

# Genesee County Land Bank



452 S Saginaw St. 2<sup>nd</sup> Floor  
Flint, MI 48502  
Ph: (810) 257-3088  
Fax: (810) 257-3090

Return Application to: Jennifer Riggs

## RENTAL APPLICATION CHECKLIST

You will need to bring ALL of the following:

- 1) Section 8 Voucher if applicable
- 2) Divorce Decree if applicable
- 3) Driver's License/State I.D. for all applicants 18 +
- 4) Social Security Cards for you & all other household members
- 5) Birth Certificates for you & all other household members
- 6) Proof of ALL income from everyone in your household 18+
  - TANF verification from caseworker and/or
  - SS Award letter and/or
  - 4 recent paycheck stubs and/or
  - Child Support check stubs or print out and/or
  - Any other income documentation
- 7) Copies of utility bills showing your name and address or letter faxed to us stating you can get service in your name.
- 8) 4 rent receipts

Please call Jennifer Riggs if you have any questions and to set up a time to bring back your COMPLETED application with all of the above documents.

Thank you for Genesee County Land Bank

RESIDENTIAL RENTAL APPLICATION

Office Use Only

\_\_\_\_\_  
Address of Apartment

\_\_\_\_\_  
Municipality

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ DOB \_\_\_\_\_

Marital Status \_\_\_\_\_ Spouse Name \_\_\_\_\_ DOB \_\_\_\_\_

Domestic Partner \_\_\_\_\_ DOB \_\_\_\_\_

Co-Applicant \_\_\_\_\_ DOB \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Car Make & Model \_\_\_\_\_ License Plate Number \_\_\_\_\_

Desired Move-In Date \_\_\_\_\_

Rental Subsidy (if any): \_\_\_\_\_

Please enter ALL persons that will live with you.

Other Residents	Relationship	D.O.B./Age	S.S.N.

**PRESENT LANDLORD** \_\_\_\_\_ Telephone \_\_\_\_\_

Length of time a present address: \_\_\_\_\_ Rental Amount \_\_\_\_\_

Lease expires \_\_\_\_\_ Reason for moving \_\_\_\_\_

**PREVIOUS LANDLORD** \_\_\_\_\_ Telephone \_\_\_\_\_

Previous address \_\_\_\_\_ Zip Code \_\_\_\_\_

Rental Amount \_\_\_\_\_ Dates of occupancy at previous address \_\_\_\_\_

**EMPLOYMENT/EDUCATION INFORMATION**

Present Status:  Employed      Student: Yes  Hrs. per week \_\_\_\_\_  
 Unemployed      No

Name of Employer \_\_\_\_\_ Telephone \_\_\_\_\_

How long employed? \_\_\_\_\_ Position held \_\_\_\_\_

How many hours per week? \_\_\_\_\_ Salary/Hourly \_\_\_\_\_

If student, list college or vocational school \_\_\_\_\_

Expected date of completion \_\_\_\_\_ Degree/Certification \_\_\_\_\_

High School Diploma: Yes  No

GED: Yes  No

**Co-Applicant/Spouse/Domestic Partner**

Student: Yes  No  Hrs. Per week \_\_\_\_\_

Present Status: Employed  Unemployed

Name of Employer \_\_\_\_\_ Telephone \_\_\_\_\_

How long employed? \_\_\_\_\_ Position Held \_\_\_\_\_

How many hours per week? \_\_\_\_\_

**References**

<u>Name</u>	<u>Daytime Phone Number</u>	<u>Number of Years Known</u>

**FINANCIAL INFORMATION**

<u>SOURCE OF INCOME</u>	<u>AMOUNT</u>	<u>CO-APPLICANT/SPOUSE/DOMESTICPARTNER</u>
Employment	_____	_____
Unemployment	_____	_____
Social Security	_____	_____
VA Benefits	_____	_____
SSI	_____	_____
AFDC	_____	_____
Child Support	_____	_____
WIC	_____	_____
Food stamps	_____	_____
<b>TOTAL MONTHLY INCOME</b>	_____	_____

**CURRENT MONTHLY EXPENSES**

Rent	_____	Water/Sewer/Trash	_____
Electric	_____	Food (not including stamps)	_____
Gas	_____	Daycare	_____

Telephone \_\_\_\_\_  
Car \_\_\_\_\_

Insurance \_\_\_\_\_  
Other \_\_\_\_\_

**TOTAL MONTHLY EXPENSES** \_\_\_\_\_

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**DELINQUENT DEBTS**

Student Loan \_\_\_\_\_  
Utilities: Gas \_\_\_\_\_  
Electric \_\_\_\_\_  
Telephone \_\_\_\_\_

Car Loan \_\_\_\_\_  
Credit Card \_\_\_\_\_  
Other \_\_\_\_\_

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**BANK/CREDIT REFERENCE**

Name of Bank

Branch Address

Type of Account  Checking  Saving  Loan  Other

Name(s) of Accountholder(s)

Credit Reference

Address

By signing this application, acknowledge the accuracy of all information and authorize Beyond Housing to verify any references you have listed.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Co-Applicant/Spouse/Domestic Partner**

**FOR OFFICE USE: DO NOT WRITE BELOW THIS LINE**

**REFERENCE VERIFICATION**

**REMARKS**

Present Landlord

\_\_\_\_\_

Previous Landlord

\_\_\_\_\_

Employer

\_\_\_\_\_

Character

\_\_\_\_\_

Character

\_\_\_\_\_

Character

\_\_\_\_\_

Credit

\_\_\_\_\_

Police Report

\_\_\_\_\_

Other

\_\_\_\_\_

Home Visit

\_\_\_\_\_

Site Visit

\_\_\_\_\_

**DISPOSITION OF APPLICATION**

Approved       Disapproved

Lease signed \_\_\_\_\_      Expected move-in date \_\_\_\_\_

Security Deposit received \_\_\_\_\_      Amt \_\_\_\_\_

Housing Authority Inspection \_\_\_\_\_

Municipal Inspection \_\_\_\_\_

Gas       Electric       Water transferred to Tenant