



RENTAL APPLICATION

Please complete application and return with a \$50 (nonrefundable) application fee to:
In person: 509 W. Forest Ave., #105, Ypsilanti, M-F 12:00 – 4:00 pm
By mail: Three Oaks Properties LLC, P.O. Box 981244, Ypsilanti, MI 48198
Make check payable to: Three Oaks Properties LLC

Phone: 734.484.1600 / Fax: 734.484.1601 / Email: 3OaksProperties@um.att.com / Website: www.ThreeOaksProperties.com

PLEASE PRINT CLEARLY

Applicant Information:

Location of apartment in which you are interested: _____
Last Name: _____ Full First Name: _____ MI: _____
Current Address: _____ City _____ State _____ Zip _____
Best Phone: _____ Email Address: _____
Social Security #: _____ Date of Birth: _____
Drivers License #: _____ State: _____ Expiration: _____
Names of all others who will occupy house or apartment and/or Group Name: _____

2-Year Rental History:

Landlord Name: _____ Phone: _____
Previous Address: _____ City _____ State _____ Zip _____
Dates of Residency: (mm/dd/yy) _____ to _____ Monthly Rent: _____
Landlord Name: _____ Phone: _____
Previous Address: _____ City _____ State _____ Zip _____
Dates of Residency: (mm/dd/yy) _____ to _____ Monthly Rent: _____
Landlord Name: _____ Phone: _____
Previous Address: _____ City _____ State _____ Zip _____
Dates of Residency: (mm/dd/yy) _____ to _____ Monthly Rent: _____



2-Year Employment History:

Employer: _____	Position: _____
Address: _____	City _____ State _____ Zip _____
Manager/Supervisor: _____	Phone: _____
Dates of Employment: (mm/dd/yy) _____ to _____	Monthly Net Income: _____
Employer: _____	Position: _____
Address: _____	City _____ State _____ Zip _____
Manager/Supervisor: _____	Phone: _____
Dates of Employment: (mm/dd/yy) _____ to _____	Monthly Net Income: _____
Employer: _____	Position: _____
Address: _____	City _____ State _____ Zip _____
Manager/Supervisor: _____	Phone: _____
Dates of Employment: (mm/dd/yy) _____ to _____	Monthly Net Income: _____

Lease Guarantor:

Three Oaks Properties LLC may require applicant to have a qualified adult (over 25 years of age with a combined credit score of 700 or higher) act as his/her Lease Guarantor. A Lease Guarantee Agreement must be signed by the Guarantor on or before lease signing. All required paperwork will be sent to the prospective Lease Guarantor by Three Oaks Properties. Please provide the following information:

Name of Lease Guarantor: _____

Address _____ City _____ State _____ Zip _____

Best Phone: _____ Fax _____

Email Address: _____

Vehicle Information:

Make: _____ Model: _____ License Plate #: _____

Make: _____ Model: _____ License Plate #: _____

Make: _____ Model: _____ License Plate #: _____



Other Information:

Do you own or plan to own a pet? Yes _____ No _____

If yes, describe the pet: _____ Weight _____ Breed _____

Do you require a parking space? Yes _____ No _____ (Parking available at **509 W. Forest and 201 N. Huron ONLY** / All other locations: City pass required for street parking)

Have you ever been evicted from a rental unit for Non-Payment of rent? Yes _____ No _____

If yes, explain in detail: _____

Has a judgment from a Landlord or Creditor ever been obtained against you? Yes _____ No _____

Landlord/Creditor: _____ Amount: \$ _____

Reason: _____

Have you ever had an account referred to a collection agency? Yes _____ No _____

If yes, explain in detail _____

Have you ever been charged, arrested or convicted of a crime? Yes _____ No _____

If yes, explain in detail _____

Has anyone that will be residing in the apartment/house ever been charged, arrested or convicted of a crime?

Yes _____ No _____ If yes, explain in detail _____

How did you hear about us?

Sign Craigslist MiDigs.com Friend

Other Internet Site: _____

The applicant hereby certifies that he/she is of legal age and the above information is true and accurate and is aware that the owner/manager of the property will rely on this information when entering into a rental agreement. The applicant recognizes that any falsification, misrepresentation or omission will result in the rejection of the application. The applicant authorizes Three Oaks Properties LLC to investigate all statements contained in this application including but not limited to employment and income verification, landlord references, to obtain a credit report, and to periodically update this information throughout the lease term or any extension thereof as allowed by law. Applicant acknowledges that he/she has read and agrees to the terms and conditions in page 3 of the Rental Application titled Addendum to Rental Application. Information provided in this Rental Application will be incorporated into and become part of the terms and conditions of the lease if a lease is executed.

Signature: _____ Date: _____



ADDENDUM TO RENTAL APPLICATION

- 1. APPLICATION:** A completed set of applications (one per person) accompanied by a non-refundable processing fee of **\$50.00** per person and an earnest money deposit of **\$200.00** must be submitted to begin the approval process. Once approved, **applicants will be expected to sign the Lease within 10 business days**, or our offer to lease may be withdrawn, and this deposit will be forfeited. If applicant is not approved, deposit will be returned in full.
- 2. LEAD TENANT:** If there are multiple residents signing the Lease, please name the person who will be the primary contact: _____.
- 3. LEASE AGREEMENT:** You will be signing a "joint and several" Lease Agreement which means that each person signing the lease will be responsible for all terms of the Lease, including the total amount of rent due. Three Oaks Properties LLC does not offer individual leases.
- 4. LEASE DATES:** Lease Start: _____ Lease End _____
- 5. MONTHLY RENT:** \$ _____ Rent is payable in **one check** and is due on the first day of each month. If multiple checks are received for one payment, a \$20 processing fee (per occurrence) will be charged to the Resident'(s) account.
- 6. UTILITIES:** The following utilities are charged on a monthly flat rate and are due on the first of each month with rent: *Gas: _____ Water: _____. Electricity to be placed in Resident'(s) name prior to move-in. (*701 & 705 Emmet: Gas and Electricity to be placed in Resident'(s) name)
- 7. PARKING** (if applicable): **Annual Fee: \$95 per space** (due at lease signing) - Parking is available at **509 W. Forest and 201 N. Huron ONLY.**
- 8. SECURITY DEPOSIT:** As noted above, a \$200.00 earnest money deposit is due with the application. Upon applicant's approval, this amount will be applied to the security deposit for a total of \$ _____ (equal to one month's rent). The balance of the security deposit is due at lease signing. The security deposit shall be returned in a check or money order payable to one person, chosen by Resident(s).
- 9. PETS:** No pets are allowed without prior written consent of Owner, which must include payment of all stipulated fees and an executed Pet Addendum as outlined in your Lease. **No pets of a dangerous breed and/or nature will be allowed on the premises. Monthly Pet Fee: \$25** (due the 1st of each month) / **Pet Deposit: \$300** (\$150 is non-refundable and \$150 is refundable subject to approval upon move-out inspection)
- 10. INSURANCE:** A standard renter's insurance policy protects you and your personal property in situations such as theft, fire and water damage. The insurance that we carry on the building covers the structure only. Renters insurance can be purchased at a nominal cost through most insurance agents.
- 11. TELEPHONE AND CABLE TV:** All orders and installations are the responsibility of the Resident(s). Although many of the rental units have been prewired for phone and cable, Three Oaks Properties LLC does not guarantee the workability of existing phone lines, jacks or interface boxes.
- 12. FURNISHINGS:** Some of the units may be fully furnished. The furniture provided in the Lease Agreement must remain in your unit for the term of the lease. Written authorization is required before Resident(s) is allowed to install air conditioners or any type of ceiling or wall mounted fixture.
- 13. NO SMOKING POLICY:** Smoking of tobacco products is **STRICTLY PROHIBITED** on the entire property except the following areas: 1. Unit balconies/patios 2. Building porches 3. Adjoining grounds



Three Oaks Properties LLC Lead-Based Paint Disclosure

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Timing of Disclosure:

The parties agree that this Lead-Based Paint Disclosure Form was executed before the Lessee was obligated under any contract to lease.

Lessor's Disclosure:

(a) Presence of lead based paint and/or lead based paint hazards:

____ (i) Known lead-based paint and/or lead-based paint hazards are present in the housing.

X (ii) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor:

____ (i) Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below)

X (ii) Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement - INITIAL NEXT TO (c) & (d)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family From Lead in Your Home*.



Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

LESSEE:

LESSOR: Three Oaks Properties LLC, Agent for Owner

Signature

Date

Signature

Date

Print Name

Print Name

For Office Use Only

Application Fee Received: \$ _____ Date Received _____

___ Check # _____ ___ Money Order ___ Cash

Holding Deposit Received: \$ _____ Date Received _____

___ Check # _____ ___ Money Order ___ Cash

Received By: _____

Approved: ___ Yes ___ No Lease Signing by: _____





Request for Verification of Residency
(Applicant to complete top section ONLY)

Resident'(s) Name: _____
Previous Address: _____ City _____ State _____ Zip _____
Landlord: _____ Contact Person: _____
Phone: _____ Fax: _____

I/We hereby authorize you to release to THREE OAKS PROPERTIES LLC, its employees, officers, agents and assigns; any and all information they may require to investigate my previous/current tenancy with _____ (Landlord).

Signature Date

Print Name

To be completed by current/former Landlord:

1. What were the dates of tenancy? _____ to _____
2. How much rent did the tenant pay each month? \$ _____
3. Was the rent ever paid late? _____ How many times? _____
4. Did you ever have to take legal action against the tenant? _____
 - a. If yes, please explain: _____
5. Did you refund the Security Deposit in full? _____
 - a. If no, please explain: _____
6. Would you rent to this tenant again? _____
 - a. If no, please explain: _____

Please complete form and return via fax to: 734.484.1601 or by email to: 3oaksproperties@um.att.com. If you have any questions or need further information, please call 734.484.1600.

Thank you.
Three Oaks Properties LLC

