



## Choice Properties Inc.

2265 Livernois Suite 500 Troy, MI 48083

Office (248) 362-4150 Fax (248) 362-4154

### Application Process

Choice Properties Inc. has established a consistent procedure for processing all applications. Each application is thoroughly reviewed and approved or denied based on the criteria set forth as part of the below outlined application process.

1. All Applicants that have reached the age of 18 must complete an application form
  - a. A non-refundable application fee per Applicant is due at the time of submission. The amount of the fee varies per property.
  - b. All Applicants will need to provide a copy of a valid state issued picture ID or driver's license
  - c. Applicants that are leaseholders will need to provide copies or pictures of proof of income
  
2. Once application is submitted your application will be reviewed by a team member
  - a. **Credit:** A complete credit report from a major nationwide credit reporting agency is required for all applicants applying as a leaseholder or co-signer. Applicant must have a valid social security number or TIN issued by the Social Security Administration to fulfill this requirement. The credit report will be reviewed using company set criteria.
  - b. **Employer/Income Verification:** Applicant's income information must be verified. Proof of income can be anything verifiable that is received on a constant monthly basis (examples are paystubs from current employment, award letters or statements for support, state benefits, etc.)
  - c. **Criminal Background Check:** A criminal background check will be conducted on all Applicants. Applicants who have been convicted of a felony, have multiple violent or drug related convictions may be denied. Any registered sex offenders will be denied.
  - d. You will receive notice of the decision of your application via phone call or email within 48 to 72 business hours
  - e. If application is preliminarily approved; additional documents will be required at that time to finalize approval
  
3. Choosing a home/unit and holding fee (*if approved*)
  - a. If you have not done so already, you will need to choose the home/unit you want to purchase or lease
    - \*NOTE – Some communities may automatically assign a unit to you (please check with the community you are applying to live in
    - \*NOTE – Additional documentation may be required depending on the home and deal type
  - b. You will be asked to put down a holding fee for the home of your choice. This fee will be applied to your security deposit due at move in
    - \*NOTE – If your application is cancelled for any reason the holding fee



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becomes non-refundable within three days

4. Closing/Lease signing

- a. After all application paperwork is finalized and approved the Manager at the community will schedule a closing/lease signing date and time with you
- b. The Manager at the community will advise you of all necessary paperwork and funds to bring with you to the closing/lease signing