

The Exchange Apartment Community
155 W. Michigan Avenue, Kalamazoo, MI 49007
Phone: 269-383-5775
Email: aburkhardt@plazacorp.net
PLEASE EMAIL YOUR APPLICATION TO ABOVE EMAIL ADDRESS TO BE PLACED ON THE WAITLIST

THE EXCHANGE

Application for Housing

| Part I RESIDENT INFORMATION | | | |
|---------------------------------|----------------------------|-----------------------------------|-------------------------|
| Applicant's Last Name | Applicant's First Name | Applicant's Middle Name | Date of Birth |
| Social Security Number | Driver's License Number | Cell Phone | Work Phone |
| E-Mail | Desired Move-In Date | Desired Apartment Size (bedrooms) | |
| Co-Applicant's Last Name | Co-Applicant's First Name | Co-Applicant's Middle Name | Date of Birth |
| E-Mail | Desired Move-in Date | Desired Apartment Size (bedrooms) | |
| Social Security Number | Driver's License Number | Cell Phone | Work Phone |
| Applicant's Street Address # | Applicant's Street Name | Applicant's City/State | Applicant's Zip Code |
| Co-Applicant's Street Address # | Co-Applicant's Street Name | Co-Applicant's City/State | Co-Applicant's Zip Code |
| Cosigner's Full Name | | Cosigner's Cell Phone | Cosigner's Work Phone |
| List all Roommate Names | | | |

What type/size of apartment are you applying for? ____ 2 Bedroom; ____ 1 Bedroom; or ____ Studio
Do you have a preferred floor or location? ____ Yes; or ____ No
If yes, describe:

Do you have any accessibility needs? ____ Yes; or ____ No
If yes, describe:

| Part II RENTAL OR HOME OWNERSHIP INFORMATION | | | | | | | |
|---|--|--|------|-------|-----|-----------------------------|-------------------|
| Applicant's Current Mailing Address | | | City | State | Zip | Rent/Own/Other: | How Long Resided: |
| Co-Applicant's Current Mailing Address | | | City | State | Zip | Rent/Own/Other: | How Long Resided: |
| Landlord/Mortgage Company/ or other owner information | | | | | | Phone Number of this person | Monthly Payment |
| Previous Address (or Permanent Address) | | | City | State | Zip | Rent/Own/Other | How Long Resided: |
| Landlord/Mortgage Company/ or other owner information | | | | | | Phone Number of this person | Monthly Payment |
| Previous Address (or Permanent Address) | | | City | State | Zip | Rent/Own/Other: | How Long Resided: |
| Landlord/Mortgage Company/or other owner information | | | | | | Phone Number of this person | Monthly Payment |

| Part III EMPLOYMENT HISTORY | | |
|-------------------------------|----------------------------|-----------------------------|
| Applicant Employed By | Supervisor's Name | Term of Employment |
| Your Position/Title | Supervisor's Phone Contact | Salary \$_____ per _____ |
| Applicant's Previous Employer | Supervisor's Name | Term of Employment |
| Your Position Title | Supervisor's Phone Contact | Salary \$_____ per _____ |
| Co-Applicant Employed By | Supervisor's Name | Term of Employment |
| Your Position/Title | Supervisor's Phone Contact | Salary \$_____ per _____ |

This Application was received by Management personnel on ____/____/____ by : _____(initial)



"The rental or lease of this property must comply with the City of Kalamazoo ordinance regulating the use of criminal background checks as part of the tenant screening process to provide individuals with criminal backgrounds a fair opportunity. For additional information please contact the City of Kalamazoo Civil Rights Board."

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| | | |
|----------------------------------|----------------------------|-----------------------------|
| Co-Applicant's Previous Employer | Supervisor's Name | Term of Employment |
| Your Position/Title | Supervisor's Phone Contact | Salary \$_____ per _____ |

| Part IV QUESTIONNAIRE | |
|---|--------------------------------------|
| Have you ever been sued for Nonpayment of Rent? | Yes or No, and explanation if Needed |
| Have you ever been evicted or asked to move out? | Yes or No, and explanation if Needed |
| Have you ever been sued for damage to rental property? | Yes or No, and explanation if Needed |
| Have you ever broken a rental contract? | Yes or No, and explanation if Needed |
| Have you ever declared bankruptcy? | Yes or No, and explanation if Needed |
| Have you ever been convicted of or are you currently being charged with a felony? | Yes or No, and explanation if Needed |
| Have you ever been convicted of or are you currently being charged with a drug related offense? | Yes or No, and explanation if Needed |
| Have you ever been convicted of or are you a registered sex offender? | Yes or No, and explanation if Needed |
| Are you a current illegal abuser or addict of a controlled substance? | Yes or No and explanation if Needed |
| Do you anticipate having a dog (subject to community rules) live with you? | Yes or No and explanation if Needed |
| Are you interested in learning more about our tenant referral program? | Yes or No and explanation if Needed |
| How did you hear/learn about this community? | Please Describe |
| What is your most important reason for choosing this community? | Please Describe |

I AUTHORIZE YOU TO OBTAIN THE NECESSARY INFORMATION FOR RESIDENCY, INCLUDING BUT NOT LIMITED TO, CONTACTING PREVIOUS AND CURRENT LANDLORDS, CREDIT, PERSONAL AND EMPLOYMENT REFERENCES, AND CRIMINAL CONVICTION HISTORY TO PROCESS MY REQUEST FOR HOUSING AS I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE LANDLORD/MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT FROM ANY COMMERCIAL SOURCE. BY SIGNING THIS APPLICATION, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE AND COMPLETE.

I agree to deposit a 1-time, non-refundable reservation fee of \$250 with the Landlord for Landlord to reserve an apartment unit in the Exchange project IF REQUIRED BY LANDLORD; prior to executing a lease, I agree to pay a \$50 nonrefundable application fee to offset the cost of processing my credit report and other required qualifications for residency; if either party decides, in writing, not to proceed to enter into a written lease, prior to _____, 20__, the \$250 reservation fee shall be retained by Landlord; if the parties agree to proceed, I will execute a lease for 12 months from the date of possession for a mutually agreed upon apartment and the \$250 fee shall be retained by Landlord and applied toward a portion of my required Security Deposit; Should I not cancel my reservation, in writing, prior to _____, 20__, then I am aware that the reservation deposit of \$250.00 to hold my unit shall be nonrefundable and be retained by Landlord and thereby I waive any claim for damages by reason of non-acceptance.

I warrant that all statements above are true, however should any statement made above be a misrepresentation or not a true statement of the facts, then I am aware that management will automatically reject my application for housing.

Applicant Signature

Date

Co-Applicant Signature

Date

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Use of the information collected based on this application form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Penalty provisions for misusing the social security number is contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

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