



# 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