



Rental Paperwork Checklist -

- 1- Rental Application**
- 2- Buyer Agency Contract**
- 3- Real Estate Disclosure**
- 4 - Photo ID`s Of All Applicants Over 18 Years**
- 5- Last 2 Months Of Paystubs If Employed Of All Applicants Over 18 Years**
- 6- Last 2 Years Of Tax Filings If Self Employed Along With 2 Months Bank Statements**
- 7- Credit Report With Score**
- 8- Recommendations and References**
- 9- If you have a pet it is good to include current city pet registration, license, proof of immunization.



Rental Application

Applicant: _____ Social Security Number: _____

Date of Birth _____

Applicant: _____ Social Security Number: _____

Date of Birth _____

Applicant 1 Drivers License # _____ Phone# _____

Applicant 2 Drivers License# _____ Phone# _____

Present Address: _____ City: _____ State: _____

Present Telephone: _____ Monthly Payment: _____

Present Landlord/Mortgage Holder:
Reason For Moving:

Employment Applicant 1
Company Name: _____ Address: _____

Positon Held: _____ Salary per Month: _____ How Long: _____

Supervisors Name and Phone: _____

Employment Applicant 2
Company Name: _____ Address: _____

Position Held: _____ Salary Per Month: _____ How Long: _____

Supervisors Name and Phone: _____

Pets: Yes or No If Yes, Describe:

I understand that as a part of normal procedure for processing rental application, a routine inquiry may be made concerning information of character, general reputation, credit, personal characteristics, mode of living and driving records or any reports connected with such records I authorize such investigations and acknowledge that information on the nature and scope of such reports, if any are made, is available up written request. By signing below, you hereby authorize the Help U Rent, LLC to obtain a consumer credit report on you.

Applicant 1: _____ Date: _____

Applicant 2: _____ Date: _____



EXCLUSIVE BUYER AGENCY CONTRACT

**Brokerage Help U Rent,LLC - State Of Michigan License #6505419575 | Broker's Office
Address: 39111 Six Mile Rd. Livonia Michigan 48152**

Client: **(“Client”) Client’s Address:**

- 1. PURPOSE:** Client has employed the services of Broker as Client’s exclusive agent to assist Client in purchasing or the leasing of real estate.
- 2. Client acknowledges that Broker** is not acting as an attorney, tax advisor, surveyor, appraiser, environmental expert or structural or mechanical engineer, and that Client should contact professionals on these matters.
- 3. TERM/CANCELLATION:** This Agreement is entered into on this _____ This Agreement shall be for **45 DAYS** and expire on _____. This Agreement may be cancelled only by the mutual consent of the parties in writing.
- 4. COMPENSATION:** Broker shall be compensated by the seller or the listing broker.
- 5. CONFIDENTIAL INFORMATION:** Broker shall preserve any confidential information obtained during any agency relationship and shall not disclose it to the Client.
- 6. CONFLICT OF INTEREST (PURCHASERS):** Client acknowledges that Broker may represent other clients or customers desirous of purchasing or leasing property similar to the desired property. Client acknowledges and agrees that Broker may show more than one client or customer the same property, and may prepare offers on the same property for more than one client or customer.
- 7. CONFLICT OF INTEREST (SELLERS):** In the event Client elects to make a bona fide offer on real property listed by Broker, Broker shall act as disclosed dual agent of both Client and the owner of the real property listed by Broker pursuant to a written agreement between Broker, Client and the owner of the listed real property.
- 8. NON-DISCRIMINATION:** It is agreed by Broker and Client, parties to this Agreement, that as required by law, discrimination because of religion, race, color, national origin, age, sex, disability, familial status, marital status, height or weight by said parties in respect to the purchase of the desired property is prohibited.
- 9. ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties, and any other prior agreements, whether oral or written have been merged and integrated into this agreement.
- 10. RECEIPT:** Client has read this Agreement and acknowledges receipt of a completed copy of this Agreement.

CLIENT: _____ Date: _____

BROKER:: _____ Date: _____



Disclosure Regarding Real Estate Agency Relationships

Before you disclose confidential information to a real estate licensee regarding a real estate transaction you should understand what type of agency relationship you have with that licensee.

As of Jan 1, 1994 Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise potential sellers or buyers with whom they work of the nature of their agency relationship.

A broker or salesperson may function in any of the following capacities:

- **Represent seller as an authorized seller's agent or subagent.**
- **Represent buyer as an authorized buyer's agent or subagent.**
- **Represent both seller and buyer as a disclosed dual agent authorized by both the seller and buyer.**
- **Represent both the seller or buyer as an agent but provide services authorized by the seller or buyer to complete a transaction as a transaction coordinator.**

Seller's Agent

A seller's agent under a listing agreement with the seller acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

The duties that a seller's agent and subagent owes to the seller include:

- **Promoting the best interest of the seller.**
- **Fully disclosing to the seller all facts that might affect or influence the seller's decision to accept an offer to purchase.**
- **Keeping confidential the seller's motivations for selling.**
- **Presenting all offers to the seller.**
- **Disclosing the identities of all buyers and all information about the willingness of those buyers to complete the sale or to offer a higher price.**

Buyer's Agent

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent and who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

The duties a buyer's agent and subagent owe to the buyer include:

- **Promoting the best interest of the buyers.**
- **Fully disclosing to the buyer all facts that might affect or influence the buyer's decision to tender an offer to purchase.**
- **Keeping confidential the buyer's motivations for buying.**
- **Presenting all offers on behalf of the buyer.**
- **Disclosing to the buyer all information about the willingness of the seller to complete the sale or to accept a lower price.**

Dual Agent

A real estate licensee can be the agent of both the seller and the buyer in a transaction but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

Transaction Coordinator

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction.

The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party. The transactional coordinator is not the advocate of either party and therefore has no obligation to negotiate for either party. The responsibilities of the transaction coordinator typically include:

- **Providing access to and the showing of the property.**
- **Providing access to market information.**
- **Providing assistance in the preparation of a buy and sell agreement which reflects the terms of the parties' agreement.**
- **Presenting a buy and sell agreement and any subsequent counter-offers.**
- **Assisting all parties in undertaking all steps necessary to carry out the agreement, such**

as the execution of documents, the obtaining of financing, the obtaining of inspections, etc.

Licensee Disclosure

I hereby disclose that the agency status I/we have with the buyer and/or seller below is:

Seller's agent (We will not be representing the buyer unless otherwise agreed in writing.)

Buyer's agent

Dual agent

Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)

None of the above

Further, this form was provided to them before disclosure of any confidential information.

Licensee _____ Date _____

ACKNOWLEDGMENT:

By signing below, the parties confirm that they have received and read the information in this agency disclosure statement and that this form was provided to them before the disclosure of any confidential information specific to the potential sellers or buyers. THIS IS NOT A CONTRACT

Buyer/Seller (circle one)

Date

Buyer/Seller (circle one)

Date