



OWNED AND MANAGED BY KOETJE PROPERTIES LLC

Office Located at:  
2699 Royal Vista Dr. NW  
Grand Rapids, MI 49544

Phone: 616.453.9999 | Fax: 616.453.9992  
Email: royalvistaleasing@yahoo.com

**Applicant Information**

Full Legal Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_

\*Date of birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Own:  Rent:  Monthly housing payment: \_\_\_\_\_ How long? \_\_\_\_\_

**Landlord information required:** Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Own:  Rent:  Monthly housing payment: \_\_\_\_\_ How long? \_\_\_\_\_

**Employment Information**

Current employer: \_\_\_\_\_

Employer address: \_\_\_\_\_ How long? \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Position: \_\_\_\_\_ Hourly  Salary  Weekly income: \_\_\_\_\_

**Emergency Contact**

Name of a person not residing with you: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Co-applicant Information**

Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_

\*Date of birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Own  Rent  Monthly housing payment: \_\_\_\_\_ How long? \_\_\_\_\_

**Landlord information required:** Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Owned:  Rented:  Monthly housing payment: \_\_\_\_\_ How long? \_\_\_\_\_

**Employment Information**

Current employer: \_\_\_\_\_

Employer address: \_\_\_\_\_ How long? \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

|   |   |                      |
|---|---|----------------------|
| Position: _____   | Hourly <input type="radio"/> Salary <input type="radio"/> | Weekly income: _____ |
| <b>Authorization for information verification</b>   |   |                      |
| <b>I authorize the verification of the information provided on this form as to my credit, rental and employment history. I also authorize a criminal history check. I have received a copy of this application.</b> |   |                      |
| <b>*REMINDER: Royal Vista DOES NOT ACCEPT PETS!</b><br>Signature of applicant: _____  |   | Date: _____          |
| <b>*REMINDER: Royal Vista DOES NOT ACCEPT PETS!</b><br>Signature of co-applicant: _____   |   | Date: _____          |
| <b>Additional Occupants</b>   |   |                      |
| Name: _____   | 18 or younger?  |                      |
| Name: _____   | 18 or younger?  |                      |
| <b>For office use only</b>  |   |                      |
| Application approved: _____   | Application denied: _____                                 |                      |
| Notification date: _____  |   |                      |
| Deposit amount due: _____   |   |                      |
| Date deposit paid _____   | Payment method: _____                                     |                      |
| Monthly rental fee: _____   | Move In Date: _____                                       |                      |
| Townhouse address: _____  |   |                      |

We are an equal housing opportunity provider. We do not unlawfully discriminate on the basis of race, color, sex, national origin, religion, handicap, familial status (presence of children under age 18), marital status or age.

