

## Brookfield Management Company

MAIN OFFICE

27883 Independence St. Ste.103G

Farmington Hills, MI 48336

Phone: (248) 615-8920 \* Fax: (248) 615-8923

Hours: Monday to Friday 8am-5:30pm. / Saturday 10am-4pm.

### WELCOME TO: Cedar Springs Mobile Estates

#### What you will Need to Apply:

When you return your application, anyone in the household or that may live part-time in the household that are of the age 18 years or older, will be required to bring a **Driver's License** or a **State Identification Card**, **proof of income for the past 30 days** (*at a job you have been at for 6 months or longer*), **Social Security Card**. Here are a few examples of supporting documentation that can be brought in, the last 30 Days of your bank account, federal tax return for the last calendar year. You will also need to bring a **Money Order in the amount of \$25.00** for each adult over 18 years of age (you may bring one money order for this). Make all payments payable to Cedar Spring Mobile Estates (or CSME).

The \$25.00 fee is non-refundable and is used for processing your credit and administrative fees. **Please note that your application will not be processed without all the required documents.**

#### We will not accept your application if:

- Prior Evictions
- Prior Foreclosures and/or Bankruptcies filed
- We are restrictive on felony convictions, which will be reflected on your report (*please see page*
- Insufficient income that enough to cover all obligations and rent.

#### Security Deposit:

With approved credit, security deposit will be equal to one month's rent. With bruised credit, if accepted, security deposit will equal to 1 ½ month's rent. After paying the initial holding fee of \$200.00, you are required to come in weekly and pay \$100.00 or Bi-weekly and pay \$200.00, until the total move in cost is paid, prior to move in. **Once a payment is missed the home will be placed back on the market and your deposit will be forfeited.**

#### Once Approved:

If you are approved and do not move into the home for any reason, all monies deposited to the account will be forfeited. You are also required to contact **DTE Energy at (800) 477-4747** and **Consumers Energy at (800) 477-5050** to have the utilities transferred to your name at the new address, we must confirm both confirmation numbers.

**I have read and understand the above information and agree to the terms and conditions of this application.**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
LEASING AGENT

**Cedar Springs Mobile Estates**

400 Susan

Cedar Springs, MI 49319

Telephone: (616) 696-0820

Fax: (616) 696-1277

**Rental Application**

**Applicant Personal Information:**

Full Name: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ .com

(Required)

**Second Applicant/ Co-Signer Information:**

Full Name: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ .com

(Required)

**Additional Occupants:**

**List all others that will reside with you, in the home (full or part time)**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### **Employment History:**

#### **Applicant 1:**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Work Phone: \_\_\_\_\_

#### **Applicant 2:**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Work Phone: \_\_\_\_\_

### **Pets:**

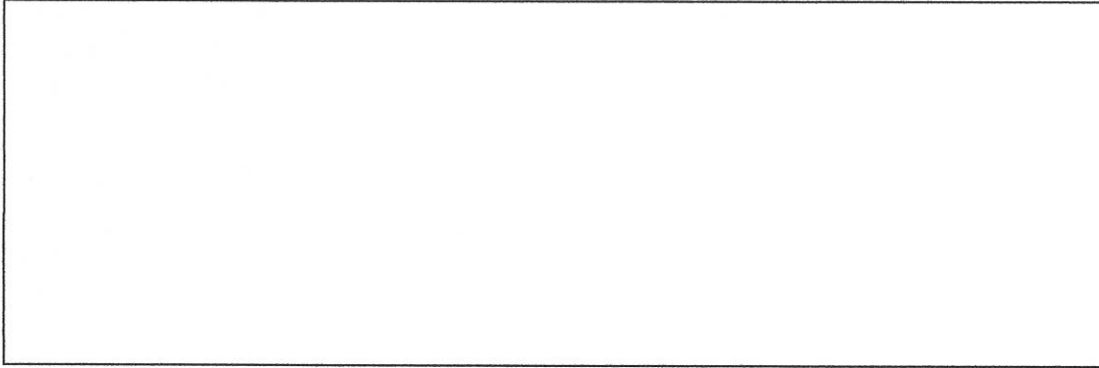
Do you have any pets? Y/N

Number of pets: \_\_\_\_\_ Breed of the animal: \_\_\_\_\_

Description of Animal: \_\_\_\_\_ LBS. \_\_\_\_\_

Please note, you are allowed two pets per household. There is a **\$500 non-refundable** pet fee on pre-lived in homes. There is a **\$1,500 non-refundable** pet fee for new homes, and approval from the CSME owner. There is also a \$25 (per pet) fee each month for the pet(s). \*\*Certain restrictions apply\*\*

**Image of pet:** *Please attach image of your pet(s)*



**Miscellaneous:**

Have you ever been:

- Convicted of a felony? Y / N
- Evicted? Y / N

If Yes to either of these, please explain:

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**Emergency Contacts:**

Emergency Contact 1: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_

***I certify that permission is given to run mu background and that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application.***

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PRINT NAME

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PRINT NAME

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SIGNATURE

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SIGNATURE

**Cedar Springs Mobile Estates**

400 Susan

Cedar Springs, MI 49319

Telephone: (616) 696-0820

Fax: (616) 696-1277

**VERIFICATION OF RENTAL HISTORY**

**TO:** \_\_\_\_\_

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

***I HEREBY AUTHORIZE YOU TO RELEASE INFORMATION REGARDING MY  
TENANCY TO THE INQUIRING LANDLORD.***

\_\_\_\_\_  
*TENANT SIGNATURE*

\_\_\_\_\_  
*DATE*

**Please complete the information and fax to: (616) 696-1277.**

**Thank you for your cooperation.**

**Cordially,**

**Cedar Springs Mobile Estates**

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**Rental history of**

\_\_\_\_\_

**Date moved in** \_\_\_\_\_ **Moved out** \_\_\_\_\_ **Monthly rent \$** \_\_\_\_\_

**Was rent paid on time?** \_\_\_\_\_ **Number of times late?** \_\_\_\_\_

**What was included in rent?** \_\_\_\_\_

**Number of persons in family?** \_\_\_\_\_ **Did they follow the rules?** \_\_\_\_\_

**Complaints by others (explain)?**

\_\_\_\_\_

**Care of rental unit:** \_\_\_\_\_

**Any damage?** \_\_\_\_\_ **Any pets?** \_\_\_\_\_

**Overall rating as a tenant (good, fair, poor, explain)** \_\_\_\_\_

**Would you rent to them again?** \_\_\_\_\_ **Did they give notice to move?** \_\_\_\_\_

**If former tenant, did you return full security deposit?** \_\_\_\_\_

**If not, why?** \_\_\_\_\_

**Person providing information:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_