

# Real Estate One Rental application process

## Step #1

Completely fill out the application

- \* Please print clearly
- \* Please explain on page two of the application what type of housing you are looking for. So we can find your best fit.

## Step #2

Provide a copy of your credit report no older than 30 days old.

- Report needs to be emailed to me or printed off.
- \* You can go to [free.creditreport.com](http://free.creditreport.com) or other sites.

## Step #3

Provide two months of bank statements showing direct deposit or check stubbs.

Applications will not be reviewed until all three steps are completed and turned in together.

You can email it to us or drop it off at Real Estate One in Alpena or Hubbard Lake

Real Estate One  
215 W. Chisholm  
Alpena MI 49707

Real Estate One  
6790 Hubert Road  
Hubbard Lake MI 49747

One of the two property managers will get a hold of you if we have any questions

989-350-2002 CELL  
989-727-9100 OFFICE  
989-354-5453 FAX



215 W. CHISHOLM, ALPENA, MI 49707

AMY ROZNOWSKI REALTOR / PROPERTY MANAGER  
[amyrozz@realestateone.net](mailto:amyrozz@realestateone.net)

215 W. CHISHOLM, ALPENA, MI 49707



Kayla Ruzicka  
REALTOR

989-701-7208 CELL  
989-354-7653 OFFICE  
[kaylaruz35@gmail.com](mailto:kaylaruz35@gmail.com)

# APPLICATION FOR RENTAL

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

APARTMENT	RENT	START DATE	AGENT/REFERRED BY
<b>APPLICANT INFORMATION</b>			
LAST NAME	FIRST NAME	M.I.	SSN
BIRTH DATE	HOME PHONE ( ) ( )	WORK PHONE ( ) ( )	EMAIL
<b>CURRENT ADDRESS</b>			
STREET ADDRESS		CITY	STATE ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ( ) ( )
MONTHLY RENT \$	REASON FOR LEAVING		
<b>PREVIOUS ADDRESS</b>			
STREET ADDRESS		CITY	STATE ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ( ) ( )
MONTHLY RENT \$	REASON FOR LEAVING		
<b>OTHER OCCUPANTS</b>			
LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER			
LIST NAMES AND BIRTH DATES OF ALL OCCUPANTS 18 YEARS OR YOUNGER			
<b>PETS</b>			
PETS?	DESCRIBE		
<b>EMPLOYMENT &amp; INCOME INFORMATION</b>			
1. OCCUPATION	EMPLOYER/COMPANY	MONTHLY SALARY \$	END DATE
SUPERVISOR NAME	SUPERVISOR PHONE ( ) ( )	START DATE	
2. OCCUPATION	EMPLOYER/COMPANY	MONTHLY SALARY \$	END DATE
SUPERVISOR NAME	SUPERVISOR PHONE ( ) ( )	START DATE	
1. OTHER INCOME DESCRIPTION		MONTHLY INCOME \$	
2. OTHER INCOME DESCRIPTION		MONTHLY INCOME \$	
<b>EMERGENCY CONTACT</b>			
1. NAME	ADDRESS	PHONE ( ) ( )	RELATIONSHIP
2. NAME	ADDRESS	PHONE ( ) ( )	RELATIONSHIP
<b>PERSONAL REFERENCES</b>			
1. NAME	ADDRESS	PHONE ( ) ( )	RELATIONSHIP
2. NAME	ADDRESS	PHONE ( ) ( )	RELATIONSHIP



**BACKGROUND INFORMATION**

HAVE YOU EVER:

Filed for bankruptcy?

Willfully or intentionally refused to pay rent when due?

Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name.

 Yes  No

Been convicted of a crime? If yes, please provide Type of Offense, County, and State.

 Yes  No**VEHICLE INFORMATION**

1. MAKE &amp; MODEL

YEAR

LICENSE NO. &amp; STATE

2. MAKE &amp; MODEL

YEAR

LICENSE NO. &amp; STATE

OTHER VEHICLES

**OTHER INFORMATION**

HOW DID YOU HEAR ABOUT THIS PROPERTY?

PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION

I/We, the undersigned, authorize On-Site.com, Landlord and its agents to obtain an investigative consumer credit report 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. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold On-Site.com, Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

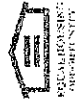
These reports are being processed by On-Site.com, P.O. Box 1514, Los Altos, CA 94023-1514, (877) 222-0384.

A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para información en español, visite o escriba): <http://www.ftc.gov/credit>

Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580

(Signed/Applicant)

Date



# Consumer Report Disclosure and Authorization

In connection with my application for housing, I understand that the property owner/agent may obtain one or more consumer reports, which may contain public information, for the purposes of evaluating my application. These consumer reports will be obtained from one or more of the following consumer reporting agencies:

- Equifax, E.C.I.F., P.O. Box 740241, Atlanta, GA, 30374-0241, (800) 685-1111
- Trans Union, Regional Disclosure Center, 1561 Orangethorpe Ave., Fullerton, CA, 92631, (714) 738-8800
- Experian (TRW), Consumer Assistance, P.O. Box 949, Allen, TX, 75002, (888) 397-3742
- On-Site Manager, Inc., P.O. Box 1514, Los Altos, CA, 94023-1514, (877) 222-0364

Under California law, these consumer reports are defined as investigative consumer reports. These reports may contain information on my character, general reputation, personal characteristics and mode of living. In connection with my application for housing, I authorize owner/agent to obtain a consumer report from the consumer reporting agencies listed above.

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

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

If you would like to receive a copy of any investigative consumer report at no cost to you, please initial here: \_\_\_\_\_

If you would like to receive a copy of any credit report at no cost to you, please initial here: \_\_\_\_\_

## PLEASE NOTE:

Under Section 1786.22 of the California Civil Code, if you wish to dispute the accuracy or completeness of any item in the consumer report, you may contact the consumer reporting agency named above and request an investigation. You also may view the file maintained on you by the above credit reporting agency during normal business hours. You can receive a copy of your file by providing proper identification and paying any related-copy costs. You may also receive a summary of the file by telephone. The agency is required to have employees available to explain your file to you, and they must explain any coded information in your file. You can bring someone with you to view the file, so long as they have identification.

