

# APPLICATION



## PART 1 - PERSONAL INFORMATION

Name of the applicant: \_\_\_\_\_  
First Middle Last

Social Security Number: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current Address:

Number Street Apt # City State Zip Code

Total payment **per month** for your current residence? \$ \_\_\_\_\_  Mortgage  Rent

Current Landlord (if any): \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_ Month(s) \_\_\_\_\_ Year(s)

Previous Address:

Number Street Apt # City State Zip Code

How long did you live at your previous address? \_\_\_\_\_ Month(s) \_\_\_\_\_ Year(s)

Previous Landlord (if any): \_\_\_\_\_

Provide information for all of the people who will be living in the apartment:

Full Name	Relationship	Date of Birth	Sex	Social Security #	Occupation

## PART 2 - INCOME INFORMATION

Are you currently employed?  Yes  No

Current member of Military Service?  Yes  No

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

How long have you worked here? \_\_\_\_\_ Employer Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Address:

Number Street Apt # City State Zip Code

Gross Monthly Income: \$ \_\_\_\_\_ Gross Annual Income: \$ \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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## PART 2 - INCOME INFORMATION (CONT.)

Do you engage in a home occupation?  Yes  No

If yes, explain: \_\_\_\_\_

Do you currently receive alternative income (i.e. retirement, pension, etc)?  Yes  No

If yes, explain: \_\_\_\_\_

Are you financially dependent on someone in the military?  Yes  No

List all full/part-time employment for all household members below, including self-employed earnings.

Household Member Name	Employer name and address	How long at current job?	Gross annual earnings

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## PART 3 - MISCELLANEOUS INFORMATION

Do you plan to play any musical instruments within the apartment?  Yes  No

Has Applicant, spouse, or another potential occupant ever been convicted of a felony or misdemeanor?

Yes  No If yes, explain: \_\_\_\_\_

Has Applicant, spouse, or another potential occupant ever been a party to a landlord/tenant legal action, such as dispossession for non-payment, late payment, eviction possession, property damage, etc. ?

Yes  No If yes, explain: \_\_\_\_\_

Have any civil judgments been entered against the Applicant, spouse, or other potential occupants?

Yes  No If yes, explain: \_\_\_\_\_

How did you hear about the Battle Creek Tower Luxury Suites?

Referral: \_\_\_\_\_ Internet:  Apartments.com  Battlecreektower.com

Other: \_\_\_\_\_

## PART 4 - GENERAL TERMS AND CONDITIONS

1. Applicant's submission of this application does not constitute an offer, right of first refusal, reservation of, or option, for the lease of an apartment or dwelling within, on, or about the Landlord's building, and apartments will not be held for Applicant without a completed verification of all application screening criteria as set forth in this application.

2. Landlord's offer to rent will be based on verification of all Applicants meeting all application screening criteria included in Landlord's Tenant Selection Plan, including but not limited to credit history, background check, income (Applicant's annual obligation for rent and expense must not exceed one third of his/her gross income annual income), and any other relevant information contained within this application or otherwise required by Landlord.

3. In processing this application, Applicant hereby grants Landlord the right to check all Applicant's and prospective Tenant's credit, previous rental history and income references to determine if the prospect is qualified to lease the apartment. In submitting this application, Applicant authorizes and permits Landlord's owner and/or agent to request, receive and investigate consumer reports.

4. An application may be denied if it is determined that Applicant:

- Is guilty of fraud or other crimes under Michigan or Federal law
- Has outstanding court judgements, fines, criminal probation requirements, or obligations affecting Applicant's solvency
- Is delinquent in child support payments and lacks the financial resources to reasonably afford the dwelling
- Has poor or unsatisfactory credit and/or housing references that pose a significant credit, safety or property risk
- Is not of majority age under Michigan law (18-years-old)

5. Landlord further reserves the right to refuse to lease space to Applicant if any of the information provided herein is found to be untrue, and may terminate Applicant's tenancy if information provided herein is found to be untrue after renting to Applicant.

6. If Landlord rents premises to Applicant, possession of the unit shall not be provided to Applicant until, in Landlord's sole discretion, the premises are ready for occupancy.

7. Except as provided in the lease, Landlord shall not be liable for damages in the event the premises are not ready for occupancy on the date prescribed in the lease, and Landlord shall not be liable for damages in any event where the premises cannot be occupied on the prescribed date because of causes beyond Landlord's control.

8. It shall be required of Applicant to furnish proof upon request by Landlord of any statement made on this application.

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## PART 4 - GENERAL TERMS AND CONDITIONS (CONT.)

9. Landlord will treat all persons fairly and equally, and does not discriminate on the basis of race, color, creed, national origin, sex, age, marital status, familial status, or disability. It is the policy of the Landlord to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as Amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any Michigan or Federal laws, rules, regulations or enactments protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

10. Landlord reserves the right to limit the number of vehicles on the Property. Applicant understands that parking on city streets is not an alternative, and Landlord will not be responsible for towing charges incurred while parking on city streets. Landlord also does not allow major maintenance, changing of oil or washing vehicles in our parking lot without written consent of the manager. Boats, trailers, or recreational vehicles are not allowed in the garage parking area. Tenant must find other means of storage.

11. Per the Landlord's policy, animals must be leashed and attended in all common areas of the building, both indoor and outdoor. Caged birds (if they do not disturb other occupants) and fish are acceptable inside the apartment, and Tenant is responsible for any damages associated with such pets (i.e. leaking aquarium). Tenant is responsible for the clean-up of any mess left by their pet(s).

## PART 5 - INSTRUCTIONS

- Applicant shall provide a non-refundable \$50 application fee to be held by BC Tower, LLC ("Landlord") in accordance with Section 5 of this application.
- Applicant shall provide ALL of the following forms of documentation for Landlord's review:
  - Documented proof of earnings/income
  - Last 4 bank statements (checking, savings, other asset accounts)
  - W-2 Form and tax returns for most recent 2 tax returns
  - Current Leases (if any)
- Mail, hand-deliver, or email completed application and listed documents.  
*Email:* leasing@battlecreektower.com  
*Address:* Attention: Residential Leasing Manager (Battle Creek Tower Luxury Suites)  
70 W Michigan Avenue, Suite 600, Battle Creek, MI 49017

## PART 6 - ACKNOWLEDGEMENT

By signing below, I hereby certify that the statements made in this application have been examined by me and are true, correct and complete to the best of my knowledge. I have no objection to the inquiries to be made for the purpose of verifying the facts herein stated, or determining the qualifications of my application. I understand that the filing of this application in no way obligates the owner and/or agent to reserve or lease an apartment to me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date