

Rental Application Instructions

EQUAL HOUSING OPPORTUNITY NOTICE: This housing is available to all persons regardless of race, color, religion, national origin, sex, familial status, disability, age, or marital status, in accordance with the Fair Housing Act (42 U.S.C. § 3604) and the Michigan Elliott-Larsen Civil Rights Act (MCL 37.2502). Applicants who receive rental assistance vouchers or subsidies will not be excluded from income eligibility calculations (MCL 554.601c).

This application does not inquire about disability status. If you require a reasonable accommodation in the application process or in the use of the dwelling, please contact the Landlord to discuss your needs.

There are three forms you will need to complete for the rental application:

1. Catt Development Rental Application
2. Michigan State Housing Development Authority- Tenant Income Certification
3. Disclosure and Authorization for Consumer Report and Criminal Background Check

Important Instructions:

- A. Catt Development Rental Application- All persons who will be living in the home must be listed. All adults (ages 18 or older) must sign the application, however a signature is not required for a son or daughter who is 18 and still attending high school.
- B. MSHDA- Tenant Income Certification: Please note that this is an income-restricted community. The project is restricted to households earning no more than 120% of Area Median Income (AMI). The current income limit based on family size is:

Household Size	Maximum Total Income
1	\$76,200
2	\$87,000
3	\$97,920
4	\$108,720

- C. All persons over the age of 18 must fill out separate MSHDA Tenant Income Certification Form



CATT DEVELOPMENT

COMMERCIAL • INDUSTRIAL • INVESTMENTS

Once you have all the necessary paperwork fully completed, mail or bring to Catt Development's office, along with \$30 non-refundable application fee, 3 months of banks statements, 3 months of pay stubs, and proof of all additional income. Our mail address is:

Catt Development
829 W. Main Street, Ste C.
Gaylord, Michigan 49735

If you have questions regarding the application process, please call Tanner Catt 989-732-9722 Ext. 6, or email tannercatt@cattdevelopment.com

RENTAL APPLICATION

Application Information

Name: _____

Address: _____

State/Zip Code: _____

Email: _____

Telephone Number: _____

Co-Applicant:

Name: _____

Address: _____

State/Zip Code: _____

Email: _____

Telephone Number: _____

Household Information:

Name(s) and Age(s) of Household Member(s): _____

Current Employer(s):

Applicant: _____ Years with Employer: _____

Co-Applicant: _____ Years with Employer: _____



Income Information:

Total Monthly Household Income (base salary/wages, overtime, bonuses, commissions, dividends/interest, Social Security benefits, VA benefits, child support, other) Please provide current documentation: i.e. IRS W-2 Form, pay stubs, statements etc.

Employment #1: \$ _____

Employment #2: \$ _____

Child Support: \$ _____

Social Security: \$ _____

Veterans Benefits: _____

Other: _____ Source: _____

Total Income: \$ _____

All income must be verified by a third party.

CRIMINAL RECORD

All household members will be subject to a Criminal Background check.

Criminal history screening will be conducted in accordance with applicable HUD guidance, the Fair Housing Act, and Michigan law. Arrest records that did not result in conviction will not be used as a basis for denial.

Household Member Criminal Activity Report	Yes	No
Has any household member been convicted of a felony within the past 5 years? If yes, please describe the nature of the conviction. A criminal record does not automatically disqualify an applicant. Each application will be evaluated individually, considering the nature, severity, and recency of the criminal conduct and its relationship to the safety of the property and its residents.		
Has any household member been evicted for drug related activity with the past 3 years?		
Is any household member subject to any state or federal registration for sexual offenses?		



Certification and Authorization to Release Information

I (we) hereby certify that the information provided is true and correct as of the date set forth opposite my (our) signature(s) and acknowledge my (our) understanding that any intentional or negligent misrepresentation of the information contained herein will result in my (our) application being denied. Further, I (we) authorize the release of information to Catt's Realty Company and/or their agent for verification purposes.

Privacy Notice: The information provided in this application will be used solely for the purpose of evaluating your rental application and determining eligibility for this MSHDA-financed housing. Your information will not be shared with third parties except as necessary for verification of income, employment, rental history, and criminal background as authorized by your signature below, or as required by law.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

When completed return to:

Catt Development
829 W. Main Street, Ste C.
Gaylord, MI 49735

Or email to info@cattdevelopment.com