

# HGE PROPERTIES, INC.

PO Box #4078, Ann Arbor, MI 48106  
734.971.7850

## **Application Packet for New Tenants**

Contents and how to fill out each form:

1. Application/Contract to Execute Lease – Please have each tenant fill out the Application completely, do not leave any lines blank (write N/A or make a line if the information requested does not apply).
2. Guaranty Agreement – Please have mom and dad fill out the Guaranty Agreement and return to HGE Properties (address above). If mom and dad are married BOTH parents must fill the form out completely. Failure to complete this form completely (including social security numbers) slows down the application process.
3. Landlord Verification – Please fill out section #1 and #3 and return to HGE Properties.
4. Employment Verification - Please fill out section #1 and #3 and return to HGE Properties.
5. When Doing a Lease Assignment..... – Please read and have each tenant initial at the bottom of the page.
6. Lead-Based Paint Disclosure - Please read and have each tenant sign at the bottom of the page.
7. End of Lease Letter - Please read and have each tenant initial at the bottom of the page.
8. Early Occupancy & Cleaning Agreement – If you wish to move-in before September 1, please read and have each tenant sign at the bottom of the page.
9. Heat Cost Disclosure - Please read and have each tenant sign at the bottom of the page.
10. Water Deposit Disclosure - Please read and have each tenant sign at the bottom of the page.
11. Utilities Info – Keep for your information.
12. Please return these documents with a check in the amount of the first month's rent and a \$50.00 administration fee (both of these fees are non-refundable, as once we receive them the house is removed from the market and considered RENTED.)
13. Please mail the ORIGINALS to HGE Properties, PO Box 4078, Ann Arbor, MI 48106 or call Julie at 734.971.7850 to set up an appointment. If you have any questions please do not hesitate to call.

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