

# Empire Management Rental Qualification Standards

A copy of your driver's license and a (2) recent pay stubs are also needed to complete the application. If you do not have a recent pay stub due to a new job or self employment; W-2's or Job offer letters are acceptable.

## **Application**

To be completed by each applicant, without omissions or falsifications. A fee of \$25.00 will be charged for each application. The applicant must provide proof of identity and a social security card. False information given on an application will entitle management to reject the application. Management must be able to verify all requirements to this guideline. Each person over 18 years or older must complete a rental application and married couples may qualify jointly.

Each Applicant is Subject to denial based on any of the following categories:

- 1) **Income**
- 2) **Credit Check**
- 3) **Rental History**
- 4) **Job Stability**
- 5) **Criminal Background check**

## **Income**

Gross income must be three (3) times the rental amount or is an automatic denial. Over time income is not qualified income. Guarantors of lease applicants must have a gross income of four (4) times the rental amount. All income included in qualifying procedures such as alimony, child support, etc. requires written verification. The self-employed must provide documentation of verifiable income, such as Income Tax Returns for the previous two (2) years.

## **Credit Check**

A complete check of credit history will be made and all credit reported in the last three years will be reviewed for satisfactory credit history, as reported by the credit bureau.

## **Rental History**

Present and previous residence must have prompt payment record and sufficient notice given. Derogatory rental history will be an automatic denial.

## **Employment**

Taxable employment must be verifiable with two (2) current pay stubs before the inception of the application by management.

## **Denial**

Applicants will be denied if all information is not obtained within 5 working days. It will be the applicant's responsibility to obtain information we cannot get. Empire management reserves the right to deny any applicant based on income, credit, and rental history. If any false information is contained in any application, the applicant will be denied.

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Known criminal convictions for any of the following will result in denial of application: Arson, Armed Robbery, Rape, Child Molestation, Murder, terrorism, Manufacturing Drugs and Child Abuse.

Known criminal convictions with the past seven years in any of the following will result in denial of application: Assault, Burglary, Kidnapping, Felony theft, Possession or Selling Drugs, and parole Violation.

We reserve the right to individually evaluate the nature of less violent crimes and make discretionary determination of denial or approval based on the circumstances involved in all offences within the last seven years.

## **Age**

All heads of household must be at least 18 years of age unless familial status applies. Minor's and/ or dependents will be listed under "occupant" Status.

## **Security Deposits**

A security deposit is a set amount paid by a prospective resident, the return of which is dependent upon the fulfillment of the contract and apartment being returned in the same condition to management, with the allowances made for normal wear and tear.

## **Pets**

Empire Management allows only one (2) cats per apartment, only with the consent of management.

## **Water Furniture**

No water furniture is permitted in your apartment without prior written permission from management. The resident must provide a copy of insurance coverage prior to move in.

## **Equal Housing**

Empire Management, Inc. and its employees are pledged to the letter and spirit of the United States Policy for the achievement of equal housing opportunities throughout the nation. We encourage and support affirmative advertising and marketing program in which there are no barriers to obtaining housing because of Race, Color, religion, Sex, Handicap, Familial Status, or National Origin.

# Authorization

Please read carefully before signing.

In considering this application from you, management will heavily rely on the information, which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize Management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on you credit report as an inquiry.

Applicant agrees to pay an application fee of \$25.00 for management to process credit and criminal background checks.

Applicant Name \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

# Sparrow Wood Apartments

2864 Carpenter Road Suite 300  
Ann Arbor, Michigan 48108  
Phone: 734-971-8555  
Fax: 734-971-0205

## Lease Application – Please Print

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all the required information.

Date of Application \_\_\_\_\_ Desired Move-in Date \_\_\_\_\_

Type and Size of Unit Wanted \_\_\_\_\_

How Did You Hear About Our Property? \_\_\_\_\_

## Personal Information

Applicants Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

Name of All Other Residents	Relationship to You	Date of Birth

## Residence History

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

Street

City

State/Zip

Present Landlord \_\_\_\_\_

Name

Phone Number

Length of Present Residence \_\_\_\_\_ Reason For Moving \_\_\_\_\_

Previous Address \_\_\_\_\_

Street

City

State/Zip

Previous Landlord \_\_\_\_\_

Name

Phone Number

Length of Previous Residence \_\_\_\_\_ Reason for Moving \_\_\_\_\_

## Employment Information

Present Status:     Employed Full-Time     Part-Time     Not Employed     Retired     Student

Present Employer: \_\_\_\_\_

Employer Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed/ From \_\_\_\_\_ To \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Employer Address \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Dates Employed/ From \_\_\_\_\_ To \_\_\_\_\_

If Student, List School \_\_\_\_\_ School Phone Number \_\_\_\_\_

Present Grad Level \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

## Banking and Credit References - NOT REQUIRED IF EMPLOYED

Bank Name and Branch \_\_\_\_\_ Telephone Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account \_\_\_\_\_ Monthly Payments \_\_\_\_\_

Bank Name and Branch \_\_\_\_\_ Telephone Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account \_\_\_\_\_ Monthly Payments \_\_\_\_\_

Credit Reference \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Account Number \_\_\_\_\_

Credit Reference \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Account Number \_\_\_\_\_

## Other Information

Total Number of Vehicles (Including Company Car) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_

Do You Have any Pets? \_\_\_\_\_ What Breed, Weight, and Age \_\_\_\_\_

Have You Ever: Been sued for rent? \_\_\_\_\_ Been evicted or asked to move out? \_\_\_\_\_

Been Sued for Damages to rental property? \_\_\_\_\_ Broken a Lease? \_\_\_\_\_

Comments/ Explain \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Applicant: \_\_\_\_\_ X \_\_\_\_\_  
Please print your name By signing you authorize your current or previous landlord to release residential history information.

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

Provide Phone or Fax Number for your Landlord: \_\_\_\_\_

**MANAGER SECTION ONLY – MANAGEMENT WILL SEND TO YOUR LANDLORD BY MAIL OR FAX ONLY**

The above applicant has applied for residency with Empire Management and has indicated that they have been a resident at the above address.

If you would be so kind to provide Empire Management with this necessary resident information:

Residency Dates: From \_\_\_\_\_ To \_\_\_\_\_

Has paid rent in a timely manner: YES [ ] NO [ ] if no, please explain: \_\_\_\_\_  
\_\_\_\_\_

How often have payments been late? \_\_\_\_\_

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

Has resident caused any damages during lease term of at move out? \_\_\_\_\_

Would you rent to this tenant again? YES [ ] NO [ ] IF QUALIFIED [ ]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Title

Please fax this document to **734-971-0205** at your earliest convenience. Thank you for your assistance.

Sincerely,

Empire Management