



## **EMERALD PROPERTIES AND MANAGEMENT LLC**

3215 COACHLITE AVE  
PORTAGE, MI 49024  
(269) 317-2061 OR (269) 317-2057  
WWW.EMERALDPROPERTIESLLC.NET

### **PART 1**

If you are interested in the property, the following steps need to be taken to be considered for tenancy:

- Each person needs to fill out a tenant application form
- Applications require a front/back copy of drivers license for each applicant
- Each applicant must have a parent/guardian fill out and notarize a Guarantee Lease Agreement Form (see below), this is required to obtain a lease from Emerald Properties
- **Guarantee lease agreement forms (co-signer agreements) are required at the time of lease signing. You may apply first and then prepare your co-signer forms for the lease signing.**
- Have parents visit our website if necessary to view the lease and other forms (An identical lease is used at lease signing).
- Return Application and copy of Drivers License to the address above.

### **PART 2**

Emerald Properties will begin the process when your application(s) have been received. We will contact references, and check credit reports.

**\*\*\*Please contact us as soon as this is sent, to let us know you are interested in renting the property.\*\*\***

Should you be selected for the property, you will be contacted to schedule a leasing appointment. All guaranteed lease forms and a full security deposit(one month's rent) will be collected, and landlord and tenants will sign the lease at this time.

**At least half of deposit monies (one month's rent) and all guaranteed lease forms are required at the time of lease signing. The remaining half of the security deposit is required within the following month.**

### **GUARANTEE LEASE AGREEMENT FORM**

This form is required for each tenant to sign a lease. It is a co-signer financial agreement signed by a parent/guardian. In the unfortunate event that a tenant is unable to cover the cost of rent, the guarantor assumes financial responsibility. This form must be notarized at a public institution, including a bank, post office, library, etc. Please contact us with any questions.

### **DEPOSIT MONIES INFORMATION**

The deposit monies are equal to one months rent for all properties. A lease signing will not take place unless this amount is paid in HALF at that time.

Please note:

Half a months rent=a security deposit for damages

One fourth of a months rent=a NON-REFUNDABLE administration fee

One fourth of a months rent=cleaning deposit



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**APPLICATION FORM**

Each tenant must submit an application. Please print.

Address of rental Unit \_\_\_\_\_

Rental Rate \_\_\_\_\_ Lease Term \_\_\_\_\_

Non-refundable administration fee \_\_\_\_\_

Security deposit \_\_\_\_\_

Cleaning deposit \_\_\_\_\_

**Security Deposit Total (one month's rent)** \_\_\_\_\_

**TENANT INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email address(*print clearly*) \_\_\_\_\_

Social Security \_\_\_\_\_ if student, name school \_\_\_\_\_

Drivers License # \_\_\_\_\_ (must include front/back copy also)

Describe your habits as a tenant (tidiness, recreation, etc.)

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**RENTAL HISTORY**

List previous two places of residence

Landlord Name/phone                      Rental Address                      Date of tenancy

1. \_\_\_\_\_

2. \_\_\_\_\_

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**CREDIT/FINANCIAL INFORMATION**

Present Employer \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Length of Employment \_\_\_\_\_

List the funds available to you monthly from these sources to pay for rent:

Job \_\_\_\_\_

Savings \_\_\_\_\_

Parents \_\_\_\_\_

Grants/loans \_\_\_\_\_

Other (describe) \_\_\_\_\_

**REFERENCES**

List 3-5 references, *non-college friends*, that can speak of you character as a future tenant

i.e past employer, long time family friend, school counselor, etc

Name

Phone

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**REQUIRED**

\*\*\*Attach a photocopy of the front/back of your Drivers License.