



**Thank you for contacting Icon Properties for your housing needs!** Icon Properties is an Equal Opportunity Housing Broker. Our staff members adhere to a strict Code of Ethics and to all local, state and federal Fair Housing Laws. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, familial status, disability, color, national origin or any other protected basis.

Icon Properties recognizes and respects the privacy of our customers and as such we are committed to maintaining the confidentiality of all information submitted, except as permitted by law. Customers who have any questions or concerns about the privacy of their personal information should call us to discuss in further detail.

Icon Properties, as a State of Michigan Real Estate Broker, is acting as the owner's agent and is being paid a commission by the owner for leasing and/or management services.

All applications submitted are preliminary only and does not obligate Icon Properties to execute a lease agreement.

Every applicant over the age of 18 is required to be on the lease agreement and will be required to submit a fully completed and signed application along with the payment of a non-refundable application fee.

Application fees are currently \$30.00 for the first applicant and \$20 for each co-applicant. In order to evaluate the various applications it is necessary to expend time and costs in retrieving credit, criminal and eviction reports and other administrative costs. Hence, we have a strict non-refundable application fee policy. However, if your application is approvable but simply not the approved one for the property for which you are applying, you may consider applying for any other available properties that we may have without payment of an additional application fee. Any and all discussions prior to the application being processed can be changed due to the outcome of the data we receive.

Processing an application normally takes between 3-5 days. Icon Properties may receive multiple applications from other applicants on the same property at approximately the same time. Because we represent the property owner, we have a due diligence to process all applications for consideration and our approval decision will be based on the best application and not necessarily the first application received. Property deposits submitted with an application does not guarantee that the applicant will be offered the property. Property deposits received at the time of application are returned in full if the applicant is not offered the property.

Each applicant must submit a legible copy of a valid driver's license or state issued photo ID.

Employed applicants must submit copies of their last two pay stubs. Self employed applicants must provide proof of income with three months of bank statements and most recent tax returns or 1099's. Non-employed applicants must provide verifiable proof of income or verifiable proof of housing assistance. All sources of other income must be verifiable with proof submitted with application. We reserve the right to require a co-signer/guarantor.

Icon Properties will be investigating the following items: (1) the likelihood that you have the ability to pay the full rent and other fees due pursuant to the rental agreement consistently and in a timely fashion throughout your tenancy, (2) the likelihood that you will not cause damages to the premises and that you will maintain the condition of the tenancy premises and will return it to the same condition that it was rented to you normal wear and tear excepted, and (3) the likelihood that you will not cause a nuisance at the premises, violate the law at the premises, nor interfere with the peaceful use and quiet enjoyment of others in the community.

Your application *may* be denied for any of the following reasons: Legal and verifiable household income less than 2.5 times the monthly rent; Credit report contains open bankruptcies or open recent collections; A credit score of less than 600; Prior eviction; Unfavorable rental reference(s) or any current disputes with landlords; Unverifiable information on your credit application; False information given on the rental application; Incomplete or unsigned rental application; Non payment of application fee or payment was dishonored by applicant's bank/issuing institution; Felony criminal convictions that are drug or violence related; Expressing threatening or abusive behavior or language during the application process.

Upon approval the applicant will be notified by phone, email or both. Once you have been notified of your approval, you have 24 hours to submit a non-refundable property deposit equal to one month's rent and a signed lease agreement. The deposit shall be paid by cashier's check or money order only. Upon taking possession of the property, your property deposit will be applied towards your refundable security deposit obligation. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 24 hours unless you provide the required property deposit and lease agreement. If you do not comply with this requirement, we may elect to rent the home you applied for to someone else and all fees paid will be forfeited.



Love Where You Live!



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www.go-iconproperties.com

RENTAL APPLICATION

All occupants age 18 and over are obligated to complete a rental application and be listed as a Lessee.

Rental Unit Address: Requested Move-In Date:

How did you hear about this property? Sign Website Referred by:

SECTION 1 - Primary Applicant Information

First Name Middle Last Name

Maiden Name SS # Birth Date

Home # Cell # Work #

Drivers License # State Issued

A LEGIBLE COPY OF VALID DRIVERS LICENSE OR STATE ISSUED PHOTO ID REQUIRED

E-Mail Address

Current Address

City State Zip

Landlord Name Phone

Residency Start End Rent Evicted or Owe Past Rent/Damages?

Previous Address

City State Zip

Landlord Name Phone

Residency Start End Rent Evicted or Owe Past Rent/Damages?

Current Employer How long employed?

Contact Person Phone Ext

Address

City State Zip

Gross Monthly Wages \$ Pay Frequency: Weekly Bi-Weekly Monthly

COPIES OF YOUR TWO MOST RECENT PAYSTUBS REQUIRED

Other Income Source Amount \$ Frequency (Attach Proof)

Other Income Source Amount \$ Frequency (Attach Proof)

Have you ever been convicted of a crime other than a minor traffic incident? If yes, in what State?

Details

Bank Checking Acct# Savings Acct#

In Case of Emergency Contact Phone

Vehicle Information (list all vehicles parked by you, co-applicant(s) or other occupants)

Year Make/Model Color License Plate # State

Year Make/Model Color License Plate # State

Year Make/Model Color License Plate # State

**SECTION 2: Co-Applicant Information**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Maiden Name \_\_\_\_\_ SS # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Relationship to Primary Applicant \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

Drivers License # \_\_\_\_\_ State Issued \_\_\_\_\_

**A LEGIBLE COPY OF VALID DRIVERS LICENSE OR STATE ISSUED PHOTO ID REQUIRED**

E-Mail Address \_\_\_\_\_

Check if current address same as Applicant #1 (no need to complete)

Current Address \_\_\_\_\_

Landlord Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Residency Start \_\_\_\_\_ End \_\_\_\_\_ Rent \_\_\_\_\_ Evicted or Owe Past Rent/Damages? \_\_\_\_\_

Check if previous address same as Applicant #1 (no need to complete)

Previous Address \_\_\_\_\_

Landlord Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Residency Start \_\_\_\_\_ End \_\_\_\_\_ Rent \_\_\_\_\_ Evicted or Owe Past Rent/Damages? \_\_\_\_\_

Current Employer \_\_\_\_\_ How long employed? \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

Address \_\_\_\_\_

Gross Monthly Wages \$ \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Pay Frequency:  Weekly  Bi-Weekly  Monthly

**COPIES OF YOUR TWO MOST RECENT PAYSTUBS REQUIRED**

Other Income Source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Frequency \_\_\_\_\_ (Attach Proof)

Other Income Source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Frequency \_\_\_\_\_ (Attach Proof)

Have you ever been convicted of a crime other than a minor traffic incident? \_\_\_\_\_ If yes, in what State? \_\_\_\_\_

Details \_\_\_\_\_

Bank \_\_\_\_\_ Checking Acct# \_\_\_\_\_ Savings Acct# \_\_\_\_\_

In Case of Emergency Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**SECTION 3:**

**LIST ALL OTHER OCCUPANTS WHO WILL BE LIVING IN PREMISES**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to you \_\_\_\_\_

Are you planning to have a pet living in premises?  Yes  No If yes, please provide details on pet(s), i.e. type, breed, weight, etc: \_\_\_\_\_

*Note: Not all properties are pet friendly. Pet friendly properties will require written permission by Landlord in way of an authorized Pet Addendum along with a non-refundable monthly pet fee and/or additional deposit.*

**APPLICATION DISCLOSURES, CONDITIONS & AUTHORIZATION:**

Maple Leaf Management LLC, d.b.a. **Icon Properties**, as a Registered Real Estate Broker, is acting as the Owner's agent and is being paid a commission by the Owner for leasing and/or management services.

Icon Properties welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, familial status, disability, color, national origin or any other protected basis.

This application is preliminary only and does not obligate Icon Properties, to execute a lease agreement. No oral agreements have been made. Processing an application normally takes between 2-5 days. Icon Properties may receive multiple applications from other applicants on the same property at approximately the same time. Because we represent the property owner, we have a due diligence to process all applications for consideration and our approval decision will be based on the best application and not necessarily the first application received.

This application must be signed before management can process it. Applicant acknowledges that false or omitted information herein will constitute grounds for rejection of this application, termination of right to occupancy and forfeiture of holding deposit and may constitute a criminal offense under the laws of this State.

**APPLICATION FEE:** Primary Applicant agrees to pay a non-refundable application fee of \$30.00 plus and an additional \$20.00 for each co-applicant over 18 years.

**DEPOSIT AGREEMENT:** If applicant is approved, the Applicant must make arrangements within 48 hours of said approval to submit a property deposit equal to one month's rent and sign a lease agreement. If Applicant is approved and fails to promptly enter into a Lease Agreement or fails to take possession of the premises at the specified lease begin date, the Property Deposit will be retained by Icon Properties and considered forfeited as liquidated damages. Property Deposits submitted with an application does not guarantee that the Applicant will be offered the property. Property Deposits received at the time of application are returned in full if the applicant is not offered the property.

I/We hereby warrant that all representations set forth are true.

I/We authorize **Icon Properties** to obtain a complete credit and criminal history report. I/we further authorize Icon Properties to contact previous Landlords, contact employers and verify additional information contained in the Rental Application including, but not limited to, rental history, employment information, salary verification, banking information and credit references. Additionally, I/we release third parties from liability associated with information provided during the verification. I understand that any and all information obtained will be used to determine my eligibility for residential leasing with Icon Properties only.

I/We have fully read and understand all disclosures, conditions and authorizations contained within this rental application.

\_\_\_\_\_  
Primary Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**Application fees payable via exact cash, credit card, check/money order payable to Icon Properties. Property Deposit payable via cashier's check or money order only. No Cash.**

***Credit Card Authorization – PLEASE PRINT CLEARLY!***

Name (as it appears on card): \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Credit Card # Exp Date Security Code

Amount to be charged: \$\_\_\_\_\_. Please note that your card will be processed through an online credit card merchant account with an additional convenience fee charge of 2.95% of total bill.

Authorized Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Application Fee of \$\_\_\_\_\_ paid by check# \_\_\_\_\_ Rec'd on \_\_\_\_\_ By \_\_\_\_\_

**APPROVED or NOT APPROVED**

Property Deposit of \$\_\_\_\_\_ paid by check# \_\_\_\_\_ Rec'd on \_\_\_\_\_ By \_\_\_\_\_