

# Sparrow Wood Apartments

## Empire Management

2864 Carpenter Rd., Suite 300  
Ann Arbor, MI 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 # \_\_\_\_\_ Drivers License \_\_\_\_\_

Telephone# Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

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

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 a Cat? \_\_\_\_\_ 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 \_\_\_\_\_

\_\_\_\_\_

## For Leasing Office Only

### Record Of Deposits/ Advanced Payments

Date	Description	Amount

#### Reference Verification

Reference	Remarks	Spoke With
<input type="checkbox"/> Present Landlord		
<input type="checkbox"/> Employer		
<input type="checkbox"/> Bank		
<input type="checkbox"/> Credit		
<input type="checkbox"/> Other		
<input type="checkbox"/> Credit Bureau		

### Disposition of Application

APPROVED     
  NOT APPROVED     
 By \_\_\_\_\_ Date \_\_\_\_\_

If not approved indicate reason(s):
  Unfavorable Credit Report     
  Unfavorable Employment Reference  
 Unfavorable Report from Landlord  
 Other \_\_\_\_\_  
 \_\_\_\_\_

### Move-in Information

### Itemized Charges

Unit Number/ Address _____ Lease Term _____ From _____ To _____ Date of Expected Move-in _____ Notes _____ _____ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Rental Rate</td><td> </td></tr> <tr><td>Concession</td><td> </td></tr> <tr><td>Pet Rent</td><td> </td></tr> <tr><td>New Mo. Rate</td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td>Security Deposit</td><td> </td></tr> <tr><td>Pet Deposit</td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Rental Rate		Concession		Pet Rent		New Mo. Rate				Security Deposit		Pet Deposit					
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# 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 your credit report as an inquiry.

Applicant agrees to pay an application fee of \$75.00 in consideration for the owner taking the dwelling off the market while considering approval of this application. If application is approved by owner, the \$75.00 fee shall be retained by owner. If the application is rejected by owner, the \$75.00 fee shall be returned to the applicant.

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