

# RENTAL APPLICATION

Bassett Properties • 19785 W. Twelve Mile Rd., Ste 126• Southfield, MI • 48076  
Phone: 248.752.0103

## INSTRUCTIONS AND REQUIREMENTS

Please read entirely

- 1) Complete** the application in full to be eligible for processing.
- 2) Identification and Income Verification Documentation:** the Applicant(s) must submit the following supporting documentation with this application: A) Photo Identification copy (i.e., valid Driver's License, valid Passport, etc.) and B) Income verification documentation copies (i.e., two most recent paycheck stubs, social security statements, etc.).
- 3) A \$40.00 application fee** payable by credit card, PayPal or money order is required. Should Bassett Properties, Inc. and the Applicant(s) enter into a Lease Agreement, the \$40.00 application fee will be credited back to the Applicant(s).
- 4) Submit** the application, required documentation and fee in one of the following ways. A) Online via email: Scan and submit all required elements to [brian@bassettproperties.com](mailto:brian@bassettproperties.com). The application fee must be paid online by credit card or PayPal at the time of submission. B) Mail or In-Person Delivery: Deliver to Bassett Properties, Inc. at 19785 W. Twelve Mile Rd, Suite 126, Southfield, MI 48076 (please note this is a UPS location). C) Fax: Send all required documentation to 248.876.9288. The application fee must be paid online by credit card or PayPal at the time of submission.

## General Information

**Applicant Name:** Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
Have you legally had any other names? \_\_\_\_\_  
If yes, list here: 1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Email \_\_\_\_\_ Date of Birth (Month/Date/Year) \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

### Present Address:

Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
How long have you lived at this address? \_\_\_\_\_ When did you move in (month, year)? \_\_\_\_\_  
Are you responsible for paying the mortgage or rent at this address? \_\_\_\_\_  
If yes, list the payment amount \_\_\_\_\_  
Owner/Agent of Property: Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

## Residential History

Please your most recent residences (not including your present address).

### Residence #1

Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Length of occupancy \_\_\_\_\_  
Are you responsible for paying the mortgage or rent at this address? \_\_\_\_\_  
If yes, list the payment amount \_\_\_\_\_  
Owner/Agent of Property: Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
When did you move out (Month, Year)? \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

### Residence #2

Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Length of occupancy \_\_\_\_\_

Are you responsible for paying the mortgage or rent at this address? \_\_\_\_\_  
 If yes, list the payment amount \_\_\_\_\_  
 Owner/Agent of Property: Name \_\_\_\_\_ Phone \_\_\_\_\_  
 May we contact them? \_\_\_\_\_  
 When did you move out (Month, Year)? \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

**Employment History**  
 Please list your employment history for the last 5 years.

**Current Employment**

Company Name \_\_\_\_\_  
 Company Address: Street \_\_\_\_\_ Suite# \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 May we contact them? \_\_\_\_\_  
 Start Date (Month, Year) \_\_\_\_\_ End Date (Month, Year) \_\_\_\_\_ Annual Income \_\_\_\_\_

**Previous Employment #1**

Company Name \_\_\_\_\_  
 Company Address: Street \_\_\_\_\_ Suite# \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 May we contact them? \_\_\_\_\_  
 Start Date (Month, Year) \_\_\_\_\_ End Date (Month, Year) \_\_\_\_\_ Annual Income \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

**Previous Employment #2**

Company Name \_\_\_\_\_  
 Company Address: Street \_\_\_\_\_ Suite# \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 May we contact them? \_\_\_\_\_  
 Start Date (Month, Year) \_\_\_\_\_ End Date (Month, Year) \_\_\_\_\_ Annual Income \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

**Background Information**  
 Please answer Yes or No to the following questions

Have you declared bankruptcy within the past 7 years? \_\_\_\_\_  
 If yes, please explain why \_\_\_\_\_  
 Have you ever been evicted or asked to leave a property for any reason? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_  
 Have you ever lost your home to foreclosure? \_\_\_\_\_  
 If yes, please explain why \_\_\_\_\_  
 Have you ever had your vehicle repossessed by the bank? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_  
 Are you currently in collections for outstanding debt? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_  
 Do you currently have any past due accounts? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_  
 Have you ever been involved in a lawsuit as the Plaintiff or Defendant? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_  
 Have you ever been arrested? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

Have you ever been convicted of a Felony or Misdemeanor (other than a minor traffic violation)? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

### Occupancy Information

Desired date of occupancy \_\_\_\_\_  
Total # of Occupants (please list Applicant on line 1):  
Occupant 1: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship Applicant  
Occupant 2: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupant 3: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupant 4: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupant 5: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupant 6: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Will any pets occupy the home? \_\_\_\_\_  
If yes, please list what kind and how many \_\_\_\_\_  
Do you or any other occupant need special accommodations? \_\_\_\_\_  
If yes, please list what is needed \_\_\_\_\_

### In Case of Emergency Notification

#### Contact #1

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Address: Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

#### Contact #2

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Address: Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

### CO-APPLICANT ONLY

#### General Information

**Co-Applicant Name:** Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
Have you legally had any other names? \_\_\_\_\_  
If yes, list here:  
1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Email \_\_\_\_\_ Date of Birth (Month/Date/Year) \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
**Present Address:**  
Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
How long have you lived at this address? \_\_\_\_\_ When did you move in (month, year)? \_\_\_\_\_  
Are you responsible for paying the mortgage or rent at this address? \_\_\_\_\_  
If yes, list the payment amount \_\_\_\_\_  
Owner/Agent of Property: Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### Residential History

Please your most recent residences (not including your present address)

#### Residence #1

Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Length of occupancy \_\_\_\_\_  
Are you responsible for paying the mortgage or rent at this address? \_\_\_\_\_  
If yes, list the payment amount \_\_\_\_\_  
Owner/Agent of Property: Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
When did you move out (Month, Year)? \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**Residence #2**

Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Length of occupancy \_\_\_\_\_  
Are you responsible for paying the mortgage or rent at this address? \_\_\_\_\_  
If yes, list the payment amount \_\_\_\_\_  
Owner/Agent of Property: Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
When did you move out (Month, Year)? \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**Employment History**

Please list your employment history for the last 5 years

**Present Employment**

Company Name \_\_\_\_\_  
Company Address: Street \_\_\_\_\_ Suite# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
Start Date (Month, Year) \_\_\_\_\_ End Date (Month, Year) \_\_\_\_\_ Annual Income \_\_\_\_\_

**Previous Employment #1**

Company Name \_\_\_\_\_  
Company Address: Street \_\_\_\_\_ Suite# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
Start Date (Month, Year) \_\_\_\_\_ End Date (Month, Year) \_\_\_\_\_ Annual Income \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**Previous Employment #2**

Company Name \_\_\_\_\_  
Company Address: Street \_\_\_\_\_ Suite# \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
May we contact them? \_\_\_\_\_  
Start Date (Month, Year) \_\_\_\_\_ End Date (Month, Year) \_\_\_\_\_ Annual Income \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**Background Information**

Please answer Yes or No to the following

Have you declared bankruptcy within the past 7 years? \_\_\_\_\_  
If yes, please explain why \_\_\_\_\_  
Have you ever been evicted or asked to leave a property for any reason? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

Have you ever lost your home to foreclosure? \_\_\_\_\_  
 If yes, please explain why \_\_\_\_\_

Have you ever had your vehicle repossessed by the bank? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

Are you currently in collections for outstanding debt? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

Do you currently have any past due accounts? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

Have you ever been involved in a lawsuit as the Plaintiff or Defendant? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

Have you ever been arrested? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

Have you ever been convicted of a Felony or Misdemeanor (other than a minor traffic violation)? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

**In Case of Emergency Notification**

**Contact #1**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
 Address: Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**Contact #2**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
 Address: Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**Signatures**

Applicant(s) hereby authorizes Bassett Properties, Inc. to verify all of the information in this application including obtaining credit reports and criminal background information, and contacting previous landlords of the above listed Applicant(s). If Applicant(s) has given any false information, Bassett Properties, Inc. reserves the right to reject the application, and retain all application fees as liquidated damages for time and expense in processing this application.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_