

# BLOOMFIELD HILLS TOWNHOUSES COOPERATIVE



155 Charles Lane Pontiac, Michigan 48341

Fax (248) 335-7533

Office (248) 335-7452

Dear Applicant

Thank you for your interest in becoming a member of our Cooperative. Stated below are a few items of information, which you should be aware of before returning your application to our office. Bedroom size depends on the size of your family.

1. **A \$40.00 Non-refundable** application fee, for each adult in the household, must be paid in the form of a money order only (cash is not accepted) and submitted with your application.
2. We use First American Registry/ Experian to provide credit reports. They also check court records for any previous judgements for delinquent payments or previous landlord cases.
3. In order for us to **accept** your application the following are required: Social Security Card, Michigan State ID, current Proof of income, all children **must** have birth certificates and social security card. Any custody papers if applicable.
4. We must be able to verify that your gross weekly income totals the equivalent of one month's carrying charge (rent) for the appropriate unit size you are requesting occupancy.
5. Our Membership Committee sets **minimum** income limits: One week's gross income **must** be at least one month's carrying charge (rent).
6. When the report from First Registry and all necessary income verifications are received in our office, your application will be submitted to our Membership Committee for review. Our office will notify you whether or not your application has been approved.
7. When members move out, a \$100 resale fee is withheld from the membership and equity deposit paid at move-in. Also withheld will be any outstanding amounts for carrying charges, maintenance charges, late charges or legal costs incurred.
8. Your townhouse will be completed before you move in. If it is necessary for us to paint, clean, and/or make repairs due to negligence or abuse when you move out, those costs will also be deducted from your initial deposit.
9. Monthly rate (carrying charges) includes gas, water, and routine maintenance. Member is responsible for paying his or her own electricity.
10. Range, Refrigerator, disposal are furnished. Range and heat are gas.
11. **NO PETS ALLOWED.**

# Bloomfield Hills Townhouses Rental Application Each Adult

Applicants full name \_\_\_\_\_ Phone # \_\_\_\_\_ DOB \_\_\_\_\_  
Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_  
Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Current Landlords Name \_\_\_\_\_ Landlords Phone # \_\_\_\_\_  
How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Previous Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_  
How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Auto Yr \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State/License Plate # \_\_\_\_\_  
Present Employer \_\_\_\_\_ Position \_\_\_\_\_ Mo. Income \_\_\_\_\_  
Phone # \_\_\_\_\_ How long at job \_\_\_\_\_ Other income/source \_\_\_\_\_  
Employers Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Have you ever been party to an eviction? [ ] Yes [ ] No Do we have your consent for a criminal background & credit check? [ ] Yes [ ] No

## Personal References

Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Total number of adults \_\_\_\_\_ Total number of children living with you under the age of 18 \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Name \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
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Name \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Please choose one.

- \_\_\_ 1 BR without Basement
- \_\_\_ 1 BR with Basement
- \_\_\_ 2 BR with 1 full Bath
- \_\_\_ 2 BR with 1 ½ Bath
- \_\_\_ 3 BR

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I received from applicant the non-refundable sum of **\$ 40.00** dollars to pay for tenant screening service from Bloomfield Hills Townhouses Cooperative.

Money Order Number \_\_\_\_\_ Management Signature \_\_\_\_\_

# Bloomfield Hills Townhouses Rental Application Each Adult

Applicants full name \_\_\_\_\_ Phone # \_\_\_\_\_ DOB \_\_\_\_\_

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Landlords Name \_\_\_\_\_ Landlords Phone # \_\_\_\_\_

How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_

How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Auto Yr \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State/License Plate # \_\_\_\_\_

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ Mo. Income \_\_\_\_\_

Phone # \_\_\_\_\_ How long at job \_\_\_\_\_ Other income/source \_\_\_\_\_

Employers Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Have you ever been party to an eviction?  Yes  No Do we have your consent for a criminal background & credit check?  Yes  No

Personal References  
Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

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Please choose one.  
\_\_\_\_ 1 BR without Basement

\_\_\_\_ 1 BR with Basement

\_\_\_\_ 2 BR with 1 full Bath

\_\_\_\_ 2 BR with 1 1/2 Bath

\_\_\_\_ 3 BR

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# BLOOMFIELD HILLS TOWNHOUSES



## COOPERATIVE



155 Charles Lane Pontiac, Michigan 48341

LANDLORD REFERENCE EACH ADULT

Fax (248) 335-7533

Office (248) 335-7452

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Dear Landlord:

The person named above has applied for a unit at Bloomfield Hills Townhouses Cooperative. He/She has authorized us to request information relating to residency in your dwelling. Please answer the following questions listed below regarding this resident. Return this statement to us either by mail or fax as soon as possible.

- 1) Date of occupancy: From \_\_\_\_\_ To \_\_\_\_\_
- 2) How many persons are listed on the lease? \_\_\_\_\_
- 3) Did this resident pay rent on time? \_\_\_\_\_
- 4) Monthly rental rate? \_\_\_\_\_
- 5) What utilities are paid by the resident? \_\_\_\_\_
- 6) Was there ever an eviction pending against this resident? \_\_\_\_\_
- 7) Did the resident keep residence clean and sanitary? \_\_\_\_\_
- 8) Did resident vacate the residency owing a balance? \_\_\_\_\_
- 9) Did this resident have any NSF checks? \_\_\_\_\_ How many? \_\_\_\_\_
- 10) Would you rent to this resident again? \_\_\_\_\_

Any additional comments regarding this resident. \_\_\_\_\_  
\_\_\_\_\_

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

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LANDLORD REFERENCE EACH ADULT

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TO: \_\_\_\_\_

RE: \_\_\_\_\_

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Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

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6) Was there ever an eviction pending against this resident \_\_\_\_\_

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Landlord Signature \_\_\_\_\_

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### AUTHORIZATION FOR CRIMINAL HISTORY CHECK

**NOTICE TO APPLICANTS:** The information requested below is for the sole purpose of conducting a background investigation, which includes, among other things, a criminal conviction check. The existence of a prior criminal conviction will not necessarily make you ineligible for housing with Babcock Redford Plaza Cooperative, Inc. It is Babcock Redford Plaza Cooperative Inc., policy to evaluate any adverse information obtained in the background investigation based on a range of factors including but not limited to credit and rental history. Information regarding age, sex and race will not be a factor in any housing decision.

Full Name (no nicknames) \_\_\_\_\_

Maiden Names(s), Nickname(s), other Name(s) (Please include dates used)  Male  Female  
\_\_\_\_\_

Social Security Number \_\_\_\_\_ Month/Day/Year of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Is you driver's License Valid? Circle one  
Yes  No  Please give details

All address for the last 7 years: (street, city/county/state/years from-to)  
In the event you do not remember the exact street address, please include a city, state and the approximate dates of residents.

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
4. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
5. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Attach additional pages if necessary)  
*I expressly authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information given by me herein. In consideration for being considered for housing, I release Babcock Redford Plaza Cooperative, Inc., it's employees and officials, any related entities, as well as any individual or entity providing information, from any and all liability in connection with any inquiries and investigations made, information they give and any decisions made or action taken concerning my housing based on such information. I also do not require a copy of any disclosure of the nature and scope of the investigation. I understand that any offer of a membership for Babcock Redford Plaza Cooperative, Inc., is based upon my successful completion of the background screening. I also understand that I have a right to review all disputed information received and to follow up with the law enforcement agency to clear up any discrepancies. This authorization is good for one year from date of signing.*

X \_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

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\_\_\_\_\_

Social Security Number \_\_\_\_\_ Month/Day/Year of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Is your driver's License Valid? Circle one  
Yes No Please give details

All address for the last 7 years: (street, city/county/state/years from-to)  
 In the event you do not remember the exact street address, please include a city, state and the approximate dates of residents.

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
4. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
5. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Attach additional pages if necessary)

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X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Bloomfield Townhomes #2 Cooperative (Co- Operative)

**Housing cooperative** is a legal entity—usually a corporation—that owns real estate, consisting of one or more residential buildings. Each shareholder in the legal entity is granted the right to occupy one housing unit, sometimes subject to an occupancy agreement, which is similar to a lease. The occupancy agreement specifies the co-op's rules. *Cooperative* is also used to describe a non-share capital co-op model in which fee-paying members obtain the right to occupy a bedroom and share the communal resources of a house that is owned by a cooperative organization.

Each resident or resident household has membership in the co-operative association. Members have occupancy rights to a specific suite within the housing co-operative as outlined in their "occupancy agreement", or "proprietary lease" which is essentially a lease. Most cooperatives are incorporated as limited stock companies where the number of votes an owner has is tied to the number of shares owned by the person. Whichever form of voting is employed it is necessary to conduct an election among shareholders to determine who will represent them on the board of directors (if one exists), the governing body of the co-operative.

The board of directors is generally responsible for the business decisions including the financial requirements and sustainability of the co-operative. Although politics vary from co-op to co-op and depend largely on the wishes of its members, it is a general rule that a majority vote of the board is necessary to make business decisions. In larger co-ops, members of a co-op typically elect a board of directors from amongst the shareholders at a general meeting, usually the annual general meeting. The board typically elects its own officers, such as a president, vice-president and so on. Usually, the directors are volunteers, or are paid. The board may then establish standing committees from among the shareholders, who usually also volunteer their time, to either handle the business affairs of the co-op or make recommendations to the full board on such issues as its finance, membership and maintenance of its housing units. A housing cooperative is normally non-profit, since usually most of its income comes from the rents paid by its residents, who are invariably its members. There is no point in creating a deliberate surplus—except for operational requirements such as setting aside funds for replacement of assets—since that simply means that the rents paid by members are set higher than the expenses. (Note, however, that it's quite possible for a housing co-op to own other revenue-generating assets, such as a subsidiary business which could produce surplus income to offset the cost of the housing, but in those cases the housing rents are usually reduced to compensate for the additional revenue.)

**Membership Certificate-** A contract between each member and the corporation that spells out the rights and obligations of the member to the corporation and the corporation to the member. It basically gives the member an exclusive right to occupy a unit, participate in the government of the corporation, receive tax benefits and equity increases in return for financial and personal support of the corporation. The Occupancy Agreement, together with the Membership Certificate, is the basis of Cooperative ownership.