been evicted?	If yes, why?	
Have you ever not fulfilled a lease term?	Yes or No If Yes, explain:	
Have you ever been convicted of or plead guilty or no contest to a misdemeanor involving violence or sexual conduct or a felony conviction?	If yes, please provide location, date and nature of each offense:	
Filed Bankruptcy or Foreclosure within the past 3 years?	Yes or No If yes, what date? _____	

EMPLOYMENT INFORMATION

Employment Status: ____ Full Time ____ Part Time ____ Retired ____ Unemployed ____ Student		
Current employer:		
Employer address:	How long?	
Phone:	Fax:	
City:	State:	ZIP Code:
Position:	Hourly Salary (Please circle)	Annual income:
Supervisor:		
Previous employer:		
Address:	How long?	
Phone:	Fax:	
City:	State:	ZIP Code:
Position:	Hourly Salary (Please circle)	Annual income:
Supervisor:		
Emergency Contact Person that is authorized to enter your apartment in case of emergency:		
Address:	Phone:	
City:	State:	ZIP Code:
Relationship:		

CO-APPLICANT INFORMATION, IF FOR A JOINT ACCOUNT		
Full Name:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own Rent (Please circle)	Monthly payment or rent:	How long?
Previous address:		
City:	State:	ZIP Code:
Owned Rented (Please circle)	Monthly payment or rent:	How long?
List Name of Landlord:	Phone Number:	
List any prior judgments by landlord:		
Have you ever been evicted?	If yes, why?	
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Have you ever been convicted of or plead guilty or no contest to a misdemeanor involving violence or sexual conduct or a felony conviction?	If yes, please provide location, date and nature of each offense:	
Filed Bankruptcy or Foreclosure within the past 3 years?	Yes or No If yes, what date? _____	
EMPLOYMENT INFORMATION		
Employment Status: ____ Full Time ____ Part Time ____ Retired ____ Unemployed ____ Student		
Current employer:		
Employer address:		Dates Employed:
Phone:		Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary (Please circle)	Annual income:
Supervisor:		
Previous employer:		
Address:		
Phone:		Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary (Please circle)	Annual income:
Supervisor:		
Emergency Contact Person that is authorized to enter your apartment in case of emergency:		
Address:		Phone:
City:	State:	ZIP Code:
Relationship:		
BANK ACCOUNT INFORMATION - FOR AUTOPAYMENT OF RENT		
Bank Name:	Account #:	Routing #:
Your rent payment can be automatically deducted from your checking account on the 1 st of each month. By signing this agreement, you acknowledge that your rent payment may be drafted from the above checking account.		
Signature: _____		Date: _____
OTHER ASSETS OR SOURCES OF INCOME		
Description	Amount per month or value	

VEHICLE INFORMATION - PARKING SPACE IS LIMITED AND EACH COMMUNITY HAS RESTRICTIONS ON THE NUMBER OF PARKING SPACES ALLOWED PER APARTMENT.		
Vehicle 1 Model/Make:	State/Tag #:	Year/Color:
Vehicle 2 Model/Make:	State/Tag #:	Year/Color:
Vehicle 3 Model/Make:	State/Tag #:	Year/Color:
PET INFORMATION (A separate pet addendum is required for the authorization of pets.) This is for application only.		
Pet #1 Name:	Breed/Weight:	Neutered or Spade?
Pet #2 Name:	Breed/Weight:	Neutered or Spade?
<p>I certify that the facts set forth in this RENTAL APPLICATION are true and complete to the best of my knowledge and belief. I understand that a knowing false statement on this application is grounds for denial, termination of lease, and/or eviction. I consent that the information above may be verified, and I further authorize the owner to make any investigation of my residence history, employment history, criminal history and credit/financial references. All such information heron will be kept confidential.</p> <p>I agree that the required Application Fee received by management totaling \$ _____ will not be refunded for any reason. I further agree that any Application Deposit received by management (\$ _____ given on _____) will be applied toward the Security Deposit, which must be paid in full before occupancy and may not be applied as rent ; the first month's rent must be paid before occupying an apartment. The Application Deposit is refundable up to 72 hours. After 72 hours, the Application Deposit will be retained as liquidated damages for the amount of rent lost. If I decide not to move in after this Rental Application has been accepted, I agree that the Application Deposit will not be refunded. If my application is denied, this deposit will be fully refunded. I understand that this is an application only, and I acquire no rights in an apartment until said application is approved, I pay that required deposit, and I sign a Lease Agreement. At that time, this application would become part of the Lease.</p>		
Date:	Signature of applicant:	
Date:	Signature of co-applicant, if for joint account:	



STATEMENT OF RENTAL POLICY

Welcome to our community. Before you apply to rent an apartment, please take the time to review this Statement of Rental Policy. For the purpose of this document, the term "applicant" is defined as the person or persons who will be signing the Lease as the "Resident;" the term "occupant" is defined as the person or persons who are authorized occupants under the Lease. Some criteria apply to the applicants only; other criteria apply to all occupants. An applicant must be 18 years of age or older to qualify as a resident. Please note that these are the current rental criteria for this community; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing at this community prior to these particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

EQUAL HOUSING: Gillespie Group Apartments is an Equal Housing Opportunity Provider. We do business in accordance to the Federal Fair Housing Act and Michigan Elliott Larsen Civil Rights and do not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, age and marital status. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

APARTMENT AVAILABILITY: Applications for apartment homes will be accepted on a first come – first serve basis and are subject to the availability of the particular apartment type requested. "Availability" does not necessarily mean that an apartment will definitely be available for occupancy by an applicant at the estimated date. "Available" apartments include those where a "Notice to Vacate" has been submitted by an existing resident indicating an intention to vacate on or about a certain date. Under certain circumstances, we will permit current residents who are not in default of their lease to withdraw or change their notice of moving. Other circumstances not necessarily under management's control may also delay the date of availability of an apartment. In addition, an apartment may not be considered available because it is about to be placed under contract as an application has been made and a deposit placed to hold the apartment. If the applicant's credit is not approved or if the applicant fails to sign a Lease by the specified date, then the apartment would again become available. Whether a particular unit or type of apartment is available can vary significantly within several hours or a day.

QUALIFYING CRITERIA FOR RENTAL OF AN APARTMENT HOME

INCOME: The gross monthly income must equal three times the monthly rent per household. If a Lease Contract Guarantor is required or authorized, the Guarantor gross monthly income must equal four times the monthly rent in order to qualify as a Guarantor. All monthly income will be verified and a copy of the current recent pay stub must be provided.

CREDIT: A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

RESIDENCE HISTORY: Present and previous residence will be verified for all applicants and proposed occupants. We must obtain verification of a satisfactory rental history for at least one year, which includes timely rent payments, proper notice of cancellation or non-renewal, no outstanding balances or history of lease violations. All applicants who have been previously evicted will be declined. The head of the household must be 18 years or older, physically occupy the apartment and meet all criteria.

EMPLOYMENT HISTORY: Previous and current employment history will be verified. Allowances from other sources of income such as alimony, child support, retirement income, commissions or tips will require written verification. In the event, the applicant is self-employed, written verification of last year's income (such as tax returns) must be provided.

CRIMINAL HISTORY: If you have ever been convicted of a felony, Gillespie Group reserves the right to reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we reserve the right to reject your application. If you have a history of any convictions for assault, rape, arson, illegal drug related matters, destruction of property, or any matters that would be a risk to our residents, the management deserves the right to reject your application. A criminal background check will be conducted on all applicants with the known previous addresses provided.

FEES/DEPOSITS: There is a non-refundable application fee per apartment for verification of information and credit approval. A good faith security deposit must be submitted with the Rental Application. If the application is accepted, the good faith security deposit will be applied toward payment of the entire security deposit, and if for any reason management decides to decline the application, management will refund the good faith deposit in full. If the application is approved and the applicant fails to sign a lease or take occupancy of the premises on the agreed date, management may retain the good faith deposit as liquidated damages for the amount of rent lost and any expenses incurred due to the cancellation. The security deposit varies from community to community and can go to one and a half months rent depending on credit and rental history. A non-refundable redecoration fee may also be charged upon move in as well and varies community to community.

OCCUPANCY: Our community limits the number of occupants based on the apartment size according to the following guidelines:

- ◆ 1 Bedroom/1 Bath – Two Occupants
- ◆ 2 Bedroom/2 Bath – Four Occupants
- ◆ 2 Bedroom/Den/2 Bath – Six Occupants
- ◆ 3 Bedroom/2 Bath – Six Occupants

A unit occupancy is not to exceed two persons per bedroom, plus a child who is **less than twenty four months old** and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status. If the number of people applying for a single apartment exceeds the property's guidelines, the application will be rejected for that particular size of apartment. If a resident, who has a newborn less than twenty four months old at the time of rental application or lease renewal, moves into an apartment that, once the newborn reaches the age of **twenty four months**, violates the occupancy guidelines, the resident is required to either (1) move into another available apartment which has more bedrooms leased at the current market rent; or (2) move out. Rent for the larger apartment will be the current market rent for that particular apartment and a transfer fee will be due. For the purposes of this occupancy policy, a

"family" shall consist of the following persons: one or more individuals (who have not attained the age of 18 years) being domiciled with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. Our policy is to conform to local and state requirements to the extent that they require a different standard than stated here.

HOLD HARMLESS ACKNOWLEDGMENT: Resident agrees that Management does not promise, warrant or guarantee the safety and security of Resident, Resident's family and occupants or Resident's personal property against the criminal actions of other residents or third parties. Furthermore, Management shall not be liable for any damage or injury to Resident, Resident's family and occupants or to any person entering the premises or the building of which the leased premises are a part, for injury to person or property arising from theft, vandalism or casualty occurring in the premises or the buildings; the term "premises" is defined to include any common areas, lakes and the surrounding area. Resident agrees to indemnify and hold harmless Management from all claims, costs and expenses arising from injury to person or property. Each Resident has the responsibility to protect him or herself and to maintain appropriate insurance to protect his/her belongings. Residents should contact an insurance agent to arrange appropriate insurance protecting their personal property. Resident shall at all times maintain Renter's Insurance including adequate fire, casualty and liability insurance to insure against the risks described above. Insurance coverage maintained by Management does not protect Resident from loss of personal property by theft, fire, water damage and other perils. Resident is responsible for maintaining appropriate vehicular or automobile insurance coverage.

NOTIFICATION STATUTES: For your information, you may obtain information about sexual offenders and/or predators in the State of Michigan by contacting The Public Sexual Offenders Registry (PSOR) at the Michigan State Police, Criminal Justice Information Center, Identification Section, 7150 Harris Drive, Lansing MI 48913, (517) 336-6292 or on the web at www.mipsor.state.mi.us.

VEHICLES: Parking space is limited in our community. Each household per community has restrictions on the number of spaces provided. Commercial vehicles and recreational vehicles are not allowed and can be towed at residents' expense.

PETS: A pet fee is required for a cat or dog. The number of pets allowed per apartment may vary and are at the discretion of the Resident Manager. All pet fees are to be paid in full prior to move-in. A pet fee monthly per cat and /or dog is due monthly also. Pets will be subject to all community policies and you may be required to sign a separate Pet Addendum. Service animals assisting a handicapped person are allowed and no pet deposit or pet fee is required.

FLOTATION BEDDING SYSTEMS/WATER TANKS: Flotation bedding systems (waterbeds) or fish water tanks over 50 gallons will be allowed on any floor only if a copy of the current renter's insurance policy naming Owner and Manager as additionally insured is maintained in the resident file.

SATELLITE DISH: We allow the installation of one satellite dish per apartment in accordance with FCC and local access laws. Not all of our apartments are suitable to satellite reception and we cannot guarantee that satisfactory transmission will be received. There are limitations on how and where a satellite dish can be installed and the appropriate addendum must be signed. Renter is to provide proof of renter's insurance totaling **\$200,000 in liability coverage** naming the apartment community as additionally insured.

TRANSFER POLICY: If a resident would like to transfer to another apartment within the community or to another Gillespie Group community a \$400.00 transfer fee along with a written 30-day notice is required. Residents must fulfill at least six months of the current lease agreement in order to transfer. Each resident moving into the new apartment must complete a new application and qualify for the new apartment. The applicable deposits and fees that are charged may vary from community to community. The security deposit CANNOT be transferred from one apartment to another and all agreements under the current lease agreement must be honored including paying back rental concessions.

Date:	Signature of applicant:
Date:	Signature of co-applicant, if for joint account: