



LEASE APPLICATION GUIDELINES

Thank you for applying for residency with Neighborhoods Inc. of Battle Creek. Please read the information below pertaining to our application screening process. If you have any questions, do not hesitate to contact us.

Application Screening Fee: \$25.00 application fee, and an additional \$15 for each additional applicant, which is NON-REFUNDABLE. Please submit payment IN THE FORM OF A CHECK OR MONEY ORDER.

- The screening fee is to cover the cost of obtaining information on the applicant(s) as we process the application for a rental agreement.
- We offer application forms to everyone who inquires about our rental units.
- We review applications in the order they are received by us.
- We may require up to 7 business days to verify information on the application; however, most applications are processed in 3-4 days.
- If we are unable to verify information on the application, the application may be denied.

RESIDENT SCREENING GUIDELINES

Complete Application:

- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s).

Identification: (copies of)

- Applicants must submit valid identification (which must include a photo).
- Social security card

Prior Rental History:

- Rental history of 1 year (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

Sufficient Income/Resources:

- Gross household income shall be at least 3 times the rent (excluding utilities).



- Income/resources must be verifiable through pay stubs, employer contact, current tax records, award letters and/or bank statements.

Credit/Criminal/Public Records Check:

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied tenancy.

Screening Process:

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords. (if current residence is less than 2 yrs)
- We obtain a credit report and complete a criminal history background check.

You can fax, mail or hand deliver your application to us at:

- Fax: 269-964-4419
- 47 Washington Avenue North
Battle Creek, MI 49037

Address of Property {applying for}: _____

Apartment/House Size Needed: 1 Bedroom ____ 2 Bedrooms ____ 3 Bedrooms _ ____ 4 Bedrooms ____



RENTAL APPLICATION

NON-REFUNDABLE RENTAL APPLICATION FEE OF \$25.00 (MAKE PAYABLE TO NIBC)

Applicant: _____ Birthdate: _____

Applicant's S. S. # _____ Driver's License# _____

Present Mailing Address: _____ Phone# _____

Current Renting From: _____ How long at this address _____

Phone# & Address of Current Landlord: _____

Reason for Moving: _____

Previous Landlord(s) (if current address is less than 2 yrs) _____

Address _____ How long at this address _____ Phone# _____

Name of Bank/Credit Union (mandatory) _____ Account# _____

Any pets? Yes No Details: Dog Cat Weight: _____ Breed: _____

Vehicle Make/Model/Color & license plate information, _____

Applicant's Employer _____

Gross Monthly Income\$ _____ Other Income \$ _____ Source _____

Address _____ Length of employment _____ Phone & Fax# _____

Previous Employer (if current employer less than 2 yrs) _____



Co-Applicant _____ Birthdate _____

Co-Applicant's S. S. # _____ Driver's License# _____

Present Mailing Address _____ Phone# _____

Current Renting From. _____ How long at this address _____

Reason for Moving _____

Previous Landlord(s) (if current address is less than 2 yrs) _____

Address _____ How long at this address _____ Phone# _____

Unit size requested: 1 Bedroom 2 Bedrooms 3 Bedrooms _____

Name of Bank/Financial Institution: _____ Account# _____

Vehicle Make/Model/Color & license plate information _____

Any pets? Yes No Details: Dog Cat Weight: _____ Breed: _____

Co-Applicant's Employer

Address _____ Length of employment _____ Phone & Fax# _____

Gross Monthly Income \$ Other Income \$ _____ Source _____

PERSONAL REFERENCES

Address: _____

Name & Ages of ALL Persons Who Will Occupy Premises Applied For AND THEIR CONNECTION TO

APPLICANTS I.E. SON/DAUGHTER, GRANDCHILD, ETC.

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____



LANDLORD REFERENCE QUESTIONNAIRE

(Applicants Just Sign This Page)

Date: _____ From: _____

To: _____ Phone#: _____

RE: _____ Fax#: _____

Applicant's Name I Co-Applicant's Name _____

The person[s] named above has/have applied for residency. We would like some information from you to help us evaluate the residency application. Please complete the information and return it to us via fax at (26?) 964-4419. We will keep this information confidential. As indicated by the signed statement below, the applicant has consented to the release of this information and has agreed to hold you harmless for the contents of the information disclosed and for its disclosure and use.

APPLICANT'S RELEASE

I/We, hereby authorize Neighborhoods Inc. to obtain all information it deems necessary from relating to my/our residency at _____.

I/We also authorize you to answer the following questions and provide all relevant information to Neighborhoods Inc. I/We agree to hold harmless and from any and all claims. I/We may have for the contents of the information disclosed and the disclosure and use of this information.

Applicant signature: _____ Date: _____

Co-Applicant signature: _____ Date: _____



REQUESTED INFORMATION
(Landlord to complete this section)

1. Dates of applicant's residency: Move in: Move out: _____
2. How much did the applicant pay for rent and for utilities at the time he/she moved out? _____
3. Did the applicant fail to pay rent or other financial obligation at any time during the residency? Yes No
4. Did the applicant violate non-monetary provisions of the lease or house rules? Yes No
If yes, please list the month and year and nature of each violation. -----
Did you evict the applicant for such a violation? Yes No
5. Given the opportunity, would you rent to the applicant[s] again? Yes No

The information provided is true and correct to the best of my knowledge after careful review of the applicant's file.

Signature: _____ Date: _____

Print Name: _____ Print Company Name: _____



**AUTHORIZATION FOR CREDIT CHECK AND CRIMINAL BACKGROUND CHECK
AND ANY/ALL PERTINENT INFORMATION**

This information is given solely for the purpose of determining eligibility in the Neighborhoods Inc. of Battle Creek Rental Program.

I/We hereby authorize Neighborhoods Inc. to investigate my/our credit record & criminal background to the extent it deems necessary and to verify my/our references and any other information requested by NIBC. I/We further authorize and instruct any person Neighborhoods Inc. to be furnished with any information that may be necessary to obtain a response to such inquiries. By making this application I/We accept the terms and conditions of Neighborhoods Inc.

PHOTO ID REQUIRED FOR PROCESSING

Applicant's Signature

Co-Applicant's Signature

Please return the completed form to Neighborhoods Inc. at:
47 North Washington Avenue
Battle Creek, MI 49037
Telephone: [269] 964-441