



Lease Submission Checklist

- Lease Application (***Begins on the next page***)
 - Non-Refundable Application Fee of \$35.00:
 - **Mail Check with application**
 - **PayPal to info@bauerpropertiesmi.com**
 - Proof of rental payments for the last 12 months, as well as your current landlord's name and phone number. (Examples include canceled checks, bank statements, money orders, etc.)
 - 2 Most Recent Paystub (Income must exceed 3x Monthly Lease Price)
 - W2 for last year Full Tax Returns (**If self employed**)
 - Copy of Driver's License(s) or Government Issued Photo ID
 - Proof of Government Assistance – Section 8/SSI / FIA (**If applicable**)
 - Pet Agreement – Additional \$250.00 Non-Refundable Cleaning Fee will be required along with Security Deposit (**If applicable**)
- ❖ **Notice: Bauer Properties MI LLC utilizes “TransUnion SmartMove” to assist with Credit Reporting, Criminal Background Report, and Eviction Reporting. You will receive a link via email that will need to be completed along with the information above.**

Email Completed Applications to:
info@bauerpropertiesmi.com

Mail Completed Application to:
Bauer Properties MI LLC
PO Box 236
Royal Oak, MI 48068

- ❖ **Notice: Please do not submit a credit report with your application.**
- ❖ **Notice: All the above-required documentation must be submitted in order for your application to be accepted.**

Lease Application

Property Address:

Monthly Lease Amount: \$

Deposit Amount: \$

Length of Lease Requested: 1 Year | 2 Year

Requested Move in Date: ___/___/___

Pet Agreement Needed (Additional \$250.00 Non-Refundable Cleaning Fee)

Yes | No

Applicant		Co-Applicant	
Name:		Name:	
Social Security Number	D/O/B (mm/dd/yyyy)	Social Security Number	D/O/B (mm/dd/yyyy)
Cell Phone (incl. area code)	Work Phone (incl. area code)	Cell Phone (incl. area code)	Work Phone (incl. area code)
Email		Email	
Current Address		Current Address	
OWN / RENT		OWN / RENT	
Number of Years _____ Monthly \$ _____		Number of Years _____ Monthly \$ _____	
Reason for Moving		Reason for Moving	
CURRENT LANDLORD NAME & NUMBER		CURRENT LANDLORD NAME & NUMBER	
IF RESIDING AT CURRENT ADDRESS FOR LESS THAN TWO YEARS, YOU MUST COMPLETE THE FOLLOWING:			
Former Address		Former Address	
OWN / RENT		OWN / RENT	
Number of Years _____ Monthly \$ _____		Number of Years _____ Monthly \$ _____	
Former Landlord Name & Number		Former Landlord Name & Number	

Employment Information			
Applicant		Co-Applicant	
Name & Address of Employer	Dates Employed	Name and Address of Employer	Dates Employed
	Monthly Income		Monthly Income
	Self Employed YES / NO		Self Employed YES / NO
Position/Title/Type of Business		Position/Title/Type of Business	
Name of Supervisor or HR	Contact Number	Name of Supervisor or HR	Contact Number
IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO YEARS OR IF CURRENTLY EMPLOYED IN MORE THAN ONE POSITION, PLEASE COMPLETE THE FOLLOWING:			
Name & Address of Employer	Dates Employed	Name and Address of Employer	Dates Employed
	Monthly Income		Monthly Income
	Self Employed YES / NO		Self Employed YES / NO
Position/Title/Type of Business		Position/Title/Type of Business	
Name of Supervisor or HR	Contact Number	Name of Supervisor or HR	Contact Number
Additional Income			
Applicant		Co-Applicant	
Government Assistance Program (Section 8 / FIA)		Government Assistant Program (Section 8 / FIA)	
Alimony / Child Support		Alimony / Child Support	
SSI / Disability		SSI / Disability	

ASSETS
(COMPLETE STATEMENT(S) REQUIRED)

Applicant		Co-Applicant	
Name of Bank/ Credit Union / Investment Company		Name of Bank/ Credit Union / Investment Company	
Account Number	Current Balance \$	Account Number	Current Balance \$

Declarations

Applicant			Co-Applicant		
Have you been convicted of a felony? (Please explain)	Y	N	Have you been convicted of a felony? (Please explain)	Y	N
Have you ever broken a lease or been evicted? (Please explain)	Y	N	Have you ever broken a lease or been evicted? (Please explain)	Y	N
Do you pay Alimony or Child Support? (If yes, provide a copy of the Court Order)	Y	N	Do you pay Alimony or Child Support? (If yes, provide a copy of the Court Order)	Y	N
How much per month? \$ _____			How much per month? \$ _____		

Occupant Information

Name _____ Name _____
 Name _____ Name _____
 Name _____ Name _____

Pets

(Please list Type, Breed, Sex, Approximate Weight & Age)

❖ **Notice: Pets will require a Pet Agreement and an additional Non-Refundable Cleaning fee of \$250.00**



Lease Application Fee

___ Check ___ PayPal

- ❖ Mail Check or Money Order along with Application
- ❖ Send PayPal payment to info@bauerpropertiesmi.com

Acknowledgement and Agreement

By signing below I/We certify that the answers given herein are true and complete to the best of my/our knowledge. I/We authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at an application decision. I/We consent for a credit report to be ordered and reviewed. I/We understand that the landlord may terminate any rental agreement entered into for any misrepresentation made above. I/We further agree to provide Bauer Properties MI, LLC any and all information and documentation upon request. Such information includes: Employment history and verification, prior rental history and verification, and a complete background check, including criminal convictions, and previous evictions.

I/We understand that payment of a property holding deposit shall result in Bauer Properties MI, LLC not accepting any other tenant(s) for rental of this property up to the start of my/our lease. I/We understand that this deposit will become my security deposit when I/We move in. I/We also understand and agree that if I/We decide not to move in for any reason, the holding deposit will be forfeited and is non-refundable.

Applicant Signature: _____

Date: ____/____/____

Co-Applicant Signature: _____

Date ____/____/____

Applicant: _____
(Please Print)

Co-Applicant: _____
(Please Print)

