



**Thank you for inquiring about making Shelby Manor Senior or Riverside Apartments your new home!**

In order to apply for an apartment with our community each applicant will need to return the following information to our office.

- 1) Completed Application
- 2) Copy of Driver's License
- 3) Verification of Social Security Card
- 4) Copy of two (2) most recent bank statements that show your income (direct deposits), award letters, and/or copy of your last two (2) paystubs if currently employed.
- 5) \$50.00 Application processing fee (cash, check, or money order) made payable to Shelby Manor Apartments or Riverside Apartments (*Depending on which community you are applying for*).
- 6) ***If applying to an available apartment:***  
\$500.00 check (holding fee) to reserve the apartment until your move-in date. This \$500.00 payment goes toward your total move-in cost. ***After 24 hours the \$500 is non-refundable.***

\_\_\_\_\_ (Initial)

***If applying to the waiting list:***

\$125.00 Waitlist fee to reserve placement on the waiting list for upcoming availability with a completed wait list agreement form. This \$125.00 payment goes toward your total move-in cost once an available apartment is accepted.

**ADDITIONAL INFORMATION**

**Fees are due at time of move-in**

- Administrative Fee: \$125.00 (Due at move-in)
- Security Deposit: 1½ month fee (Due at move-in)

**Additional Fees**

- Carports: \$25.00/month fee: subject to availability
- Pets: Restrictions apply– 1 pet (cat or small dog -19 lbs. or under)-*select building only.*
  - \$50.00/month pet fee
  - \$395.00 one-time/non-refundable pet fee (Due at move-in)
- No smoking is permitted in any building or apartment at Shelby Manor or Riverside Apartments.
- No moving pods are permitted for use on the property
- DTE and Consumers confirmation numbers are due at time of move-in.
- Information as outlined in this brochure, including pricing, is subject to change at any time without notice. Please contact the leasing office at 586-566-0432 for the most current information.

**Please sign and return the qualification page with your completed application.**



Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Application Received: \_\_\_\_\_



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[www.shelbymanor.com](http://www.shelbymanor.com)**



Office: 13960 Lakeside Blvd. North  
 Shelby Township, MI 48315  
 Phone: 586-797-0939 | Fax: 586-566-1069

Applicant Information			
<input type="checkbox"/> 1 Bedroom	<input type="checkbox"/> 2 Bedroom	Estimated Move-in Date:	Property:
First Name:		Last Name:	
Date of Birth:	Riverside: 50 & older: YES or NO	Shelby Manor 55 & older: YES or NO	
Current Address:		City:	State: Zip:
Current Address move in date?	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	Payment: \$
Phone Number:	Email:		
Social Security Number:	Driver's License number:		
Job Title (if applicable):	Length of employment:	<input type="checkbox"/> Employed	<input type="checkbox"/> Retired
1 <sup>st</sup> Source of Income:	Name of employer:	Employer Phone:	
2 <sup>nd</sup> Source of Income:	Monthly Income: \$	Annual Income: \$	
Other sources of income:	Monthly Income: \$	Annual Income: \$	
Total amount in Checking & Savings: \$	Monthly Income: \$	Annual Income: \$	
	<b>TOTAL MO INCOME: \$</b>	<b>TOTAL ANN. INCOME: \$</b>	
Co-Applicant Information			
First Name:		Last Name:	
Date of Birth:	Riverside: 50 & older: YES or NO	Shelby Manor 55 & older: YES or NO	
Current Address:		City:	State: Zip:
Current Address Date of move in?	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	Payment: \$
Phone Number:	Email:		
Social Security Number:	Driver's License number:		
Job Title (if applicable):	Length of employment:	<input type="checkbox"/> Employed	<input type="checkbox"/> Retired
1 <sup>st</sup> Source of Income:	Name of employer:	Employer Phone:	
2 <sup>nd</sup> Source of Income:	Monthly Income: \$	Annual Income: \$	
Other sources of income:	Monthly Income: \$	Annual Income: \$	
Total amount in Checking & Savings: \$	Monthly Income: \$	Annual Income: \$	
	<b>TOTAL MO INCOME: \$</b>	<b>TOTAL ANN. INCOME: \$</b>	
Additional Information			
Have you ever been convicted of a felony?	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
Are you or Co-applicant a smoker?	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<u>If yes, please describe:</u>			



Have you ever been evicted or late on rent?  YES or  NO If yes, please describe:  
Do you have a Pet? (Dog, Cat, Bird, breed, weight and age):

Does your household require any accessibility feature or accommodations?  Yes  No  
If yes, please describe:

Emergency Contact: Relationship: Phone:

Vehicle Make/Model/Year/Color:  
License Plate and State:

**Prior (or Current) Landlord/Mortgage Information**

Name: Phone number:

Monthly Payment: \$ Address:

**References**

Name: Relationship: Phone:

Name: Relationship: Phone:

**By signing this application, the undersigned hereby authorizes the Property Manager to obtain a credit report and/or criminal background check. The applicant has submitted the sum of \$50.00 which is a nonrefundable payment for obtaining these reports.**

**Applicants Initials:** \_\_\_\_\_

I hereby deposit \$ 500 with Shelby Manor or Riverside Senior Apartments as a good faith deposit in connection with this application. If the application is approved and tenancy is taken, the deposit shall apply to the initial move-in costs in accordance with the terms of the lease. I understand I may cancel this application by written notice within 24 hours and receive a full refund of this good faith deposit. If the application is denied, management will refund this good faith deposit in full. I understand that it may take up to 14 days to receive a refund if I cancel within the 24-hour time frame or if my application is denied. I hereby agree to the above terms and conditions.

**Applicants Initials:** \_\_\_\_\_

I understand that Shelby Manor and Riverside Senior Apartments is a Non-Smoking Community. If I am approved for move in, I understand and agree that the lease I will be signing prohibits smoking anywhere inside the apartments, or any interior common area of the building.

**Applicants Initials:** \_\_\_\_\_

I certify that the preceding information is accurate and complete and I acknowledge that inaccuracies and/or omissions may be the basis for Shelby Manor or Riverside Senior Apartment's immediate cancellation of our application. I also authorize Riverside Senior Apartments to verify the accuracy and correctness of these statements, to communicate with my employer, income sources, and references and to procure such other documentation which management may require to evaluate this application.

**Applicants Initials:** \_\_\_\_\_

Signature of Applicant: Date:

Signature of Co-applicant: Date:

Signature of Management Agent: Date: Time:

**HOW DID YOU HEAR ABOUT SHELBY MANOR / RIVERSIDE?**

- Apartments.com
- Drive by
- Facebook
- Local Senior Center
- Referred By: \_\_\_\_\_
- Other Internet Ad/Source: \_\_\_\_\_

**Additional Expenses/Amenities:**

- One time move in Administrative Fee - \$125.00
- Covered Parking Rental - \$25.00 Monthly fee
- Security Deposit – 1 ½ Rental Rate
- First Floor Fee - \$50 Monthly Fee
- One time Waitlist Fee - \$125

**Initial:** \_\_\_\_\_ **Initial:** \_\_\_\_\_

