



Due to COVID-19, our lobby continues to remain closed.

ALL applications MUST be **completely filled out**, enclosed in an envelope or clipped together and dropped in the mail slot with **copies** of

- ❖ Pay stubs
- ❖ ID
- ❖ Application fee in cash or money order

If you are not able to print out copies of paystubs and ID, email them to [office@summitgroupmc.com](mailto:office@summitgroupmc.com)

**If the application is not completely filled out, the application will not be processed!**



## To process your application you must provide:

1. **\$30.00 Application fee per adult** in cash or money order (non-refundable)

This is not applied to the security deposit or the rent

2. Completed and signed application (all sections). **If not completely filled out, the application will not be processed!**

3. Three most **current** pay stubs and/or any document of proof of income.

4. Valid ID for **ALL** applicants.

**Applicants under 21 years of age may require a cosigner**

We encourage and support an affirmative advertisement and marketing program in which there are no barriers to obtaining housing because of race, color religion, sex, handicap, familiar status or national origin.



## SUMMIT GROUP MANAGEMENT CO.

Property applying for: \_\_\_\_\_

### QUALIFICATIONS FOR RENTAL

**IMPORTANT NOTICE: EVERY PERSON HAS THE RIGHT TO FILL OUT AN APPLICATION, REGARDLESS IF THEY MEET THE QUALIFICATIONS OR NOT. WE BASE APPROVALS ON A COMBINATION OF ITEMS BELOW.**

All applicants must have the following for an application:

- **Proof of employment: 3 or 4 most RECENT pay stubs.** At least 6 months of work history at the same job or trade. If you are transferring/starting a new job, please provide us with a letter of intent/transfer that states start date and pay rate.
- **Income:** Income needs to be 3 times the rent depending on the property.
- Self-employed applicants will need last year's tax returns or 1099.
- **No EVICTIONS/JUDGEMENTS/ UNPAID JUDGEMENTS/BANKRUPTCIES** on record for the past 4 years.
- Credit history in good/satisfactory condition (paying bills, cars, credit cards, etc. on time)
- A \$30.00 non-refundable application fee per person for processing the application.
- A valid social security number and a VALID ID (Driver's License or State ID) have to be provided for all applicants
- Current WORK and LANDLORD address and phone number.
- TWO names, addresses, and phone numbers of family members only for emergency contacts.
- No unit will be held for more than 30 days (depending on availability). A security deposit (same as rent and in money order form) is needed to hold the unit.
- PITBULL terriers/PITBULL mixes or any BULLIES breed are prohibited.
- WE DO NOT ACCEPT MISHAWAKA AND/OR SOUTH BEND SECTION 8.
- **\*\*ALL PAGES MUST BE FILLED OUT COMPLETELY IN ORDER FOR US TO PROCESS THE APPLICATION. IF NOT COMPLETELY FILLED OUT, THE APPLICATION WILL NOT BE PROCESSED.**
- Applicants under 21 years of age may require a cosigner.

**I understand and have provided correct accurate information for all of the above. Any false information give on an application will result in an automatic denial.**



**We support and abide by all Fair Housing Laws. Equal Housing opportunity.**

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertisement and marketing program in which there are no barriers to obtaining housing because of race, color religion, sex, handicap, familiar status or national origin.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature

**EVERY PAGE MUST BE FILLED OUT COMPLETELY**

# SUMMIT GROUP MANAGEMENT CO.

## APPLICANT

| Applicant Information                                                                          |                        |              |                                              |           |
|------------------------------------------------------------------------------------------------|------------------------|--------------|----------------------------------------------|-----------|
| First Name                                                                                     |                        | Middle Name  |                                              | Last Name |
| Date of birth                                                                                  |                        | SSN          |                                              | Phone     |
| E-Mail                                                                                         |                        |              |                                              |           |
| Current Address:                                                                               |                        |              |                                              |           |
| Street Address                                                                                 |                        | City         | State                                        | ZIP Code  |
| Move In Date                                                                                   | Currently Under Lease? |              | Reason for Leaving                           |           |
| Landlord Name                                                                                  |                        | Phone Number |                                              | Fax       |
| Previous address:                                                                              |                        |              |                                              |           |
| Street Address                                                                                 |                        | City         | State                                        | ZIP Code  |
| Move In Date                                                                                   | Move Out Date          |              | Reason For Leaving                           |           |
| Landlord Name                                                                                  |                        | Phone Number |                                              | Fax       |
| Current Employment Information                                                                 |                        |              |                                              |           |
| Employer/Company                                                                               |                        | Phone Number | Fax                                          | Job Title |
| Supervisors Name                                                                               |                        | Phone Number | Address                                      |           |
| Years Employed                                                                                 | Monthly Income         |              | Start Date                                   |           |
| Previous Employment                                                                            |                        |              |                                              |           |
| Employer/Company                                                                               |                        | Phone Number | Fax                                          | Job Title |
| Supervisors Name                                                                               |                        | Phone Number | Address                                      |           |
| Years Employed                                                                                 | Monthly Income         |              | Start Date                                   | End Date  |
| Emergency Contact (Family Member <u>ONLY</u> Not Living At The Same Address As Below Or Above) |                        |              |                                              |           |
| Name                                                                                           |                        | Relationship | Phone Number                                 |           |
| Street Address                                                                                 |                        | City         | State                                        | ZIP Code  |
| Emergency Contact (Family Member <u>ONLY</u> Not Living At The Same Address As Above)          |                        |              |                                              |           |
| Name                                                                                           |                        | Relationship | Phone Number                                 |           |
| Street Address                                                                                 |                        | City         | State                                        | ZIP Code  |
| Bank Information                                                                               |                        |              |                                              |           |
| Name of Bank                                                                                   |                        |              | Phone Number                                 |           |
| General Questions for Applicant                                                                |                        |              |                                              |           |
| Have you ever filed for bankruptcy?<br>If so, when?                                            |                        |              | Have you ever been convicted<br>of a felony? |           |

EVERY PAGE MUST BE FILLED OUT COMPLETELY

**SUMMIT GROUP MANAGEMENT CO.**  
**574-314-5338 –OFFICE**  
**574-855-1273 –FAX**

**CONSENT FORM**

Date\_\_\_\_\_

To Whom It May Concern:

I \_\_\_\_\_ have submitted an application for tenancy in a rental property managed by TAG Real Estate DBA Summit Group Management Co. and I authorize you to release to TAG Real Estate DBA Summit Group Management Co. any information concerning employment, bank account information, outstanding obligations and any other credit information/ matters which may be needed in order to process the application.

This information is for the use of determining credit worthiness for occupancy and to confirm the information supplied. The information is confidential. I agree that the documentation supplied may be subject to re-verification after the date of occupancy.

A copy, facsimile or an e mail of this authorization may be used as the equivalent of the original and can be used as a duplicate original.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

Current Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVERY PAGE MUST BE FILLED OUT COMPLETELY**

## SUMMIT GROUP MANAGEMENT CO.

### List ALL Individuals Living In Property

|      |              |     |
|------|--------------|-----|
| Name | Relationship | Age |
| Name | Relationship | Age |
| Name | Relationship | Age |
| Name | Relationship | Age |
| Name | Relationship | Age |
| Name | Relationship | Age |

### Pets

|      |        |                 |                |
|------|--------|-----------------|----------------|
| Name | Breed  |                 |                |
| Age  | Weight | Spayed/Neutered | Indoor/Outdoor |
| Name | Breed  |                 |                |
| Age  | Weight | Spayed/Neutered | Indoor/Outdoor |
| Name | Breed  |                 |                |
| Age  | Weight | Spayed/Neutered | Indoor/Outdoor |

- ☐ I understand that there is an additional Pet Deposit and have to sign a Pet Agreement. Pet deposit may vary per property as it is up to owner/management
- ☐ I have provided ALL animals and individuals residing in the property. If not, include additional pages.
- ☐ I understand that pitbull terriers and/or pitbull mixes are prohibited.

### General

|                                                                             |                                    |
|-----------------------------------------------------------------------------|------------------------------------|
| How long do you think you would be renting from us?                         | When would you be able to move in? |
| List any verifiable sources and amount of income you wish to consider       |                                    |
| We WILL run a credit report. Is there anything that you want to comment on? |                                    |

All questions must be answered and the application fee paid before an answer is given on an approval. The application fee is non-refundable and will not be applied towards the security deposit specified hereunder. The undersigned agrees that all information given is true and fact. The rental property for which this application is made will not be made available for occupancy until the standard form of rental lease of LESSOR has been executed by the applicant and spouse (if applicable); and the sum equal to the first monthly rental payment and a security deposit fixed by the LESSOR has been paid. LESSOR agrees that it will approve or reject this application within a reasonable period of time after verification of information contained herein and all necessary credit and other investigations have been completed; however a failure to reject this application shall not be deemed an approval on the part of the LESSOR, nor shall this application be deemed approved until executed by an authorized officer of LESSOR. If the applicant should fail or refuse to properly execute a lease documents as required by LESSOR, or if the applicant elects not to occupy or accept the rental property on the requested date as heretofore mentioned, the deposit will not be refunded.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature

EVERY PAGE MUST BE FILLED OUT COMPLETELY

# SUMMIT GROUP MANAGEMENT CO.

## CO-APPLICANT

### Co-Applicant Information

|               |             |           |
|---------------|-------------|-----------|
| First Name    | Middle Name | Last Name |
| Date of birth | SSN         | Phone     |
| E-Mail        |             |           |

### Current Address:

|                |                        |                    |          |
|----------------|------------------------|--------------------|----------|
| Street Address | City                   | State              | ZIP Code |
| Move In Date   | Currently Under Lease? | Reason for Leaving |          |
| Landlord Name  | Phone Number           | Fax                |          |

### Previous address:

|                |               |                    |          |
|----------------|---------------|--------------------|----------|
| Street Address | City          | State              | ZIP Code |
| Move In Date   | Move Out Date | Reason For Leaving |          |
| Landlord Name  | Phone Number  | Fax                |          |

### Current Employment Information

|                  |                |            |           |
|------------------|----------------|------------|-----------|
| Employer/Company | Phone Number   | Fax        | Job Title |
| Supervisors Name | Phone Number   | Address    |           |
| Years Employed   | Monthly Income | Start Date |           |

### Previous Employment

|                  |                |            |           |
|------------------|----------------|------------|-----------|
| Employer/Company | Phone Number   | Fax        | Job Title |
| Supervisors Name | Phone Number   | Address    |           |
| Years Employed   | Monthly Income | Start Date | End Date  |

### Emergency Contact (Family Member ONLY Not Living At The Same Address As Below Or Above)

|                |              |                |
|----------------|--------------|----------------|
| Name           | Relationship | Phone Number   |
| Street Address | City         | State ZIP Code |

### Emergency Contact (Family Member ONLY Not Living At The Same Address As Above)

|                |              |                |
|----------------|--------------|----------------|
| Name           | Relationship | Phone Number   |
| Street Address | City         | State ZIP Code |

### Bank Information

|              |              |
|--------------|--------------|
| Name of Bank | Phone Number |
|--------------|--------------|

### General Information for Co-Applicant

|                                                     |                                              |
|-----------------------------------------------------|----------------------------------------------|
| Have you ever filed for bankruptcy?<br>If so, when? | Have you ever been convicted<br>of a felony? |
|-----------------------------------------------------|----------------------------------------------|

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**SUMMIT GROUP MANAGEMENT CO.**  
**574-314-5338 –OFFICE**  
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This information is for the use of determining credit worthiness for occupancy and to confirm the information supplied. The information is confidential. I agree that the documentation supplied may be subject to re-verification after the date of occupancy.

A copy, facsimile or an e mail of this authorization may be used as the equivalent of the original and can be used as a duplicate original.

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Social Security Number

Current Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Disclosure Regarding Real Estate Agency Relationships For Rental Property

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 January 1, 1994, Indiana law requires real estate licensees who are acting as agents of landlords or tenants of real property to advise the potential landlord or tenants with whom they work of the nature of their agency relationship.

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

- \* represent the landlord as an authorized landlord's agent or subagent
- \* represent the tenant as an authorized tenant's agent or subagent
- \* represent both the landlord and tenant as a disclosed dual agent, authorized by the landlord and tenant.
- \* represent neither the landlord or tenant as an agent, but provide services authorized by the landlord or tenant to complete a transaction as a transaction coordinator.

### LANDLORD'S AGENTS

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

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

- \* promoting the best interests of the landlord;
- \* fully disclosing to the landlord all facts that might affect or influence the landlord's decision to accept an offer to lease;
- \* keeping confidential the landlord's motivations for leasing;
- \* disclosing the identities of all tenants and all information about the willingness of those tenants to complete the lease or to offer a higher rate

### TENANT'S AGENTS

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

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

- \* promoting the best interests of the tenant;
- \* fully disclosing to the tenant all facts that might affect or influence the tenant's decision to tender and offer to lease;
- \* presenting all offers to lease on behalf of the tenant;
- \* disclosing to the tenant all information about the willingness of the landlord to complete the lease or to accept a lower rate

### DUAL AGENTS

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

In such a dual agency situation, the licensee will not be able to disclose all known information to either the landlord or the tenant.

As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the landlord or the tenant.

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

### TRANSACTION COORDINATOR

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

The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party. The transaction 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:

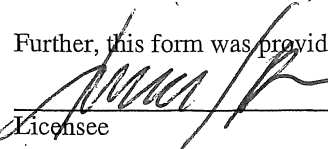
- \* providing access to and the showing of the property to be leased;
- \* providing access to market information;
- \* providing assistance in the preparation of a lease agreement which reflects the terms of the parties' agreement;
- \* presenting a lease and any subsequent counter-offers;
- \* assisting all parties in undertaking all steps necessary to carry out the agreement

### LICENSEE DISCLOSURE

I hereby disclose that the relationship I have with you is as a (check one below):

☒ Landlord's agent   ☐ Tenant's agent   ☐ Dual agent   ☐ Transaction coordinator (A licensee who is not acting as an agent of either the Landlord or the Tenant.)   ☐ None of the above

Further, this form was provided to you before the disclosing of any confidential information to me.

  
\_\_\_\_\_  
Licensee

July 1, 2015  
\_\_\_\_\_  
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 landlords or tenants.

\_\_\_\_\_  
☐ Landlord / ☒ Tenant (check one)

\_\_\_\_\_  
Date

\_\_\_\_\_  
☐ Landlord / ☒ Tenant (check one)

\_\_\_\_\_  
Date