



D & H PROPERTY MANAGEMENT INC.

Lease Application Procedure

1. Application must be accompanied by a check for **\$1,000.00** made payable to D&H Income Property Management, Inc. If we reject the applicant we will return the check. If we accept the applicant the \$1,000.00 will be deducted from the security deposit. There is no application fee.
2. Applicant has 72 hours in which to change their mind and receive a refund. The 72 hour period begins when we receive the application.
3. Applications must be filled out completely. **Both husband and wife must provide a Social Security Number.** No post office boxes for a home address. All additional paperwork must be submitted within 24 hours. The faster we get all the requested documents the faster we can give a decision. We will not make a decision without all the information. All applications must be signed and dated. **All applications must be legible.**
4. D&H fees are month and half security deposit and a non-refundable cleaning fee, which is determined by the size of the home. These are non-negotiable.
5. All pets are accompanied by a pet deposit and a pet agreement.
6. Upon approval tenant has 7 days to sign the leases.
7. The day the lease starts is the day we give keys to the tenant(s). If you wish to Move in early D&H will start the lease early. Those days will be pro-rated. No free days are extended to tenant(s).
8. **Agent commission** is half of one month rent regardless of lease term. Please do not interfere with our existing contractual agreements with our clients.

Date

Applicant

Date

Applicant



SALES & MANAGEMENT

24001 Orchard Lake Road, Suite #110 • Farmington, MI 48336 • (248) 888-9133 • FAX (248) 888-9137



D & H PROPERTY MANAGEMENT INC.

The undersigned hereby submits the following information as an application to lease/rent the following described property commonly known as (NOTE: This application is not a lease) Please type or print this application for clarity.

Property Address you are applying for: _____

Offered rental amount: _____

Anticipated start date and length of lease: _____

Information about the applicants and occupants:

	Applicant #1	Applicant #2 or Spouse
Name	_____	_____
Social Security No.	_____	_____
Current Address	_____	_____
City State Zip Code	_____	_____
Telephone Number	H _____	H _____
	W _____	W _____
	Rent ___ Own ___	Rent ___ Own ___

Dates Rented (From-To) _____

Monthly Payment _____

Previous Address _____

City State Zip Code _____

Name of Employer _____

Address _____

Phone Number _____

Occupation _____

Length of Employment _____

Annual Income 2009 _____ 2009 _____

2008 _____ 2008 _____

2007 _____ 2007 _____

Other Source of Income _____

First Name of Children and Ages _____

Other Occupants and Relations _____



Debts or Obligations (List Creditor & Amount)

List any Pets (Dogs, cats, birds, etc. include breed)

Are any occupants smokers? Yes _____ No _____

Waterbeds: Yes _____ No _____ How Many _____

Current landlord

Address

City State Zip Code

Telephone

Name and address of 5 references: (Co-workers & Personal – NO RELATIVES PLEASE)

Name

Address

Telephone Number

APPLICANT AGREES, AUTHORIZES AND CONSENTS TO:

- Provide Broker with **employment letter** verifying income, length of employment, and to what extent corporation participation in rental payment if any. Also provide copies of **most recent pay stub** with year-to-date income and **W-2 form for previous 2 years**. If self employed, previous 2 years tax returns (all schedules) and a letter from accounting firm or company attorney verifying stability of company assets.
- Provide broker with reference letters and payment history from prior landlord.
- **Must furnish copy of driver's license or passport. Application will NOT be processed until received**

APPLICANT WARRANTS THAT THE PRECEEDING INFORMATION IS A COMPLETE AND ACCURATE REPRESENTATION OF ALL THE FACTS. ALL APPLICANTS SHALL FURNISH SOCIAL SECURITY NUMBERS FOR ALL PARTIES BEFORE APPLICATION CAN BE PROCESSED. APPLICANTS AGREE TO ALLOW D&H PROPERTIES TO OBTAIN A CREDIT REPORT FOR ALL PARTIES NAMED ON THE APPLICATION. BEFORE APPLICATIONS CAN BE PROCESSED. THIS APPLICATION MUST BE ACCOMPANIED BY A \$1000.00 DEPOSIT CHECK **MADE PAYBALE TO: D&H INCOME PROPERTY MANAGEMENT, INC.** APPLICANT HAS **72 HOURS TO WITHDRAW APPLICATION AND RECEIVE AREFUND.** UPON ACCEPTANCE OF THIS APPLICATION, APPLICANTS MUST SIGN LEASE WITHIN 10 CALENDAR DAYS.

Date

Applicant #1

Broker

Applicant #2