

Rental Application

MW VanderVeen Company

Pinewood Glen Apartments, Kalamazoo

Spruce Creek Apartments, Portage

Heather Ridge Apartments, Augusta

Leasing Office Information

4139 Valley Ridge Drive Kalamazoo, MI 49006

Phone: 269-344-8686

Fax: 269-344-8840

It is our policy to offer equal housing for all people regardless of race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

An application is not "complete" and will not be processed until all of the following have been submitted

- A \$50 application fee
- A \$100 administrative fee
- Documentation of income sources claimed on tax return

The deposit to hold the apartment is due upon approval of this application.

We will provide reasonable accommodations and permit reasonable modifications for individuals with disabilities. Do you require accommodations and/or modifications at this time? **Yes / No**

Contact Information

Applicant	Co-Applicant
Full Name _____	Full Name _____
First Middle Last	First Middle Last
Primary Phone # _____	Primary Phone # _____
Additional Phone #s _____	Additional Phone #s _____
E-Mail _____	E-Mail _____
When and how is it best to reach you? _____	When and how is it best to reach you? _____

Personal Information

Applicant	Co-Applicant
Social Security # _____	Social Security # _____
Birth Date _____	Birth Date _____
Address _____ _____	Address _____ _____

Verifiable Income Sources: Check the box next to the following income sources which you will be claiming for tax purposes during this lease and include documentation of each when you submit this application.

Applicant	Co-Applicant
<input type="checkbox"/> an employer <input type="checkbox"/> self-employment <input type="checkbox"/> retirement benefits or pension <input type="checkbox"/> investments <input type="checkbox"/> social security benefits	<input type="checkbox"/> an employer <input type="checkbox"/> self-employment <input type="checkbox"/> retirement benefits or pension <input type="checkbox"/> investments <input type="checkbox"/> social security benefits
Employer _____	Employer _____
Position _____	Position _____
Hours/Week _____ Pay Rate _____	Hours/Week _____ Pay Rate _____
Length of time on Job _____	Length of time on Job _____
Other _____	Other _____

Additional Information

Automobiles: List all vehicles that you will be parking on the property.

Applicant		Co-Applicant	
Drivers License #	_____	Drivers License #	_____
Vehicle Plate #	_____	Vehicle Plate #	_____
Vehicle	Year	Vehicle	Year
	_____		_____
	Make		Make
	_____		_____
	Model		Model
	_____		_____
	Color		Color
	_____		_____

Emergency Contact Designation: Designate someone who is over the age of 18, not living in the apartment, who we can contact in an emergency.

Applicant		Co-Applicant	
Name:	_____	Name:	_____
	First Last		First Last
Relationship	_____	Relationship	_____
Phone #	_____	Phone #	_____
Phone #	_____	Phone #	_____
	Cell Home Work		Cell Home Work
Address	_____	Address	_____
Yes / No	The applicant gives the individual listed above permission to enter the apartment, mailbox, and storage unit if he/she is unavailable.	Yes / No	The applicant gives the individual listed above permission to enter the apartment, mailbox, and storage unit if he/she is unavailable.
Yes / No	The applicant understands that if he/she is seriously ill or injured, a member of our staff will send for an ambulance at the applicant's expense. Although, we are not legally obligated to do so.	Yes / No	The applicant understands that if he/she is seriously ill or injured, a member of our staff will send for an ambulance at the applicant's expense. Although, we are not legally obligated to do so.

Other Occupants: List the names of all persons under the age of 18 who will occupy the apartment without signing the lease.

Occupant 1

Full Name _____

First Middle Last _____

Relationship to applicant(s) _____

Birthdate _____

Occupant 2

Full Name _____

First Middle Last _____

Relationship to applicant(s) _____

Birthdate _____

Yes / No Does the applicant, co-applicant, or occupant require a service animal?

Yes / No Will a pet be living in, or visiting the apartment?

What type? _____