



HMS Companies Inc.

Hickory Management Services

Special Services Real Estate Company

935 John St. Kalamazoo, MI 49001
Phone (269)342-1488, (269)381- 2812 Fax (269)385-2089
Email: Leasing@HickoryManagement.com

\$25 APPLICATION FEE

PAID

Date: _____

INSTRUCTIONS AND REQUIREMENTS FOR SUBMITTING AN APPLICATION:

- Any person over the age of 18 who will be occupying the premises must submit an application.
- Applicants must supply two of their most recent pay stubs or documentation of any assistance that is received.
- A copy of Driver's License and/or State Identification Card and Social Security card must be submitted with every application.
- **APPLICATIONS MUST BE COMPLETED IN THEIR ENTIRETY AND WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTATION AND INFORMATION LISTED ABOVE IS SUBMITTED BY THE APPLICANT.**

Property Applied for: _____ Date Wanted: _____

Name: _____ DOB: _____

Social Security # _____ Driver's License #: _____

Local Phone #: Home _____ Cell: _____ Work: _____

Name and relationship of persons going to be living with you. _____

Current Address: _____
Street City State Zip

Move-in date _____ Date your lease ends _____

Current Landlord Name: _____ Phone #: _____

Previous Address: _____
Street City State Zip

Move in Date _____ Move out date _____

How Long At This Address? _____ Monthly Rent _____ Utilities Included _____

Reason for moving _____

Previous Landlord Name: _____ Phone #: _____

Have you ever had an Eviction? _____ If so when? _____ Where _____

Have you ever filed Bankruptcy? _____ If so when? _____ Date of discharge _____

Have you ever been convicted of a felony? _____

Answering yes to this question does not automatically disqualify you for tenancy with Hickory Management Services

Can utilities be put in your name? _____ Have you ever filed Bankruptcy? _____ If yes when? _____

Source of Income: _____ Phone #: _____

Supervisor: _____ Your Position: _____

Monthly Income: _____ Start date: _____

Amount of alimony or child support you Pay _____ Or Received _____

Where do you Bank? _____
Name Account # City State

Are you a student? _____ If yes, what school? _____

Are you receiving a loan/grant? _____ Amount: _____

Do you have any pets? Cat or Dog _____ How Many _____ Breed _____ Weight _____

Email Address: _____

1. Personal Reference _____ Address _____ Phone No. _____

2. Personal Reference _____ Address _____ Phone No. _____

| | |
|--------------------|-------|
| Emergency Contact: | _____ |
| Relationship: | _____ |
| Phone Number: | _____ |
| Emergency Contact: | _____ |
| Relationship: | _____ |
| Phone Number: | _____ |

I understand that this application will be submitted to a Credit Services Company for additional verification of tenancy, employment, references and credit history. I also agree to allow Hickory Management Services to do a background check that will verify the information I provided above. The application fee is non-refundable.

Signature _____ Date _____

Notes or Comments: _____



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Hickory Management Services – A Special Services Real Estate Company

APPLICANT AUTHORIZATION FORM

FOR THE APPLICANT: (Please fill out all the information in the box below.)

| | |
|---|------------------------------------|
| Name: _____ | Birth Date: ____ / ____ / ____ |
| Street Address: _____ | |
| City: _____ | State: _____ Zip Code: _____ |
| Social Security Number: _____ - _____ - _____ | Phone Number: (____) _____ - _____ |

In accordance with the **FEDERAL FAIR CREDIT REPORTING ACT**, (Public Law 91-508), as amended by the **Consumer Credit Reform Act of 1996** (Title II, Subtitle D, Chapter I of Public Law 104-208), permits the procurement of consumer report for employment purposes or for qualifying you for housing. The Act provides that a clear and conspicuous disclosure shall be made in writing to the applicant before the report is procured, that a consumer report may be obtained for the purposes of qualifying you for housing or employment and the applicant shall authorize the procurement of the report in writing. The information from the report will not be used in violation of any applicable federal or state equal employment or fair housing law or regulation. I acknowledge the receipt of the above disclosure and pre-adverse action notice and authorize the HMS Credit in cooperation with MircoBilt and Equifax to obtain a consumer report on me for employment purposes or for the purpose of qualifying me for housing. The **Federal Equal Credit Opportunity Act** prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age; because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the **Consumer Credit Protection Act**.

Signature: _____ **Printed Name:** _____ **Date:** ____ / ____ / ____

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Dear Applicant(s):

Thank you for applying for housing with Hickory Management. We will process your application within 24-48 hours of receiving the completed application and application fee. If you have any question during the processing of your application, feel free to call our office and speak with one of our leasing agents.

Sincerely,

Hickory Management

E-Mail: Leasing@HickoryManagement.com

Phone: (269) 342-1488

Fax: (269) 385-2089

Adverse Action Notice: In the case that your application is denied in compliance with *Section 615* of the **Fair Credit Reporting Act**, you have the right to request a free copy of the consumer report within sixty days and the right to dispute the accuracy or completeness of any information in the consumer report. To obtain a free copy of the consumer report please contact any of the credit reporting agencies listed below. Criminal and Civil records are obtained by local county records or National criminal database based in whole or in part on information provided by the consumer credit reporting agency. You are entitled to have your questions answered, dispute any information on your credit report, and receive a free copy of your credit report within sixty days on adverse action. You may dispute the matter directly with the credit reporting agency by writing or calling the agency. This notice can be given verbally or written, over the phone or in person. The below referenced agencies did not make the adverse decision and is (are) not able to explain why the decision was made.

Experian – www.experian.com
 NCAC, P.O. Box 9556, Allen, TX 75013
 1-888-211-0728

Equifax – www.equifax.com
 P.O. Box 740256, Atlanta, GA 30374
 1-888-202-4025

TransUnion – www.transunion.com
 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022
 1-800-916-8800