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**Pre application Information and Questionnaire**

**(NO FEES REQUIRED AT THIS TIME)**

(The purpose of this form is for your information and to see if you qualify as a tenant. You will not be considered unless this form is filled out and sent back)

**10566 STADIUM DR  
KALAMAZOO, MI 49009**

**Rent:** \$1500 per month with 1 year lease

**Security Deposit:** \$2250 (Security deposit is NOT last month's rent)

**One time cleaning fee:** \$300 (non-refundable, does not cover excessive cleaning or damage)

**Conditional Fees and Deposits:**

**Smoking deposit:** \$300 (only if you smoke)

**Pet deposit:** \$300 (for one small pet\*) or \$500 (for one large dog, over 50lbs., or two small pets)(Only if you have pet(s))

**Monthly pet fee:** \$30 (for EACH small pet, up to 50 lbs, no more than 2 pets\*) or \$50 (for one large dog, over 50lbs.)

(Only if you have pet(s) \*2 Small pets means two pets whose combined mature weight does not exceed 100 lbs)

**Monthly smoking fee:** \$30 (only if you smoke)

**-Income and debt qualifications:** *Your total rent payment + debt payments should not exceed 50% of your after tax income.*

*(Debt payments including car, student, and other loan payments, alimony, child support, minimum credit card payments, etc.)*

**-Employment Checklist** We require at least one adult resident to be working full time.

**-Criminal Background-** We generally require a background that is free of any serious criminal convictions. However if a criminal history is long past, and you have proof of being on a job and reliable character references, those situations will be looked at on a case by case basis.

**-Qualification requirements:** 2 out of 3 of the following criteria must be met to qualify: 1) Fico score above 650, 2) solid employment history (either on current job for at least a year or on a new job from which you resigned your position at your former job where you worked at least two years, and they can provide a solid reference), 3) positive rental, employment, and personal references from reliable sources. *(A prospective tenant who scores 3 out of 3 will have priority over you.)*

**-What about renter's insurance:** We require renter's insurance, we do not cover your items in the event of a fire, tornado, flood, theft, or any other event. **RENTER'S INSURANCE WITH LIABILITY COVERAGE IS REQUIRED.**

**-What is the application fee? (ONLY DUE AT FORMAL APPLICATION IF THIS PRE-APPLICATION IS APPROVED)** *There is a \$30 credit processing fee for at least one person in the lease, if one can qualify with income and credit history. Additional \$30 per person for credit processing may be needed if one person alone can't qualify, and needs a cosigner. There is also a \$25 per adult criminal background check fee for each adult to be living at the premises.*

*Example: 2 adults would be \$30 + \$25 + \$25 = \$80. (If one person's income or credit history is insufficient for approval, an additional \$30 would be required for the second credit check.)*

**PETS:** We allow 2 pets, up to 50 lbs. (dogs and cats only), or 1 large dog. Pitbull terriers, Rottweilers, Huskies, Bull mastiff, and wolves or wolf hybrids are not allowed. Pet fee is \$30 per pet, or \$50 for a large dog (up to 100 lbs.) Pet deposit is \$300 for one small pet or \$500 for one large dog or two small pets.\*\* You also must furnish proof from your veterinarian that pets have been vaccinated against rabies, spayed or neutered, and a copy of a valid dog license from the county. If unauthorized pets are found in your unit, you will be charged a full \$50 fine per pet, per month from the beginning of the lease, regardless of how long you have had the unauthorized pets. (Pet sitting or having a "pet visit" from another person on the premises is considered an unauthorized pet) You will also receive a 30 day notice to move out until the pet fine is payed in full and the unauthorized pet is permanently removed from the premises. Failure to pay the fine or subsequent violations of this policy will result in eviction. You also must notify us immediately before you get a new pet, whether or not you had pet(s) before hand or you are replacing a pet. **DOGS ARE NOT ALLOWED TO BE HOME ALONE FOR MORE THAN NINE HOURS AT A TIME, AND MUST BE**

CRATED, IN BASEMENT OR UTILITY ROOM, WHEN YOU ARE GONE, IN SUCH A MANNER TO PROTECT ALL PARTS OF THE HOUSE FROM DAMAGE OR STAINS. IF GONE LONGER THAN 9 HOURS AT A TIME, YOU MUST HAVE A FAMILY MEMBER OR PET SITTER PRESENT, TAKE THE PET WITH YOU, OR TAKE IT TO "DOGGY DAY CARE". BARKING DOGS THAT DISTURB NEIGHBORS OR PET FECAL MATTER IN THE YARD THAT IS NOT PICKED UP WILL RESULT YOUR PET BECOMING UNAUTHORIZED, AND SUBJECT TO THE RESULTS EARLIER IN THIS PARAGRAPH.

**Describe pets (if any):**

Pet # 1 name \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

Pet # 2 name \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

**Smoking:** We don't allow smoking, unless you pay a smoking deposit and monthly smoking fee of \$30. The smoking deposit is \$300, and is only refundable if you leave the premises clean and smoke odor free. (We reserve the right to choose non-smoking applicants over you.)

**Do you or any co-applicants or occupants smoke?** No \_\_\_\_\_ Yes \_\_\_\_\_

**Cleaning:** We will provide you with a clean, ready to move in unit (or have compensated you at the beginning of the lease for a unit that is not so, at your choice); therefore we have a \$300 dollar cleaning fee at lease signing for when you move out. This fee covers us doing normal cleaning at the end of the lease, such as cleaning toilets, sinks, tubs, floors, shelves & cabinets. It does not cover excessive cleaning or repairs, such as stains, scratches, dents, holes in walls, pet or other feces, odor mitigation, left behind/unwanted items, etc., or any cleaning that requires more than 8 hours of labor to restore it to move in condition for the next tenant. This \$300 fee is not considered a deposit, but a **non-refundable** fee. However, if you clean and restore the unit to move in condition at the end of your lease, we will compensate you for up to \$300, which would be considered a payment for services rendered, not a refund of a portion of deposit.

**Acknowledgement:** If you meet and agree with these requirements, please sign below, and give us your contact info. (If you do not meet and/or agree with the requirements, no need to sign or return, you do not qualify.)

\_\_\_\_\_  
Prospective tenant

\_\_\_\_\_  
Prospective tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone

**Email this document to: bovineyard@gmail.com, or fax to: 269-624-1475. CLEARLY LEGIBLE cell phone photos of this signed document are also acceptable, as long as both sides of the whole document are clearly in view. Text to 269-216-4725**

\*This information is necessary so you can determine if you agree with our policies, and if you qualify to meet our financial requirements. **If you do not complete and return this document, you will not be considered.**

\*\*Michigan law restricts a rental security deposit to 150% of 1 month's rent. However, a pet or smoking deposit is not considered to be part of the security deposit, because having a pet or smoking is completely optional, and an individual can avoid a pet deposit by simply not having one, and avoid a smoking deposit by not smoking. The purpose of the pet and smoking deposits is to cover additional cleaning, odor mitigation or damage caused by pets and/or smoking, and will be refunded partly or in full when you move out, depending upon any pet or smoking induced problems in the unit. Pet or smoking deposits are not governed by Michigan's landlord tenant law. Excessive damage, odor mitigation or cleaning caused by smoking or pets not covered by the pet/smoking deposits will come out of the security deposit.