

RENTAL APPLICATION

APPLICATION PROCEDURES

Thank you for applying to rent one of our houses! We look forward to serving you in East Lansing.

Here are some things you'll want to know:

- Leases at some of our house begin in May, some begin in August. Check our web site or e-mail us for more information.
- The total rent due will be 12 times the advertised monthly rent.
- Each semester's rent is payable in advance on July 15th, December 1st, and April 1st.
- A holding deposit of 1.5 months rent is required to reserve the unit.
- A non-refundable cleaning fee of \$175 per person is required. Your house will be professionally cleaned before move in.
- Each group must designate a GROUP LEADER who will be responsible for communications with us.
- All group members must sign the lease and all will be jointly and severally liable for all obligations under it.

HOW DO WE APPLY TO RENT A GO EAST LANSING HOME?

To rent a house, ALL adults in a group who are applying to live in the unit must follow these three steps:

STEP ONE: The Application Packet

The group must mail or e-mail the following "Application Packet " to:

Go East Lansing Properties, PO Box 324, East Lansing, MI 48826

goeastlansing@gmail.com

- (A) Application forms from ALL group members filled out legibly and completely.
- (B) Copies of a driver's license from all group members.

STEP TWO: The Lease

Your applications will be reviewed and, if approved, a Go East Lansing Representative will contact you to set up an appointment to sign the lease. This must happen within two days of approval or we may offer the unit to the next group. During this appointment, which can last one hour or more, groups should be prepared to:

- (A) Sign all required forms (City of East Lansing Addendum, Lead Paint Addendum, etc.)
- (B) Sign a lease (ALL GROUP MEMBERS MUST BE PRESENT)
- (C) Write a check with an amount equal to one month's rent which will be a partial payment of the Holding Deposit.

(PLEASE NOTE: make check payable to Property Address, LLC. For example, 527 Forest makes a check to 527 Forest, LLC, 526 Abbot makes a check to 526 Abbot, LLC etc.)

STEP THREE: The Follow-up Packet

To complete reservation of the unit, within 30 days of lease signing, the following must be completed and mailed to:

Go East Lansing Properties, PO Box 324, East Lansing, MI 48826.

- (A) Remaining ½ month's rent is due to complete the Holding Deposit requirement. The Holding Deposit will become the Security Deposit upon occupancy and the receipt of the first rent installment. Failure to complete the entire Holding Deposit payment 30 days after lease signing means your unit will be re-rented and you can forfeit the partial Holding Deposit paid as damages.

- (B) Non-refundable \$175/per tenant preparation fee is also due within 30 days.

- (C) All Limited Guaranty of Lease forms must be completed and signed. Each applicant will need to have a parent or other working adult guarantee his/her share of the rent and any damages.

*Failure to complete Step Three will be interpreted as a withdrawal causing your unit to be re-rented and your Holding Deposit paid to date to be forfeited as damages.

I have read and understand the rental application procedure. **INITIALS** _____ **DATE:** _____



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Each adult to be living in the unit must complete a separate application. PLEASE FILL IN ALL THE BLANKS. Failure to do so may delay your application being processed or cause it to be rejected. Please keep the attached instruction sheet.

Date: _____ House First Choice: _____ House Second Choice: _____

APPLICANT'S FULL NAME: _____

AGE: _____ SOCIAL SECURITY NO. _____ DRIVER'S LICENSE NO. _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____

CURRENT ADDRESS: _____

How Long There?: _____ Your Total unit Rent: \$ _____ per month

CURRENT LANDLORD'S NAME: _____

CURRENT LANDLORD'S ADDRESS: _____ PHONE: _____

Type of Dwelling (e.g. apartment, dorm, house, etc.) _____

How many others share your current address? _____

Why do you want to move? _____

PREVIOUS ADDRESS: _____

Date moved in: _____ Date moved out: _____ Rent you paid _____ per month

PREVIOUS LANDLORD'S NAME: _____

PREVIOUS LANDLORD'S ADDRESS: _____ PHONE: _____

PERMANENT HOME ADDRESS: Street: _____

Phone: _____ City: _____ State: _____ ZIP: _____

PERSON TO NOTIFY IN CASE OF AN EMERGENCY: _____

Phone: _____ Street: _____ City: _____ State: _____ ZIP: _____

STUDENT STATUS: Are you a full time student? _____ Where? _____

Expected Date of Graduation: Month/Year _____ Major: _____



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A. I will earn money through working at a job (or I have earned money working at a previous job).

CURRENT EMPLOYER: _____ DATES: _____
Street: _____ City: _____ State: _____ Zip: _____
Supervisor's Name: _____ Phone: _____
Job Description: _____ Monthly Earnings: _____

PREVIOUS EMPLOYER: _____ DATES: _____
Street: _____ City: _____ State: _____ Zip: _____
Supervisor's Name: _____ Phone: _____
Job Description: _____ Monthly Earnings: _____

B. The following INDIVIDUALS (if parent, please give information for both parents) will be providing me income to pay my rent, utilities, tuition, etc. while I am renting the above property:

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ CITY/STATE/ZIP: _____
HOME TELEPHONE: _____ WORK TELEPHONE: _____
OCCUPATION: _____ DRIVER's LICENSE NO: _____
TOTAL AMOUNT OF SUPPORT PROVIDED: _____ dollars per month

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____ CITY/STATE/ZIP: _____
HOME TELEPHONE: _____ WORK TELEPHONE: _____
OCCUPATION: _____ DRIVER's LICENSE NO: _____
TOTAL AMOUNT OF SUPPORT PROVIDED: _____ dollars per month

C. OTHER SOURCES OF INCOME (scholarships, loans, trusts, etc.), GIVE DETAILS:

BANKING AND CREDIT REFERNECES:

My checking account is with: _____ ACCT. NO: _____
STREET: _____ CITY/STATE/ZIP: _____
My savings account is with: _____ ACCT. NO: _____
STREET: _____ CITY/STATE/ZIP: _____

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Creditor's Name _____ ACCT. NO: _____

STREET: _____ CITY/STATE/ZIP: _____

Balance Due _____ Monthly Payment _____

Please list any other depts. Or accounts you have on the back of this page.

Will you have an auto in East Lansing? _____ Make: _____ Model: _____ License Plate No: _____

Have you ever filed bankruptcy, refused to pay rent or been evicted or asked to leave a rental property? _____

If yes, When? _____ Please give details on back.

I understand that the lease prohibits pets, has provisions (like not allowing live bands) to encourage partying that complies with East Lansing laws, and imposes further restrictions if the tenants receive a ticket from the City of East Lansing. More than one ticket for noise, illegal party, etc. could result in the tenants being evicted.

I understand that the unit will not be reserved for my group until all members of my group submit applications, sign the lease, and pay an amount equal to 1.5 month's rent towards the Holding Deposit. I understand that the HOLDING DEPOSIT will be forfeited if I withdraw this application for any reason. I understand my cosigner must submit a Limited Guaranty of Lease within 30 days of the date the lease is signed or Landlord may declare the Lease null and void and keep all deposits as damages. _____(initials)

I hereby authorize the Landlord, or any credit bureau or other investigative agency employed by them, to investigate and report on the references listed herein or statements or other data obtained from me, or from any other person, pertaining to my credit, employment, rent history, financial responsibility, MSU financial aid received, criminal record and tickets issued by the City of East Lansing or other governmental agencies.

I hereby certify that the information given in this application is true to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

I hereby certify that _____ is authorized to act as our GROUP LEADER and as my agent in communicating with Go East Lansing. I also certify that I have read, understood, and retained the "Applications Procedures" Sheet.

APPLICANT'S SIGNATURE _____ **DATE:** _____

