



Washburn Lake Village

Application and Background Check

Shaded Fields Are For Property Manager Use Only

ALL INFORMATION REQUIRED

Number of Adults: _____ Total Application Fee: \$ _____ Paid with: ☐ Check
Applying to: ☐ Rent Lot # _____ ☐ Money Order
☐ Rent Property Owned Home at Lot # _____ ☐ Cash
Proposed Rental Amount: \$ _____ Desired Move-in Date: _____

How did you find out about us?

☐ Newspaper

☐ Google

☐ _____

☐ Referral

☐ Facebook

EACH ADULT (18+) APPLYING TO LIVE IN THIS UNIT MUST COMPLETE APPLICATION.

THERE IS A \$25 APPLICATION FEE FOR EACH ADULT DESIRING TO OCCUPY THE UNIT. IF ACCEPTED, THE APPLICATION FEE WILL BE APPLIED TOWARDS YOUR FIRST MONTH'S RENT.

PLEASE PRINT- All information must be completed. All blanks must be filled in. The decision to rent to you will depend greatly on your references. Only responsible people who pay rent on time need apply.

Your Personal Information

First Name: _____ Middle Name: _____ Last Name: _____
Date of Birth: _____ Phone: _____ SSN: _____ - _____
Present Address: _____ City: _____ State: _____ Zip: _____
How long at this address? _____ Name of Community: _____
Manager/Landlord Name: _____ Current Rent: \$ _____ Phone: _____
Why are you looking to move? _____

☐ Property Manager has confirmed name, address and birth date match ID.

☐ Copy of Photo ID Attached

Previous Address

IF LIVING AT CURRENT ADDRESS LESS THAN THREE (3) YEARS

Previous Address: _____ City: _____ State: _____ Zip: _____
How long at this address? _____ Name of Community: _____
Manager/Landlord Name: _____ Rent: \$ _____ Phone: _____
Why did you move? _____

Fellow Tenants

LIST ALL OTHER PEOPLE PLANNING TO LIVE AT THIS ADDRESS (IF 18+ THEY MUST ALSO COMPLETE AN APPLICATION)

Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____



PLEASE PRINT- All information must be completed. All blanks must be filled in. The decision to rent to you will depend greatly on your references.
Only responsible people who pay rent on time need apply.

Employment

Present Employer (1): _____ Job Title: _____ How Long? _____
Manager Name: _____ Phone: _____ Employee ID: _____
Address: _____ City: _____ State: _____ Zip: _____
Employer (1) Gross Monthly Income before deductions: \$ _____

Present Employer (2): _____ Job Title: _____ How Long? _____
Manager Name: _____ Phone: _____ Employee ID: _____
Address: _____ City: _____ State: _____ Zip: _____
Employer (2) Gross Monthly Income before deductions: \$ _____

Other Source: _____ Other Monthly Income: \$ _____

Total Gross Monthly Income From All Sources: \$ _____

Income should be a minimum of 3 times the amount of the monthly rent.

☐ Property Manager has verified all income sources.

Employer (1): _____	Date: _____	☐ Employment	☐ Amount
Note: _____			
Employer (2): _____	Date: _____	☐ Employment	☐ Amount
Note: _____			
Other Source: _____	Date: _____	☐ Source	☐ Amount
Note: _____			

Pets

LIST ALL ANIMALS YOU PLAN TO HAVE LIVING AT THIS ADDRESS

NOTE: No pets are allowed at any time on the premises without prior written consent obtained from the Property Manager.

A MAXIMUM OF 2 PETS UNDER 30 POUNDS PER HOME ARE PERMITTED, WITH THE ONLY EXCEPTION BEING SERVICE ANIMALS.

If any pets are found on the premises, even for one day, without approval, they may be required to leave and will be subject to the fines outlined in the NorthTrail Covenants, Conditions, and Restrictions ("CC&R").

Name: _____	Species: _____	Breed: _____	Weight: _____
Name: _____	Species: _____	Breed: _____	Weight: _____

☐ Property Manager has reviewed the pets that are listed and verified that they meet the CC&R criteria.

☐ Property Manager has contacted the current landlord. Asked if they have a good pay history, if they've been good tenants, and if the landlord would be willing to rent to them again.

Landlord Name: _____ Date: _____ ☐ Verified Occupancy
Notes: _____

☐ Property Manager has contacted their previous landlord. Asked if they had a good pay history, if they were good tenants, and if the landlord would be willing to rent to them again.

Landlord Name: _____ Date: _____ ☐ Verified Occupancy
Notes: _____

Reasonable Accommodations: If a tenant, prospective tenant or someone associated with a tenant has a disability, he/she may make a written request for a reasonable accommodation at any time during the tenancy. Accommodations in rules, policies, practices, or services may be made when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling. Respondents acknowledge a housing provider can deny a request for a reasonable accommodation if it would impose an "undue financial and administrative burden" or it would "fundamentally alter the nature of the provider's operations." Please contact the Property Manager to get a copy of the reasonable accommodation policy and the necessary forms for you to complete and return. The Property Manager will provide a timely written response to your request for a reasonable accommodation.

I declare that this application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to the Property Manager or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize the Property Manager or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with the Property Manager. Any false information will constitute ground for rejection of the application, or the Property Manager may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant's Authorization

Date



The Property Manager will grant equal opportunity to all persons regardless of race, creed, religion, gender, sexual orientation, national origin, familial status, marital status, status with regard to public assistance and/or disability.

**Please allow at least 1 day and sometimes 3 days for a response.
If you have not heard from us by the third business day
please contact us at (517) 227-3185 as we may not have been able to reach you.**

Screening tenant applicants is a very important part of my job duties as property manager. I will perform this duty with diligence, integrity, and honesty.

By signing below, I have, to the best of my abilities, verified that all of the information contained in this application is accurate and without bias.

Property Manager's Signature

Date