



# COMPASS PROPERTY MANAGEMENT RENTAL APPLICATION

906 S. Division • Grand Rapids, MI 49507  
Ph: 616.452.7080 / Fax: 616.237.6060  
www.compass101.com

Date: \_\_\_\_\_ Agent: \_\_\_\_\_

Property / Unit:			
Monthly Rent:	Move In Date:	Total Deposit:	

### CURRENT APPLICANT/CO-SIGNER INFORMATION (Please Circle One)

Name (First, M.I. Last):		Date of Birth:	
Social Security No.:		Driver's License No.:	
State ID No.:		Email Address:	
Home Phone:	Work Phone:	Cell Phone:	
Current Address:		City/State/Zip:	
Length of Time:	Move In:	Move Out:	Are you a leaseholder? Yes or No
Reason for Leaving:		Monthly Rent:	
Landlord's Name:		Landlord's Phone:	

### PREVIOUS ADDRESS

Address:		Unit No.:	
Length of Time:	Move In:	Move Out:	Monthly Rent:
Reason for Leaving:		Were you a leaseholder?	Yes or No
Landlord's Name:		Landlord's Phone:	

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES OR NO YEAR(S): \_\_\_\_\_

Nature of Crime \_\_\_\_\_

HAVE YOU EVER BEEN TAKEN TO LANDLORD TENANT COURT? YES OR NO

Date(s): 1) \_\_\_/\_\_\_/\_\_\_ 2) \_\_\_/\_\_\_/\_\_\_ 3) \_\_\_/\_\_\_/\_\_\_ 4) \_\_\_/\_\_\_/\_\_\_ 5) \_\_\_/\_\_\_/\_\_\_

### EMPLOYMENT

Employer:	Phone:	
Address:	City/State/Zip:	
Position:	Start Date:	
Length of Employment:	Working: Yes or No	Gross Monthly Income: Hourly Wage:
Are You Paid:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <span style="float: right;">Please Provide Proof of Income</span>	

### PREVIOUS EMPLOYMENT

Employer:	Phone:
Address:	City/State/Zip:
Position:	Supervisor:
Start Date:	End Date:

### INCOME ASSISTANCE

Please Provide Proof of Assistance

Yes or No:	If yes, please provide Agency and Caseworkers' Information:
Please explain assistance:	

### OTHER OCCUPANTS

Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:

### PETS

Cat(s):	Yes or No	Breed(s):	Weight(s):	Age(s):
Dog(s):	Yes or No	Breed(s):	Weight(s):	Age(s):
Other(s):	Yes or No	Breed(s):		

**Unit Upgrades:** Please note that your residence will be turned over to you in the same condition it was during your showing. Any agreements beyond this made with your leasing agent must be in writing and approved by the property manager and/or owner. **Delay:** The Landlord or Owner shall not be liable for the failure to have the Rental Unit available on the anticipated commencement date. If applicant is approved and applicant does not subsequently sign a lease agreement, a fee equal to One Month's Rent would be assessed for holding the property off the market and to cover rent loss. The undersigned hereby makes this application to rent a property and certifies the answers to this application to be correct, and further realizes that this is an offer to rent and does not constitute acceptance for rental on the part of the management. The undersigned acknowledges and agrees to the verification of information contained in this application including but not limited to a credit report, past/present rental history verification, and employment verification according to our screening policy. **Non-Refundable Application Fee:** \$25.00 for one applicant and \$5.00 for each additional applicant. Please note that we do NOT accept cash in amounts above \$50 at our office. Credit Card payment is available.

In Case of Emergency: Please Contact	
Name: _____	Relationship: _____
Address: _____	PH #: _____

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### Compass Property Management

906 S. Division, Grand Rapids, MI 49507 • Phone: (616) 452-7080 / Fax: (616) 237-6060 • www.compass101.com • info@compass101.com



## Screening Policy

We are an equal opportunity housing provider. The following is our procedure in evaluating applicants.

1. Compass will accept an application accompanied with a deposit. The deposit does not hold the unit until the complete application is processed and approved.
2. Compass will process incoming applications in the following order:
  - a. First: All complete applications received with an attached deposit will be processed on a first come first processed basis.
  - b. Second: All complete applications received without an attached deposit will be processed on a first come first processed basis.
3. Each applicant over 18 years of age must complete a separate application. Children under the age of 18 must be listed on the application. Only those who are on the lease may reside in the apartment.
4. Income: Gross combined household monthly income for all lease holders must be verifiable and a minimum of 2.5 (two and a half) times the monthly rent.
5. If you wish to use child support as income we require proof of consistent payment from the preceding 12 months.
6. Good rental history. If you do not have a successful rental history, a cosigner may be required to guarantee the financial obligations of the lease. Housing references must be verifiable; family members and friends are not considered acceptable references. Unsuccessful rental history includes, but is not limited to: evictions, disturbances, unauthorized pets, pattern of late payments, damage to the residence or money owed to past landlord may be cause for rejection.
7. Unemployment benefits used as income (Step 4) must be available for a minimum of 50% of the term of your proposed lease.
8. No occupants can have a felony within the past 5 years.
9. Good credit history. Bankruptcies must have 2 years of good credit history. If you have a negative credit report, we will accept a co-signer to guarantee the financial obligations of the lease.
10. Cosigners must prove gross monthly income of 5 (five) times the monthly rent. Instate cosigners must have a minimum 650 Credit Score, out-of-state cosigners must have a minimum Credit Score of 700. The cosigner must be over the age of 18 and not living in the apartment you are applying for. The cosigner must complete a separate application. We will be running their credit report as well to verify their credit history.
11. Application must be filled in completely and accurately or will be grounds for denial. Failure to give correct previous addresses or false information will be grounds for denial.
12. Employment verification. We will obtain proof of income from employer or other source of income. If an applicant does not demonstrate the ability to pay rent, a co-signer may be required to guarantee the financial obligations of the lease.
13. Occasionally an advertisement from Compass Property Management refers to a special deal, unique pricing or a reduced deposit for "Qualified Applicants". The definition of a Qualified Applicant is someone who meets the following criteria
  - a. Income: Gross combined household monthly income for all lease holders must be verifiable for a steady 12 month period up to the date of application and a minimum of 2.5 (two and a half) times the monthly rent.
  - b. Credit: All lease holders must have a minimum 620 Credit Score.
  - c. Good rental / ownership history. All lease holders must have a positive and verifiable rental / ownership history for a steady 12 month period up to the date of application.
14. Many of our properties have different pet policies. All require a greater deposit. If dogs are allowed, certain breeds are restricted such as Pitt Bulls, Doberman Pincher's, German Shepherds, Rottweilers, and more. There may also be weight restrictions. Cats may be allowed, if so they must be declawed and neutered/spayed. Please check with your leasing agent or our leasing department about pet policy.
15. This policy is subject to change without notice. For a current copy of this policy, please visit our office at 906 S. Division, Grand Rapids MI 49507.

We aim to process received applications within 24 business hours. When an application is approved or disapproved we will contact you. Disapproved applications will be mailed an adverse action letter explaining why the application was denied. This letter will be mailed to the current address listed on the application.

**REVISED: December 22, 2009**