



**North Park Place
Apartments, LLC**
Our experience, all at your service

16400 North Park Drive, Suite 1400
Southfield, MI 48075
Tel: (248) 423-1115, Fax: (248) 423-1118
nppapartments@yahoo.com

16300 North Park Place Apartments

<u>Apartment Type</u>	<u>Square Footage</u>	<u>Rental Rate</u>	<u>Current Special</u>	<u>Water</u>
2 bedroom-2 Bath	1250	\$1,339.00	\$1,039.00	\$75.00
3 bedroom-2 Bath	1600	\$1,499.00	\$1,199.00	\$100.00

Application Process & Fees:

All occupants over the age of 18 must complete an application for residency. Proof of identity and/or citizenship is required. A **\$50.00** Application Fee in the form of Money Order/Cashier Check/Zelle is assessed to each individual applying for residency. These fees are non-refundable.

Please make all payments payable to: **North Park Place Apartments LLC**.
Our Zelle address is: **nppapartments@yahoo.com**

Security Deposit:

The minimum deposit required is equal to one and a half month's rent for all apartments. Additional deposits may be required based on credit/income/resident history.

Screening Process:

North Park Place uses references to calculate the risk factor of the applicant, including the length of employment history and income. We require copies of the two (2) most current paycheck stubs (paid bi-weekly), three (3) most current paycheck stubs (paid weekly), or an offer letter from the future employer on letter head.

Co-Signers:

Co-Signers are accepted in the event the applicant has no credit history or does not meet the income requirements of three (3) times the monthly market rent amount. The co-signer will share the responsibility of the lease and will be a leaseholder. We require the co-signers income to be five (5) times the monthly market rent to insure approval.

Pet Policy:

Each apartment is allowed up to two pets. Cats/Small Dogs only (some restrictions apply).

Pet Rent **\$25.00** monthly

Pet Deposit **\$150.00** (non-refundable)

Utilities/Renters Insurance: Residents are responsible for water and electric consumption. Landlord is responsible for gas consumption. Proof of utilities switched into your name is required at the time of move-in. Purchasing Renters Insurance is recommended.



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Application Process & Fees:

All occupants over the age of 18 must complete an application for residency. Proof of identity and/or citizenship is required. A **\$50.00** Application Fee in the form of Money Order/Cashier Check/Zelle is assessed to each individual applying for residency. These fees are non-refundable.

Please make all payments payable to: **North Park Place Apartments LLC**.
Our Zelle address is: **nppapartments@yahoo.com**

Security Deposit:

The minimum deposit required is equal to one and a half month's rent for all apartments. There can be exceptions made on a case-by-case basis.

Screening Process:

North Park Place uses references to calculate the risk factor of the applicant, including the length of employment history and income. We require copies of the two (2) most current paycheck stubs (paid bi-weekly), four (4) most current paycheck stubs (paid weekly), or an offer letter from the future employer on letterhead. Self-employed applicants can provide Federal Form 1040, 1040A or 1040EZ with all the Schedules.

Co-Signers:

Co-Signers are accepted in the event the applicant has no credit history or does not meet the income requirements of three (3) times the monthly market rent amount. The co-signer will share the responsibility of the lease and will be a leaseholder. We require the co-signers income to be, at least, three (3) times the monthly market rent to be considered for approval.

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Each apartment is allowed up to two pets. Cats/Small Dogs only (some restrictions apply).

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Pet Deposit **\$150.00** (non-refundable)

Utilities/Renters Insurance: Residents are responsible for water and electric consumption. Landlord is responsible for gas consumption. Proof of utilities switched into your name is required at the time of move-in. Purchasing Renters Insurance is recommended.

APPLICANT INFORMATION

Name:	<input type="text"/>
Former Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Social Security Number:	<input type="text"/>
Driver's License Number:	<input type="text"/>
State:	<input type="text"/>
Government Photo ID Card Number:	<input type="text"/>
Home Phone Number:	<input type="text"/>
Cell Phone Number:	<input type="text"/>
Work Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Do you or any other occupant smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am applying for the apartment located at:	<input type="checkbox"/> 16300 <input type="checkbox"/> 16400
Is there a co-applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Co-applicant name:	<input type="text"/>
Email:	<input type="text"/>

OTHER OCCUPANTS

(if you have more then 3 occupants under the age of 18 email us for another form)

Full Name:	<input type="text"/>
Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>
Social Security Number:	<input type="text"/>
Driver's License Number:	<input type="text"/>
State:	<input type="text"/>
Government Photo ID Card Number:	<input type="text"/>

Full Name:	<input type="text"/>
Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>

Social Security Number:	<input type="text"/>
Driver's License Number:	<input type="text"/>
State:	<input type="text"/>
Government Photo ID Card Number:	<input type="text"/>

Full Name:	<input type="text"/>
Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>
Social Security Number:	<input type="text"/>
Driver's License Number:	<input type="text"/>
State:	<input type="text"/>
Government Photo ID Card Number:	<input type="text"/>

RESIDENCY INFORMATION

Current Home Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Do you Rent or Own?	<input type="checkbox"/> Rent <input type="checkbox"/> Own		
Dates:	From:	<input type="text"/>	To: <input type="text"/>
Monthly Payment (\$):	<input type="text"/>		
Apartment Name:	<input type="text"/>		
Landlord/Lender Name:	<input type="text"/>		
Landlord/Lender Phone:	<input type="text"/>		
Reason for leaving:	<input type="text"/>		

EMPLOYMENT INFORMATION

Present Employer:			
Address:			
City:			
State:			
Zip Code:			
Work Phone:			
Dates:	From:	To:	
Gross Monthly Income (\$):			
Position:			
Supervisor Name:			
Supervisor Phone:			

ADDITIONAL INCOME

(income must be verified to be considered)

TYPE	SOURCE	GROSS MONTHLY AMOUNT (\$)

CREDIT HISTORY

(if applicable, please explain any past credit problem)

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RENTAL HISTORY

(to be completed by all applicants)

Have you or any occupant listed in this application ever:
(check only if applicable, you represent the answer is "no" to any item not checked above)

- ☐ been evicted or asked to move out?
- ☐ moved out of an apartment before the end of
- ☐ declared bankruptcy?
- ☐ been sued for rent?
- ☐ been sued for property damage?

CRIMINAL HISTORY

(do not complete this section if the unit for which you are applying is located in Detroit)

Have you or any occupant listed in this Application ever:

☐ been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is “no” to any item not checked above.

DETROIT APPLICANTS

Detroit Fair Chance Housing Ordinance. Pursuant to Chapter 26, Article V, of the 1984 Detroit City Housing Code, we will not inquire about or request that you disclose your criminal conviction history until we have determined your qualification to rent the unit for which you are applying under all other rental criteria not related to potential past criminal convictions or an unresolved arrest. Once we have determined your qualification to rent the unit for which you are applying under all other rental criteria not related to potential past criminal convictions or an unresolved arrest, we will then perform a criminal conviction history review.

Adverse Action Based on Criminal Conviction History. You will be notified of any prospective adverse action and the items forming the basis for the prospective adverse action prior to us taking such action if we intend to base the adverse action related to eligible housing on an item or items in your conviction history. We will also provide you with a copy of your background check report.

You have fourteen (14) calendar days from the notice referenced above to provide us with evidence, in writing, of the inaccuracy of the item(s) of your conviction history or evidence of rehabilitation or other mitigating factors.

We will delay any adverse action for a reasonable period of not less than five (5) calendar days after receipt of the information to reconsider the prospective adverse action in light of the information you provide. Once a determination has been made, we will promptly notify you of any final adverse action based upon your conviction history or contents of your criminal background check.

REFERRAL INFORMATION

(how did you hear about us?)

<input type="checkbox"/> Online Research	Website address: <input type="text"/>
<input type="checkbox"/> From Tenant	Name: <input type="text"/>
<input type="checkbox"/> Social Media	Platform: <input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>

<u>EMERGENCY CONTACT</u>	
Full Name:	<input type="text"/>
Relationship:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Work Phone Number:	<input type="text"/>
Cell Phone Number:	<input type="text"/>
Home Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>
	Person to contact in case of an emergency or death, who is over 18 and who will not be living with you:
<u>VEHICLE INFORMATION</u> (if applicable)	
Make:	<input type="text"/>
Model:	<input type="text"/>
Color:	<input type="text"/>
Year:	<input type="text"/>
License Plate Number:	<input type="text"/>
State:	<input type="text"/>
Make:	<input type="text"/>
Model:	<input type="text"/>
Color:	<input type="text"/>
Year:	<input type="text"/>
License Plate Number:	<input type="text"/>
State:	<input type="text"/>
<u>PET INFORMATION</u> (if applicable)	
Name:	<input type="text"/>
Type:	<input type="text"/>
Breed:	<input type="text"/>
Gender:	<input type="text"/>

Weight:	<input type="text"/>
Color:	<input type="text"/>
Age:	<input type="text"/>
Assistance Animal Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name:	<input type="text"/>
Type:	<input type="text"/>
Breed:	<input type="text"/>
Gender:	<input type="text"/>
Weight:	<input type="text"/>
Color:	<input type="text"/>
Age:	<input type="text"/>
Assistance Animal Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Addendum to The Rental Application

ASSETS-Bank Account, Retirement and Other Accounts You Have

Include all accounts below. Under Account Type, choose from the types listed here:

- Checking, Certificate of Deposit, Stock Options
- Savings, Mutual Funds, Bonds
- Money Market, Stocks, Retirement (401K, IRA, etc.)

ACCOUNT TYPE	FINANCIAL INSTITUTION	ACCOUNT NUMBER	CASH or MARKET VALUE (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CREDITS YOU HAVE		
CREDIT TYPE (Visa, Mastercard, American Express, etc)	ACCOUNT NUMBER	CREDIT LINE (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Lease Contract Information. The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.

2. Approval When Lease Contract Is Signed in Advance. If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.

3. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.

4. If you Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.

5. If You Withdraw Before Approval. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the apartment, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.

6. Approval/Non-Approval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.

7. Refund after Non-Approval. If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

8. Extension of Deadlines. If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

9. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.

10. Application Submission. Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

1. Application Fee (Non-Refundable). You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. **Payment of the application fee does not guarantee that your application will be accepted.** The application fee partially defrays the cost of administrative paperwork. **It is non-refundable.**

2. Application Deposit (may or may not be refundable). In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.

3. Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:

1. Application fee (non-refundable): \$ 50.00
2. Application deposit (may or may not be refundable): \$ 0.00

4. Completed Application. Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:

1. Your completed Rental Application;
2. Completed Rental Applications for each co-applicant (if applicable);
3. Application fees for all applicants;
4. Application deposit for the Unit.

5. Notice to or from Co-Applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

GRAND RAPIDS APPLICANTS

NOTE: The application fee (if charged) is not the application deposit for the purposes listed in Section 2 Application Deposit (may or may not be refundable) of the above Disclosures Section.

Screening Entity. If applicable, the name and contact information of the entity used in the screening process are provided here:

Name: North Park Place Apartments, LLC

Address: 16400 North Park Drive, Suite 1400

City, State, Zip: Southfield, MI 48075
Phone: (248) 423-1115

Complaint Procedure. Within thirty (30) days of receipt of a denial, the applicant may, if he or she believes this ordinance has been violated, file a written complaint with the City Manager or the City Manager's Designee, addressed to City Manager, City of Grand Rapids, 300 Monroe Ave. NW, Grand Rapids, Michigan 49503, 6th Floor, Attention: Rental Application Fee Ordinance Complaint

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize **North Park Place Apartments, LLC (name of owner/agent)** to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

PAYMENT AUTHORIZATION

I authorize **North Park Place Apartments, LLC (name of owner/agent)** (name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments. If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Applicant Signature

Date

FOR OFFICE USE ONLY

Apt. name or apartment address (street, city): _____

Unit # or Type: _____

Person accepting application: _____ Phone: _____

Person processed application: _____ Phone: _____

Applicant or Co-applicant was notified by: _____

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.) Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

Name(s): _____

Name of owner's representative who notified above person(s) _____

ADDITIONAL COMMENTS
