Leasing Office: 521 Cherokee St, Apt 108
Kalamazoo, MI 49006-2839

Office Phone: (269) 349-4596
Office Hours: M-F 8:30 am to 4:30 pm
Email: Danielle@cherokeewestlawnapartments.com
www.CherokeeWestlawnApartments.com

APPLICATION TO LEASE

Thank you for your interest in Cherokee Westlawn Apartments! We are a privately owned apartment community structured for the active and independent senior, age 55 and over. Age and income determine your eligibility. When applying, you will be asked for information about your personal history and be required to provide documentation of income sources. Once approved, and when a unit is available, you can reserve your apartment by completing the lease agreement and paying the required fees based on your selection.

Personal History/Information Required for application:

- Driver's License or State ID
- Landlord References, Credit References, Verification of Income
- Landlord Background Check which includes:
  National Criminal Background Report, Full Credit Report, National Eviction Related Report

Verification of Income Required for application. Acceptable Supporting Documents Include:

- 90 Days/3-months Paystubs and/or W2s
- Social Security Benefit Verification Letter
- 90 Days/3-months Bank Statement
- Any other source of verifiable sustainable income

Payment upon application is required for Waitlist. Please include your payment for the following:

- Non-Refundable Application Fees: $25.00 (per applicant)
- Background Check: $45.00 (per applicant)

Cherokee Westlawn Apartments Premises is a domestic cat-only pet friendly community. If your residency is approved, pet fees will be required at lease signing (two-cat maximum per apartment). Pet Policy Fees are as follows:

a. $200 Security Deposit for the first cat.
b. $100 any additional cat.
c. No monthly charge per cat.

PERSONAL CHECKS & CASH ARE NOT ACCEPTED. When application and fees are submitted, we will begin the qualification process immediately.

Payment can be Cashier's Check or Money Order payable to Cherokee Westlawn Apartments.

Cherokee Westlawn Apartments is an Equal Housing Opportunity provider. We do not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and gender identity or expression), age, familial status, marital status, disability, or source of income.

APPLICANT

Legal Name: _____
First Middle Last

Driver's License Number: _____ State: _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____
Street & Apt # City State Zip

Phone Number ☐ Cell Phone or ☐ Landline (_____) _____

Email Address: _____

Employment History

PRESENT Employer: _____ Job Title: _____

Supervisor's Name: _____ Phone: (_____) _____

Period Employed From: _____ to _____ Gross Annual Salary $ _____

FORMER Employer: _____ Job Title: _____

Period Employed From: _____ to _____ Gross Annual Salary $ _____

Retired? ☐ Yes ☐ No Other Source of Income: _____

CURRENT Place of Residence:

Apartment Community or Name: _____

Phone: (_____) _____ Email: _____

PREVIOUS Place of Residence:

Apartment Community or Name: _____

Phone: (_____) _____ Email: _____

List TWO Current Credit References:

1. Business/Company Name: _____
   Phone: (_____) _____
2. Business/Company Name: _____
   Phone: (_____) _____

List TWO Emergency Contacts:

1. Name: _____ Relation: _____
   Phone: (_____) _____
2. Name: _____ Relation: _____
   Phone: (_____) _____

CO-APPLICANT

Legal Name: _____
First Middle Last

Driver's License Number: _____ State: _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____
Street & Apt # City State Zip

Phone Number ☐ Cell Phone or ☐ Landline (_____) _____

Email Address: _____

Employment History

PRESENT Employer: _____ Job Title: _____

Supervisor's Name: _____ Phone: (_____) _____

Period Employed From: _____ to _____ Gross Annual Salary $ _____

FORMER Employer: _____ Job Title: _____

Period Employed From: _____ to _____ Gross Annual Salary $ _____

Retired? ☐ Yes ☐ No Other Source of Income: _____

CURRENT Place of Residence:

Apartment Community or Name: _____

Phone: (_____) _____ Email: _____

PREVIOUS Place of Residence:

Apartment Community or Name: _____

Phone: (_____) _____ Email: _____

List TWO Current Credit References:

3. Business/Company Name: _____
   Phone: (_____) _____
4. Business/Company Name: _____
   Phone: (_____) _____

List TWO Emergency Contacts:

3. Name: _____ Relation: _____
   Phone: (_____) _____
4. Name: _____ Relation: _____
   Phone: (_____) _____

OCCUPANTS

Will Applicant and Co-Applicant be residing in the apartment together? ☐ Yes ☐ No

Other than the above applicant(s), list other persons who will occupy the apartment:

Name: _____ DOB: _____ Relation: _____

Name: _____ DOB: _____ Relation: _____

Do you have any pets? ☐ No ☐ Yes - If yes, what type of pets? _____

Please initial that you understand that your tenancy can be terminated, and you can be evicted, if you keep pets on the premises without the permission of the Landlord. Applicant Initials: _____ Co-Applicant Initials: _____

CONFIRMATIONS & AUTHORIZATIONS

I/We hereby certify that the answers to the following questions are true, accurate, and complete. It is understood that any misrepresentations, untruths, and/or omissions made by applicant(s) in answering the questions contained herein shall be grounds for denying this application or terminating the tenancy.

Has any applicant, co-applicant, or named occupant:

1. Ever been evicted from any premises for any reason? ☐ Yes ☐ No
2. Ever prematurely broken a lease? ☐ Yes ☐ No
3. Any Civil Judgments outstanding against you as a result of your rental of any premises? ☐ Yes ☐ No
4. Have any criminal charges pending? ☐ Yes ☐ No
5. Ever been convicted of a criminal offense? ☐ Yes ☐ No
6. Ever plead guilty or no contest to a criminal offense? ☐ Yes ☐ No
7. Have any liability charges against you? ☐ Yes ☐ No

NOTE: If yes to any of the above, please explain in a separate Letter of Explanation and attach to application.

If you were referred to us, please share their name so that we can thank them: _____

I/We, the undersigned, hereby authorize Cherokee Westlawn Apartments, LLC, Landlord and its agents to obtain a background check including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search, and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. The investigation is for tenant screening purposes only and is strictly confidential. These reports contain information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I/We hold Cherokee Westlawn Apartments, LLC, Landlord and its agents free and harmless for any damages or losses that may occur as a result of the improper or inaccurate information provided.

For more information about your rights under the Fair Credit Reporting Act visit:
URL LINK: https://www.ftc.gov/legal-library/browse/statutes/fair-credit-reporting-act

For more information about your rights under the Fair Housing Act visit:
URL LINK: https://www.michigan.gov/mshda/fairhousing

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

FOR OFFICE USE:

Date App Received: _____ Received By: _____

App Fee & Bkgrd Ck $_____ Method of Payment: _____