

For Office Use

Real Estate Management, LLC

9 East Main Street, Zeeland, Michigan 49464

Ph: 616-741-9600 Fax: 616-741-9600

Email: info@managementbycornerstone.com

www.managementbycornerstone.com

Property Address:	
Move-in Date:	
Rent Amount:	
Application Date:	
Agent:	

Applicant Name: _____ Date: _____

Applicant Information:

Current Address:

Social Security Number:		Street Address:	
Birth Date:		City, State, Zip	
Driver's License #/ID #		Monthly Rent / Mortgage Amount	
Home Phone :		Move-in Date	
Cell Phone:		Landlord/Manager Name	
Work Phone:		Landlord/Manager Number	
Email Address:		Reason For Leaving	

Employment Information:

Previous Address:

Employer:		Street Address:	
Employer Address:		City, State, Zip	
Phone # to Verify Employment		Monthly Rent / Mortgage Amount	
Full or Part Time		Move-in Date	
Position		Landlord/Manager Name	
Monthly Gross Pay		Landlord/Manager Number	
Length of Employment		Reason For Leaving	

Pets

Proposed Occupants:

Do you have pets	Circle: Yes / No	Name	Relationship	Age
Type of Pet #1 / Breed				
Type of Pet #2 / Breed				
Type of Pet #3 /Breed				
Age of Pets				
Pets Weight				
Color of Pets				

Miscellaneous Items: (If you answer yes to any of these listed below please explain) _____

Do you or any proposed occupants Smoke? Yes / No _____

Have you or any proposed occupants been evicted? Yes / No _____

Have you or any proposed occupants been convicted of a felony? Yes / No _____

Have you or any proposed occupants ever filed bankruptcy? Yes / No _____

Have you or any proposed occupants ever been foreclosed on? Yes / NO _____

Have you or any proposed occupants ever been taken to court by a landlord? Yes / No _____

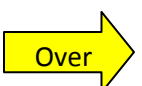
Have you or any proposed occupants ever broken a lease? Yes / No _____

Do you have a section 8 Voucher? Yes / No _____

Emergency Contact

How long do you plan to lease this Property?		Name:	
When do you plan to move in the property?		Relationship to Applicant:	
Do you have a co-signer if needed?		Phone #	
Do you have security deposit and first month's Rent?		Street Address:	
How did you find this property?		City, State, Zip	

Applicant Signature: _____



By submitting this application the undersigned acknowledges this application to lease a property and certifies the answers to this application to be correct, and understands that this is an application for a rental property and does not constitute a rental or lease agreement in whole or part. Undersigned also agrees that any discrepancy or lack of information may result in the rejection of this application. Undersigned further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the rental property. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Undersigned authorizes Agent/Owner to verify any and all information listed on this application including but not limited to:

- Credit check
- Criminal check
- Rental History
- Verification of employment

Applicant also agrees application will not be processed until application fee is received in full. Application fee may be paid in form of: cash, check, credit card, debit card and money order.

Please make checks payable to Cornerstone Real Estate Management, LLC

Credit cards, Debit cards and eChecks payments may be made on our website by clicking the pay rent now logo on our home page at: www.managementbycornerstone.com

Notes: _____

Applicants Name (Print): _____

Applicant Signature: _____ Date: _____

For office only

Agents Name: _____ Date: _____

Application Fee received: Yes / No Date received: _____

Payment Type: Check Money Order Debit/Credit Cash Reference # _____

Reference Checklist:

Rental History: Yes / no Contact Name: _____ Date & Time _____
Employment Verification: Yes / no Contact Name: _____ Date & Time _____
Credit Report: Yes / no Date & Time: _____

Other Notes: _____

