

College Hill Apartments

Downtown Residences

Dear Apartment Applicant,

We take great pride in our management and in our residential community. We are constantly seeking good residents who will choose to make their homes with us, and we strive to provide the best service we are able to while they live in our community.

We screen all of our applicants very thoroughly and we completely verify all information provided to us on the rental application that you complete.

Our criteria are as follows:

1. Anyone 18 or older must fill out an application regardless of his or her credit status. You must be 18 or older to be a leaseholder.
2. We run a credit report on every applicant.
3. We run a criminal background check on every applicant.
4. We require a valid license and social security card for verification.
5. We check current and previous rental history.
6. Though we do not have income requirements, we do verify employment and income status as stated on your application. If you have no rental history and no credit history we require that you have a cosigner.

The screening and verifying process is used the same way for every applicant. An applicant who passes the screening criteria is offered an apartment when one is available. An applicant who does not satisfy the criteria is not accepted as a resident. By filling out an application for an apartment in our community you acknowledge that these verifications will be done, and you give us the permission to do so. If you do not provide us with all of the information that we require, we will not be able to process your application. Any falsification of information on the application is grounds for immediate denial. If you have any questions when filling out the application please ask for assistance. We will do our best to process your application quickly and respond to you within 24 to 48 hours.

Please sign and date this letter where indicated below and give it to your leasing consultant along with your filled out rental application. Thank you for applying to live in our community. We sincerely hope that you can make our residences your new home.

Applicant signature

Date

College Hill Downtown Residences

510 College NE Grand Rapids, MI 49503 • Phone: 616-458-6774 • Fax: 616-458-3674

Name of Applicant: _____ Current Phone #: _____

Date of Birth: _____ Social Security #: _____

Current Address: _____ / _____ (yr./mths)
Street City State Zip

Previous Address: _____ / _____ (yr./mths)
Street City State Zip

List all previous landlords:

Current: _____
Name Address Phone

Past: _____
Name Address Phone

Persons to occupy apartment other than yourself:

Name Relationship Age Social Security #
1. _____
2. _____

Employment Information

Present Employer: _____ Phone Number: _____

Job Title: _____ How Long? _____ Salary: _____

Are you a student _____ Yes _____ No If yes what year? _____

Major: _____ School: _____

Persons to contact in case of emergency: _____

Phone number: _____

Have you ever had a judgment or been evicted? _____ Yes _____ No If yes explain: _____

Have you ever been convicted of a crime? _____ Yes _____ No If yes explain: _____

Do you have any pets? _____ Yes _____ No

TO BE APPROVED, THIS APPLICATION MUST BE COMPLETE AND THE INFORMATION CONFIRMED. APPLICATIONS WILL NOT BE APPROVED IF THE PREVIOUS HOUSING RECORD IS UNACCEPTABLE. RENTAL AGREEMENT MUST BE SIGNED. NONREFUNABLE APPLICATION FEE / SECURITY DEPOSIT PAID AT THE TIME OF PROCSSSION. I DECLARE THAT I HAVE GIVEN COMPLETE AND TRUTHFUL ANSWERS TO THE ABOVE.

Date: _____ Applicant's signature: _____

Desired move-in Date: _____ Apartment Size: _____ 1-4 Floor Preference: _____

How did you hear of College Hill Apts.: _____