

## *University Management*

311 Jarvis Street, Apt. #204, Ypsilanti, MI 48198

Ph: (734)485-3013, Fax: (734)483-4805

Email: [universitymngt@gmail.com](mailto:universitymngt@gmail.com)

Website: [www.universitymanagement.com](http://www.universitymanagement.com)

Monday through Friday 8 am – 5 pm

### What to bring:

- \$50 nonrefundable application fee per applicant. Must be paid with a cashier check or a money order.
- State Issued Photo Identification
- Social Security Card
- If you are not a USA citizen you need to bring your passport
- 4 most recent paycheck stubs
- Financial requirement: You need to show us that you make one and a half months' worth of rent to be financially approved
- If you receive any sort of financial assistance we need copies of the documentation, for example: FAFSA award statement letter, social security letter, and/or disability letter
- We do not accept Section 08 housing.

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### **PERSONAL INFORMATION**

#### **Applicant 1**

Name: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

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

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

#### **Applicant 2**

Name: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

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

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

**EMPLOYMENT**

**Applicant 1**

Employment or student status: \_\_\_\_\_

Name of current employer: \_\_\_\_\_

Employer's address and phone #: \_\_\_\_\_

Length of time with current employer: \_\_\_\_\_ Gross month income:\$ \_\_\_\_\_

Position with current employer: \_\_\_\_\_

Prior Employer, name and #: \_\_\_\_\_

**Applicant 2**

Employment or student status: \_\_\_\_\_

Name of current employer: \_\_\_\_\_

Employer's address and phone #: \_\_\_\_\_

Length of time with current employer: \_\_\_\_\_ Gross month income:\$ \_\_\_\_\_

Position with current employer: \_\_\_\_\_

Prior Employer, name and #: \_\_\_\_\_

**RENTAL HISTORY**

**Please provide at least two years of rental history.**

Name of current landlord: \_\_\_\_\_

Address, phone # of current landlord: \_\_\_\_\_

Date current lease expires: \_\_\_\_\_ Have you given notice? \_\_\_\_\_

Length of time at your current address: \_\_\_\_\_ Landlord Name \_\_\_\_\_

Have you ever been evicted or sued by a landlord? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Do you have Pets? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_

Name of previous landlord: \_\_\_\_\_

Address, phone # of previous landlord: \_\_\_\_\_

Date current lease expired: \_\_\_\_\_ Length of time at this address \_\_\_\_\_

Have you ever been evicted or sued by a landlord? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Name, address and phone # of closest relative not residing with applicant: \_\_\_\_\_

\_\_\_\_\_

Nature of relationship to that relative: \_\_\_\_\_

Name or your current creditors, including charge cards, student loans, and commercial loans: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a criminal offense? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Did anyone refer you to us? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Have you rented with us before? \_\_\_\_\_

## CONDITIONS

I hereby deposit **\$50.00** as a non-refundable application fee. I understand that this charge will be used to defray the costs for the agents' time and effort processing my inquiry and application. Landlord may refuse to rent 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. If Landlord rents 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. *I CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS INCLUDED IN THE APPLICATION FORM, AND THAT I VOLUNTARILY SUBMIT THIS APPLICATION. I furthermore allow UNIVERSITY MANAGEMENT AND ITS AFFILIATES to obtain rental history/verification from past or current landlord(s)/lessor(s) for the purpose of evaluating my application.*

**Printed Name:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fair Credit Reporting Act and Consumer Reports

*UNIVERSITY MANAGEMENT AND ITS AFFILIATES* OBTAIN CONSUMER REPORTS FROM CONSUMER REPORTING AGENCIES, AND/OR CIVIL/CRIMINAL RECORDS FROM LAW ENFORCEMENT AGENCIES TO EVALUATE APPLICATIONS FOR RENTING. I have read and understand the above Fair Credit Reporting Act and I authorize the person to whom this application is made and any credit bureaus or other investigative agencies employed by such person to investigate any references listed herein and statements or other data obtained from me or from any source pertaining to my credit or financial responsibility. I also authorize the person to whom this application is made (including his or her agents) to obtain a copy of my credit report to assist in evaluating my application and, thereafter, to obtain and use in attempting to collect unpaid rent, late fees, or other charges from me. A consumer report is any written, oral, or other communication from a consumer reporting agency which bears on an individual's creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for (a) credit or insurance to be used primarily for personal, family, or household purposes; (b) employment purposes; or (c) any other purposes authorized under section 604 of the Fair Credit Reporting Act.

**Printed Name:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use ONLY**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approval Signature: \_\_\_\_\_

\_\_\_\_ Proof of Income/Employment Verification

\_\_\_\_ Drivers License Copy

\_\_\_\_ Social Security Card Copy

\_\_\_\_ Rental Verification

Building: \_\_\_\_\_ Location \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Security Deposit Amount: \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Lease Begin: \_\_\_\_\_ Lease End: \_\_\_\_\_

**Shown By** \_\_\_\_\_

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To whom it may concern,

I \_\_\_\_\_, hereby authorize you to release to University Management for verification purposes, information concerning:

- Employment history, dates, titles, income, hours worked, etc.
- Rental History

A copy of this authorization may be accepted as an original.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date