



Send to: Tamara Beel – tbeel@cwdrealestate.com
 Phone: 616.726.1700 Fax:616.726.5222

APPLICATION FOR RESIDENCY AND AGREEMENT TO LEASE

Application Information: PLEASE NOTE CREDIT REPORTS, BACKGROUND CHECKS, VERIFIABLE INCOME & LANDLORD REFERENCES ARE REQUIRED			
Name:		Date of Birth	Social Security Number:
Co Applicant and/or spouse name (if applicable)		Date of Birth	Social Security Number:
Email Address(es):			
Home Telephone Number: ()			
Please list all others who will be living with you			
Full name			Age:
Full Name			Age:
Current Address:			
Street Number/Name	Apt Number	City/State/Zip	Lived There Since
Landlord: ()			
Name of Landlord		landlord Phone Number	
Present Employer:	Telephone Number: ()	Ext:	
Address:	Supervisor:		
Position:	Employed Since:	Monthly Income:	
Previous Employer:	Telephone Number: ()	Ext:	
Address:	Supervisor:	Years Employed:	
Position:	Responsibilities:		
Co-applicant Current Employer:	Telephone Number: ()	Ext:	
Address:	Supervisor:	Years Employed:	
Position:	Responsibilities:		
Total Assets:	Other Sources of Income:		
Bank Reference ()			
Name	Street Number/Name	City/State/Zip	Telephone Number
Vehicle Description:			
Make, Model, Color		Year	
Drivers License Number:		License Plate Number:	
Vehicle Description:			
Make, Model, Color		Year	
Drivers License Number:		License Plate Number:	
Nearest Relative ()			
(Not Living with) Name	Street Number/Name	City/State/Zip	Telephone Number
Personal Reference ()			
Name	Street Number/Name	City/State/Zip	Telephone Number
Emergency Contact ()			
Name	Street Number/Name	City/State/Zip	Telephone Number

All persons and/or firms named and any court or credit information service may freely give any requested information about me/us and I/we herby waive all right of action for any consequences resulting from such information. I/we further certify that I/we have read and agree to all entries made on this Application form and do also agree to all the provisions printed on the face of this document. I/we also certify that I/we have retained a copy of this Application. The approval of the Application is based on the criteria/ rental policies of landlord.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE FOREGOING APPLICATION

Applicant's Signature	Date	Application Received By:	Date
Co Applicant's Signature	Date	Application Approved/Rejected:	Date



Information Release Form

I/We, _____ the undersigned hereby authorize CWD Real Estate to verify any and all information provided on the rental application, which MAY include credit history, rental history, employment verification, criminal history, and sexual offender history.

Signature #1: _____

Date: _____

Signature #2: _____

Date: _____



Information Disclosure Permission

I/We, _____ the undersigned hereby authorize The Gallery to publish the contact information listed below in the Building's directory and to be used for internal purposes only.

Contact Information:

Names: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Signature #1: _____ Date: _____

Signature #2: _____ Date: _____



Employment Verification Form

Date: _____

To: _____

From: _____

The person listed below has applied for housing with CWD Real Estate Investment / The Gallery in Grand Rapids, MI. As part of the application process we must verify the income of all people who apply for housing. PLEASE COMPLETE ALL SECTIONS OF THIS REQUEST FORM AND FAX IT BACK TO (616) 726-5222. If you have any questions, please feel free to contact me at (616) 726-8282.

EMPLOYEE NAME: _____

Current Income Information:

Date Started With Your

Company: _____

Hourly Rate: _____ or Salary: _____

Number Of Hours Per Week: _____

Is This A Permanent Full Time Position OR Part Time: _____

Any Additional Comments: _____

Signature Of Person Completing Form

Date

Your Position In The Company



Rental History Verification

Date: _____

To: _____

From: _____

The person listed below has applied for housing with CWD Real Estate Investment /The Gallery in Grand Rapids, MI. As part of the application process we must verify the rental history of all people who apply for housing. PLEASE COMPLETE ALL SECTIONS OF THIS REQUEST FORM AND FAX IT BACK TO (616) 726-5222. If you have any questions, please feel free to contact me at (616) 726-8282.

Individual(s) Name: _____

How long have they lived at this address? _____

Have you received a proper notice to vacate? _____

Do they pay their rent on time? _____

If no, how many times late since they moved in? _____

Have you ever had to take them to court for Non-payment? _____

Have you received any complaints (noise, damage, etc.)? _____

If yes, what type of complaints and how many? _____

Were you aware of any pets? If so what kind? _____

Did you refund the full amount of their security deposit? _____

Would you rent to them again? _____

Signature Of Person Completing Form

Date

Your Position In The Company