

**The Exchange Apartment Community**  
**155 W. Michigan Avenue, Kalamazoo, MI 49007**  
**Phone: 269-383-5775**  
**Email: aburkhardt@plazacorp.net**

# 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
Co-Applicant's Last Name	Co-Applicant's First Name	Co-Applicant's Middle Name	Date of Birth
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 _____
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

This Application was received by Management personnel on \_\_\_/\_\_\_/\_\_\_ by : \_\_\_\_\_(initial)

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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; 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

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).

This Application was received by Management personnel on \_\_\_/\_\_\_/\_\_\_ by : \_\_\_\_\_(initial)