



Application Policies

Thank you for applying for one of our rental properties. We know moving is a big step and you are anxious to hear about your application. To speed the processing, we have listed the requirements that will get your application processed as quickly as possible. **We cannot process incomplete applications.**

- 1) Please make sure you have completely filled out the application **including signatures of all applicants on all of the pages, regardless if the form(s) applies to your specific situation.**
- 2) Please write legibly. If we cannot read information, your application is delayed.
- 3) Please include all proof of income when you turn in your application.
 - a) If you are working, please include your most recent 2 pay stubs with your application.
 - b) If you are including child support and/or alimony as part of your income source, please include the award letter from the court showing the amounts and proof of payment.
 - c) If you are including Social Security or disability income, please include the award letter showing the monthly amount.
 - d) If you are using funds from savings, trust allotments, buyouts, lawsuits, etc., please include your last statement from the account in which the money is held.
 - e) If you have your own business and are using that as your income, please include your last 2 years tax returns for the business.
- 4) Please include your application fee for each applicant with the application. **The application fee is only payable in cash (checks, money orders, etc. will not be accepted).** The application is \$25 per adult living in the property. Children living in the property of age 18 or older must fill out an application and pay an application fee. Married couples have to pay only one application fee as we can obtain their credit information jointly. Also, full-time students living who will be living at home are exempt from an application fee if they are able to provide documentation verifying full-time enrollment.
- 5) You must turn in your application to your Service Specialties leasing representative or our office located at 56 Macomb Place, Mt. Clemens, MI 48043 (map included on following pages). We cannot accept applications delivered by email or fax since we must have original signatures along with the application fee before processing your application.
- 6) Please inform your employer we will be contacting them regarding your employment verification. We appreciate them responding as quickly as possible to our request for verification of employment so we can finish processing your application.
- 7) Please have your copies ready for any required documentation when you drop off the application to the office.
- 8) We cannot hold properties. Once an application is approved, you will be called for a lease signing date.
- 9) If you are working with a real estate agent, please include your agent's business card with your application.

We look forward to helping you with your property needs. If you have any questions, please feel free to call our office at 586-469-1415. Thank you.

SEE REVERSE FOR FIRST COME FIRST SERVE POLICY



56 Macomb Place / Mt. Clemens, MI 48043
Ph: 586-469-1415/Fax: 586-329-3661

FIRST COME, FIRST SERVED POLICY

Service Specialties II, Inc. has experienced 2 approved Tenants wanting to rent the same property. This problem causes stress and disappointment for Tenants as well as the Staff at Service Specialties. To avoid stress and disappointment for all parties concerned, the following policies are strictly adhered to by Service Specialties II, Inc.'s property management:

- 1) Tenants' ***completed*** applications are approved in the order they are received, and approved Tenants are notified. An approved tenant is offered the property in the order in which his/her application is received.
- 2) Lease signings scheduled 48 hours in advance of the date closing date will hold the property until the closing. Service Specialties II, Inc. will not guarantee an applicant can lease a certain property unless a lease is signed within said 48-hour scheduled appointment.
- 3) If Tenant fails to appear for a lease signing appointment, Service Specialties II, Inc. will no longer guarantee to approved Tenant his right to lease the property.
- 4) An approved Tenant may make a lease signing appointment outside of the said 48-hour window, but Tenants understand this appointment may be cancelled if another tenant is approved for the said property and can close earlier. Service Specialties II, Inc. makes no guarantee of property availability if approved Tenant does not show up for lease signing.
 - a) An approved Tenant may schedule a closing outside 48-hour window by agreeing to pay Landlord the daily rate of the monthly rent while waiting for a lease signing – in advance
 - b) An approved Tenant provides a \$200 non-refundable deposit to cover expenses – in advance. Said fee will be applied to Tenant's rent at closing.
 - c) Failure of approved Tenant to appear at lease signing on agreed upon appointment date and time will cause approved Tenant to forfeit all monies paid to delay lease signing.

Service Specialties II, Inc.
Management

DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

Service Specialties acts solely on behalf of the Landlord

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. Michigan law requires real estate licensees who are acting as agents of landlords or tenants of real property to advise the potential landlords or tenants with whom they work of the nature of their agency relationship.

Landlord's Agents

A Landlord's agent, under a management agreement with the Landlord, acts solely on behalf of the Landlord. A Landlord can authorize a Landlord's agent to work with subagents, Tenant's agents and/or transaction coordinators. A subagent is one who has agreed to work with the Listing agent, and who, like the Listing agent, acts solely on behalf of the Landlord. Landlord's agents and subagents will disclose to the Landlord known information about the Tenant that may be used to benefit the Landlord.

Agent for Service Specialties

Date

By signing below, the parties confirm that they have received and read the above information in this agency disclosure statement and that this form was provided to them before the disclosure of any confidential information specific to the potential Landlord or Tenant. Prospective Tenant(s) also understand Service Specialties II, Inc. is the Landlord's agent and solely represents the Landlord.

Potential Tenant/Lessee

Date

AGENT COPY

Potential Tenant/Lessee

Date

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Agent for Service Specialties

Date

By signing below, the parties confirm that they have received and read the above information in this agency disclosure statement and that this form was provided to them before the disclosure of any confidential information specific to the potential Landlord or Tenant. Prospective Tenant(s) also understand Service Specialties II, Inc. is the Landlord's agent and solely represents the Landlord.

Potential Tenant/Lessee

Date

TENANT COPY

Potential Tenant/Lessee

Date

Income Qualification Sheet – This form must be filled out & included with application

To assist us in income qualifying you for this property, please list all sources of income including wages, child support, disability payments, social security and any other sources of regular income.

Please include copies of your last 2 pay stubs when you submit the application along with supporting documentation for any other sources of income to speed the application process including the award letter for all court ordered child support, statement showing Social Security monthly amount(s), statement showing disability payment amounts, statement of funds for any large settlements or funds, etc. Do not include original documents as we cannot return them to.

Additional Helpful Information (Special circumstances regarding income, financial statements, company buy-outs, credit information) can be detailed on back of sheet.

Date: _____ **Property:** _____ **Agent Initials:** _____

Name of Applicant #1 (please print): _____

Please list all sources of income below. Use gross amounts (before taxes).

Sources of Income:

Employment #1	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Hrs. Per Week _____	Rate of Pay _____
Employment #2	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Hrs. Per Week _____	Rate of Pay _____
Employment #3	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Hrs. Per Week _____	Rate of Pay _____
Social Security	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>		
Disability Pmts.	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>		
Child Support	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Is your child support court ordered? Yes No	
Child Support	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Is your child support court ordered? Yes No	
Other Source:	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Source description: _____	

Name of Applicant #2 (please print): _____

Please list all sources of income below. Use gross amounts (before taxes).

Sources of Income:

Employment #1	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Hrs. Per Week _____	Rate of Pay _____
Employment #2	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Hrs. Per Week _____	Rate of Pay _____
Employment #3	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Hrs. Per Week _____	Rate of Pay _____
Social Security	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>		
Disability Pmts.	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>		
Child Support	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Is your child support court ordered? Yes No	
Child Support	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Is your child support court ordered? Yes No	
Other Source:	\$ _____	Per _____ <small>(Week, Bi-Week, Month)</small>	Source description: _____	

Does applicant need a co-signer due to income or credit issues? Yes No Is there a co-signer available? Yes No
If yes to above, co-signer must fill out an application for the property and be put on the lease with the tenant(s).



Service Specialties II, Inc.
Property Management
PO Box 361 Mt. Clemens, MI 48046
Phone: 586-469-1415 / Fax: 586-329-3661

RENTAL APPLICATION

**\$25.00 NON-REFUNDABLE APPLICATION FEE
DUE UPON TURN-IN OF THIS FORM PAYABLE
IN CASH ONLY**

Property Address: _____ Date: _____

TELL US ABOUT YOURSELF

Desired Move-In Date: _____

Applicant: _____ SS#: _____ DOB: _____ Phone #: _____

Driver's license number: _____ State: _____ Pets (number and kind): _____

Number of dependents (excluding Co-Applicant): _____ Names and Ages: _____

List all other occupants: _____

Name of Bank: _____ Checking Acct.# _____ Savings Acct. # _____

Co-Applicant: _____ SS#: _____ DOB: _____ Phone #: _____

Driver's license number: _____ State: _____ Pets (number and kind): _____

Number of dependents (excluding Applicant): _____ Names and Ages: _____

Name of Bank: _____ Checking Acct.# _____ Savings Acct. # _____

RENTAL HISTORY

Current Address: _____ City: _____ State: _____ Zip: _____

Move in date: _____ Reason for leaving: _____

Owner or Agent: _____ Phone #: _____

Have you had any problems at your current/previous residence? (if yes, please explain): _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Move in date: _____ Reason for leaving: _____

Owner or Agent: _____ Phone #: _____

EMPLOYMENT HISTORY

Employment status: Employed full-time Employed part-time Student Retired Unemployed

Employer: _____ Address: _____ City: _____ State: _____ Zip: _____

Dates employed: _____ Position: _____ Salary: \$ _____ per _____

Supervisor's name: _____ Phone #: _____

If employed less than 6 months, please fill out information below for previous employer:

Employment status: Employed full-time Employed part-time Student Retired Unemployed

Employer: _____ Address: _____ City: _____ State: _____ Zip: _____

Dates employed: _____ Position: _____ Salary: \$ _____ per _____

Supervisor's name: _____ Phone #: _____

CO-APPLICANT, EMPLOYMENT HISTORY

Employment status: Employed full-time Employed part-time Student Retired Unemployed

Employer: _____ Address: _____ City: _____ State: _____ Zip: _____

Dates employed: _____ Position: _____ Salary: \$ _____ per _____

Supervisor's name: _____ Phone #: _____

If employed less than 6 months, please fill out information below for previous employer:

Employment status: Employed full-time Employed part-time Student Retired Unemployed

Employer: _____ Address: _____ City: _____ State: _____ Zip: _____

Dates employed: _____ Position: _____ Salary: \$ _____ per _____

Supervisor's name: _____ Phone #: _____

PLEASE COMPLETE BACK OF SHEET

REFERENCES

Reference: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Reference: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Reference: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

MISCELLANEOUS INFORMATION

What one feature are you hoping to get in your new home?: _____

Make, model, and year of all automobiles: _____ Plate Number: _____

_____ Plate Number: _____

Have you ever: Filed for bankruptcy? Yes No

Been evicted from tenancy? Yes No

Willfully or intentionally refused to pay rent when it was due? Yes No

In the space below, please give any additional information that might help us evaluate your application.

I hereby apply to lease the above-described premises. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true. We authorize Service Specialties II to obtain a credit report.

I RECOGNIZE THAT AS PART OF YOUR PROCEDURE FOR PROCESSING THIS APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, AND OTHERS WITH WHOM I MAY BE ACQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING. I UNDERSTAND THAT I MAY HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF THIS INVESTIGATION.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

Section 8 Applicants only

I acknowledge the fact that Service Specialties II, Inc. requires all move in costs to be paid in full at time of lease closing and that Service Specialties DOES NOT postpone collecting any move in fees (first month's rent, security deposit, pet deposit, etc).

I understand and will be prepared to pay up front move in costs when provided after approval _____
initials



TIME SENSITIVE REQUEST! VERIFICATION FOR APPLICANT TO LEASE A RENTAL PROPERTY

PO Box 361 / Mt. Clemens, MI 48046
Office: 586-469-1415/Fax:586-329-3661

EMPLOYMENT AUTHORIZATION FORM

I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I authorize Service Specialties II, Property Management to obtain information on my rental, credit, criminal, employment, and source of income history by contacting any references necessary to evaluate renting risks. I hereby release all references to give Service Specialties II, Property Management all requested information. This is your authorization to provide Service Specialties II, Inc. with my payroll information.

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____

Employer: _____

Contact Person: _____

Phone #: _____

Applicant's signature: _____

THE SECTION BELOW IS TO BE COMPLETED BY THE EMPLOYER AFTER TURN-IN OF APPLICATION

(Employer) Please complete the form below and fax it to our office as soon as possible. Our fax number is: 586-329-3661. Thank you.

- 1) How long has the above named been employed with you? _____
- 2) What is their gross monthly income? _____
 - a. Is there overtime? YES NO b. Does the above figure include overtime? YES NO
- 3) What are the chances of continued employment? _____
- 4) Any seasonal layoffs expected? _____
- 5) Is the employee currently on any type of leave of absence? _____
- 6) If so, is leave paid or unpaid? _____
- 7) If no leave, expected date of return? _____

Signed _____ Title: _____

Print Name: _____ Date: _____

Company Name: _____



PO Box 361 / Mt. Clemens, MI 48046
Office: 586-469-1415 Fax:586-329-3661

TIME SENSITIVE REQUEST! VERIFICATION FOR APPLICANT TO LEASE A RENTAL PROPERTY

VERIFICATION FORM FOR TENANCY

To Whom It May Concern:

_____ has applied for occupancy at one of our properties. Your name was given as a previous landlord. We would like your cooperation in determining whether or not the below mentioned individual(s) will meet our qualifying criteria. Please complete the attached portion of this form and return it via fax to Service Specialties II, Inc. at **586-329-3661**. Any information you can provide is greatly appreciated.

Thank you,
Service Specialties II, Inc.

I authorize Service Specialties II, Inc. to obtain information on my rental, credit, criminal, employment, source of income, and/or rental history by contacting any references necessary to evaluate renting risks. I hereby release all references to give Service Specialties II, Inc. all requested information.

Applicant's Signature _____ Date _____

Current Address _____

FOR OFFICE USE ONLY:

Is this person a current, or, former resident?	<input type="checkbox"/> Current	<input type="checkbox"/> Former
How long did he/she live there?	From: _____	To: _____
Rental Rate: \$ _____		
Did the resident make his/her payments in a timely fashion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of times: Late 1-15 days ____ 15-30 days ____ Over 30 days ____ Filed for Court ____		
Are they on a lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the lease expiration date? _____		
Did the resident adhere to the rules and regulations, and terms of the lease during his/her occupancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the resident give proper notice of intent to vacate prior to lease termination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were there any damages to the premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you rent to them again?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in any way related to the resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Occupants ____ Pets? ____ Type? ____		
Additional Comments:	_____	

Your Name _____
Title: _____

Date: _____
Phone: _____

YOU MUST BRING THIS CHECKLIST TO YOUR LEASE CLOSING



PO Box 361 Mt. Clemens, MI 48046
Phone: 586-469-1415 / Fax: 586-329-3661
www.sspm.biz

LEASE SIGNING CHECKLIST

Dear Prospective Resident,

You will need to bring this checklist and the items listed below with you when you come in to sign your lease.

1) Utility confirmation numbers.

All utilities must be put in your name prior to your lease signing appointment time. You will need to bring in confirmation numbers for the transfer of the utilities when signing the lease.

DTE: _____
(Ph#: 1-800-477-4747)

Consumers: _____
(Ph#: 1-800-477-5050)

2) Cashier's Check or Money Order for the amount specified. NO CASH WILL BE ACCEPTED!

Service Specialties will only accept a **cashier's check or money order** for a lease signing transaction. **No exceptions.**

Amount Needed: _____

3) Driver's license or State I.D.

All adults (people over 18) residing in the property must be present at the lease signing and have a valid driver's license or State Identification card available. **No exceptions.**

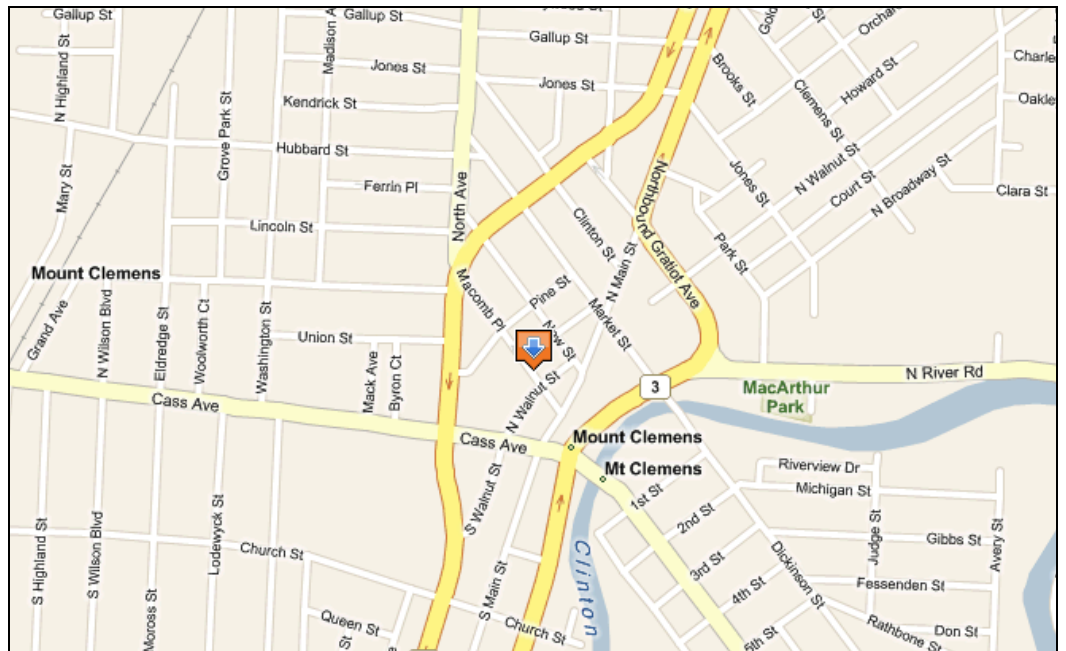
Please come prepared with all items as we cannot turn over keys unless all conditions have been met. If you have any questions, contact us at 586-469-1415.

**Service Specialties II, Inc.
Property Management
56 Macomb Place
Mt. Clemens, MI 48043**

**Downtown Mt. Clemens
1 Block West of the
Courthouse**

**Lease closings can be
scheduled between the
following hours:**

**Monday – Friday
9:30am to 3:30pm**





Service Specialties Procedure For Tenant Approval

Dear Applicant:

Thank you for applying for one of our rental properties. We realize you are anxious to hear of our progress in processing your application, but we respectfully request you do not call our office with inquiries concerning your approval. Some applications can take up to three days to process and require verification that can be time consuming to acquire. When you call to inquire about your application, it takes valuable time away from the person working on getting the information necessary to process your request for tenancy in one of our rental properties. Therefore, we are unable to accept your calls until 3 business days have passed.

We promise we are processing your application as quickly as possible and will contact you as soon as we have the process complete. Thank you for your cooperation and understanding.



PO Box 361 / Mount Clemens, MI 48046
Office: 586-469-1415 / Fax:586-329-3661

IMPORTANT! PLEASE READ IMMEDIATELY!

WELCOME

Service Specialties II Property Management Company wishes to develop a successful relationship with all of our new residents. We know that good communication is the key to any successful relationship.

Please note that all utilities must be changed into your name before leaving the office on the day of your lease signing. You should call the utility companies *ahead of time to speed the process* since we cannot close a lease until the utility has been changed into your name. We will change the utility immediately upon lease signing from our name and this change will take place within 48 hours of your lease signing. Therefore, it is imperative that you call Detroit Edison and Consumers Energy immediately to put the utilities in your name as of the date of lease signing. Service Specialties will bill you for your water usage. You will need to bring the confirmation numbers for the change from both utilities to your lease signing.

Detroit Edison:	800 477-4747
Consumer Energy:	800 477-5050

Service Specialties attempts to be fair to all of our residents while at the same time protecting the investment of our Landlords.

Enjoy your new residence and please let us know if we can assist you in any way.



PO Box 361 Mt. Clemens, MI 48046
Phone: 586-469-1415 / Fax: 586-329-3661

STATEMENT OF RENTAL POLICY

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, providing the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application; false documentation is immediate grounds for denial of an application.

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, sex, handicap, family status, or national origin. We also comply with all state and local fair housing laws.
2. **Every adult (18 & over) who will be residing at the premises must fill out an application, must be named in the lease, and sign the lease. There will be no exceptions.**
3. **Property availability policy.** A vacant rental unit will not be deemed available until it has been prepared for a new resident. We update our list of available properties as each rental unit becomes available. A house/apt/condo that was unavailable in the morning may become available that same day.
4. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a rental property. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom plus one additional person per house/apt/condo. For example, a one-bedroom could house three people, and a two-bedroom could house as many as five people.
5. **Application process.** A \$25.00 non-refundable application fee is required with each potential tenant's application. Married applicants need only to fill out one application, and remit one processing fee. Also, full-time students living who will be living at home are exempt from an application fee if they are able to provide documentation verifying full-time enrollment. The information submitted on the application(s) is then verified via phone and/or fax by our processing department. The process can generally take up to 3 business days. Once your application package has been verified, we can then determine if you meet our rental criteria. If it is determined that you do not meet the requirement your application will be rejected and you will be notified by mail. If all requirements are met your application will be approved. We will rent available properties to applicants in the order that their applications have been approved.
6. **Rental criteria.** To qualify for rental property at Service Specialties you must meet the following criteria:
 - a. **Income.** Your MONTHLY GROSS income must be at least between three and four times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of income.
 - b. **Rental history.** You must have a satisfactory rental from at least two prior landlords. If you have ever been evicted or sued for any lease violation, we will reject your application. We do not accept relatives as landlord references.
 - c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application.
 - d. **Criminal history.** If you have ever been convicted of a felony, we will reject your application. If you have ever been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will reject your application.
 - e. **Guarantors.** If you do not meet one of more of the above criteria, you may be able to qualify for a house/apt/condo if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our standard.
7. All applications are retained for 6 months before being cross-shredded.
8. **SECTION 8 APPLICANTS** – Full move-in costs including all applicable charges for first month's rent, security deposit, pet deposit and any other standard move in charges are due in full at time of lease signing. No partial payments are accepted.