



# RENTAL APPLICATION

**Primary Applicant**

**Date:** \_\_\_\_\_ **Unit:** \_\_\_\_\_ **Quoted Rent: \$** \_\_\_\_\_

PLEASE PRINT CLEARLY. This is a legal document which imposes legal obligations on you, please read carefully before signing. All persons who will be occupying the apartment must be named as an occupant and all persons over 18 must be named as an applicant and pay an application fee.

Full Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Social Security: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Phone: Evening ( ) \_\_\_\_\_

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

Current Address (Include City/State/Zip): \_\_\_\_\_

How Long? \_\_\_\_\_ Landlord Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Lease expiration: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_ Reason Moving: \_\_\_\_\_

Previous Address (Include City/State/Zip): \_\_\_\_\_

How Long? \_\_\_\_\_ Landlord Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Have you ever been convicted of a felony? .....  Yes  No

Have you ever filed for bankruptcy? .....  Yes  No

Have you ever been served an eviction notice or been asked to vacate a property you were renting? .....  Yes  No

Have you ever willfully or intentionally refused to pay rent when due? .....  Yes  No

If "Yes" to any above questions, when? \_\_\_\_\_ why? \_\_\_\_\_

Present Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Since: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Dept. Head: \_\_\_\_\_

Annual Income from Employer ..... \$ \_\_\_\_\_

Other Income \_\_\_\_\_ \$ \_\_\_\_\_

Total Income from All Sources ..... \$ \_\_\_\_\_

<b>References:</b> Bank Name	Account #	Bank Phone Number
1. _____	_____	( ) _____
2. _____	_____	( ) _____
3. _____	_____	( ) _____

<b>References:</b> Personal Contact Name	Phone Number	Relationship
1. _____	( ) _____	_____
2. _____	( ) _____	_____
3. _____	( ) _____	_____

Others occupying the unit			Pets: # _____	
<i>(anyone over the age of 18 must be on the lease and must complete an "Additional Applicant" form):</i>			<i>*\$250 per pet fee</i>	
Full Name	Age	Relationship	Breed	Age
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**See Disclosure page for additional attachments that need to be included with your application.**



# ORANGE DOOR PROPERTIES

761 W. Michigan Ave., Jackson, MI 49201  
517.782.7188 www.ThinkOrangeDoor.com

## Rental Application

## Additional Applicant

Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Quoted Rent: \$ \_\_\_\_\_

PLEASE PRINT CLEARLY. This is a legal document which imposes legal obligations on you, please read carefully before signing. All persons who will be occupying the apartment must be named as an occupant and all persons over 18 must be named as an applicant and pay an application fee.

Full Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Social Security: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Phone: Evening ( ) \_\_\_\_\_

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

Current Address (Include City/State/Zip): \_\_\_\_\_

How Long? \_\_\_\_\_ Landlord Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Lease expiration: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_ Reason Moving: \_\_\_\_\_

Previous Address (Include City/State/Zip): \_\_\_\_\_

How Long? \_\_\_\_\_ Landlord Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Have you ever been convicted of a felony? .....  Yes  No

Have you ever filed for bankruptcy? .....  Yes  No

Have you ever been served an eviction notice or been asked to vacate a property you were renting? .....  Yes  No

Have you ever willfully or intentionally refused to pay rent when due? .....  Yes  No

If "Yes" to any above questions, when? \_\_\_\_\_ why? \_\_\_\_\_

Present Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Since: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Dept. Head: \_\_\_\_\_

Annual Income from Employer ..... \$ \_\_\_\_\_

Other Income ..... \$ \_\_\_\_\_

Total Income from All Sources ..... \$ \_\_\_\_\_

References:	Bank Name	Account #	Bank Phone Number
1.	_____	_____	( ) _____
2.	_____	_____	( ) _____
3.	_____	_____	( ) _____

References:	Personal Contact Name	Phone Number	Relationship
1.	_____	( ) _____	_____
2.	_____	( ) _____	_____
3.	_____	( ) _____	_____



**Policies**

- All units are NO SMOKING.
- \$250 per pet non-refundable fee.
- Minimum credit score is 550.
- Security deposit for all units is 1.5 times monthly rent.
- Minimum income required is 3 times monthly rent.
- \$45 per applicant fee (non-refundable), every adult over 18 must be an applicant and sign the lease.

**Procedure:**

1. Submit completed application and \$45 per applicant fee to Orange Door Properties, 761 W. Michigan Ave., Jackson, MI 49201.
2. Submit proof of income (2 months of pay stubs or most recent tax return)
3. Allow 14 days from submission of complete application for processing.
4. You will be contacted to let you know if your application has been approved or denied.

**Disclosures** I (We), the undersigned, have read and understand the following:

**Leasing Agent/Representative:** Represent the best interest of the owner/landlord and that the leasing agent's fees will be paid by the owner/landlord. The undersigned acknowledge that this written notice was received prior to the undersigning receiving a lease agreement.

**Radon Gas:** Notice to prospective tenant - Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to person who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this state. Additional information regarding radon and radon testing may be obtained from your county public health unit.

**Lead Base Paint:** Every tenant of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to lease. Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in this housing unit.

**Credit Check:** In connection with your application, a consumer or credit reporting agency may be asked to make an investigative consumer or credit report on you. I (we) understand and hereby authorize agent/owner and any consumer or credit reporting agency or bureau employed by it to investigate my (our) character, general reputation, mode of living, credit and financial responsibility and the statements made on the application, and to inquire and check with the personal references named thereon and also authorize(s) such credit or consumer reporting agency or bureau to make available a consumer or credit report in connection therewith.

**Agreement**

1. The application fee of \$45 per applicant, which covers the administrative costs of processing your application (including the credit check), is non-refundable and is to be attached to the application at time of submission. If your employer requires the use of 'The Work #' to verify your employment, an additional \$20 will be required per verification.
2. Applicant(s) authorize the agent/owner to visit the present residence listed on this application (even if living with family or friends) to inspect according to the following: "No building, neighborhood, or housing code violations, no health or safety hazards present at applicant's current residence (unless they are clearly not applicant's fault nor responsibility)."
3. Applicant(s) warrant(s) that all matters set forth in the application are true and complete. If they are found not to be, your application will not be accepted.
4. If your application is accepted (via notification by mail, phone, or email), and you fail to execute the property's standard lease form within seven days of acceptance, the rental unit may be put back on the market.
5. If you execute the standard lease and fail to take occupancy of the unit, you will be held to the terms of the lease until the apartment is released to another approved applicant.

**Primary Applicant**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Additional Applicant (2)**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Additional Applicant (1)**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Additional Applicant (3)**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

# FOR OFFICE USE ONLY

Date complete application received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date processing complete and submitted to Landlord: \_\_\_\_\_

	App 1	App 2	App 3	App 4	Reviewed
Received Application Fee					
Credit Report - Score					
Received Verification of Income					
OR 2 Years of Tax Returns					
Current Address/Landlord					
Previous Address/Landlord					
Employer Reference					
Bank Reference #1					
Bank Reference #2					
Personal Reference #1					
Personal Reference #2					
Personal Reference #3					
Pubic Records-Confirm Landlord Match					
Google Search					
Facebook					
LinkedIn					
Twitter					
www.mipsor.state.mi.us					
www.d12.com					

\_\_\_ **Not Approved** Reason: \_\_\_\_\_ Sent rejection letter: \_\_\_\_\_

\_\_\_ **Approved** Telephoned: \_\_\_\_\_ \_\_\_ No Smoking Confirmed Unit: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Garage Fee: \$ \_\_\_\_\_

Proration \$ \_\_\_\_\_ per day X \_\_\_\_\_: \$ \_\_\_\_\_

Internet Fee: \$ \_\_\_\_\_

Pets # \_\_\_\_\_ X \$250: \$ \_\_\_\_\_

**Total Monthly: \$ \_\_\_\_\_**

**Total to be collected at lease signing: \$ \_\_\_\_\_**

Tenant Preferred Door Code: \_\_\_\_\_

Create Job in QBs     Create Initial Invoice

Move-in Date: \_\_\_\_\_

Create Monthly Invoice (Memorize invoice)

Lease Sign Date: \_\_\_\_\_

Remarks: