



# Open Doors Property Management Inc.

23875 Michigan Ave Ste 539  
Dearborn MI 48124  
(313) 398-0581

Attention Applicant in order to process your application we will need the following documents:

- Completed application
- Copy of signed voucher
- Copy of ID and Social Security Card
- Copy of Energy or Water Bill in your name \*
- Application Fee\* \$20.00 for first applicant, 15.00 for any additional applicants. Application fees are non-refundable  
App fees can be paid online at [opendoorspm.com](http://opendoorspm.com)
  - online payment
  - Enter amount
  - Invoice number and description are “App Fee”

## Application Process

- View Property (scheduled with our realtor Jonelle)
  - bedroom size on voucher will determine if tenant is qualified for unit
  - Ex. A two-bedroom voucher cannot be used for a three-bedroom unit
- Turn in application and **signed** RFTA/Landlord Packet (two-day processing)
- Packet turned in to Housing Commission
- Packet is then reviewed by your case worker and sent for inspection (depending on housing commission this process can take up to a week)
- House must pass Section 8 HQS inspection before tenants can move in; most homes will require two inspections.
- The average process prior to lease signing is 2.5 weeks
- Once we received the HQS pass report and are given move in approval by your Housing Commission, Jonelle our realtor will call you to schedule a lease signing.
- Please be sure to provide the names and ages of anyone on your voucher for the lease signing. Failure to do so will result in delayed move in.  
**\* Tenants must be able to turn power and water on in their name day of lease signing.**

We look forward to working with you! Please refer below for contact information

Open houses, Application Submission  
and Lease Signing  
Jonelle-Realtor  
Ph: (313) 231-8576  
Email: [dteleasing@nessusa.com](mailto:dteleasing@nessusa.com)

Application/ Packet Status, Inspection Date/Status  
Additional documentation regarding deposit  
Ruth-Main Office  
Ph:(313) 398-0581  
Email: [r.alonso@opendoorspm.com](mailto:r.alonso@opendoorspm.com)



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Address Applying For:

Date:

## Applicant Information

Name:

First

Middle

Last

Current Address:

Street

City

State

Zip

Date of Birth: / /

Social Security Number:

DD/MM/YYYY

Cell Phone: ( )

Email:

Current Landlord:

Lease start:

Lease End:

Landlords Number:

Landlord Email:

Current Employer:

Name

Number

Duration at Job

Emergency Contact:

Name

Number

Relation

## Additional Source of income

If you have other sources of income for us to consider, please list income, source, and person (banker, employer, etc.) who we may contact. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

**Co-Applicant Information**

Name

First

Middle

Last

Current Address

Street

City

State

Zip

Date of Birth: / /

Social Security Number:

DD/MM/YYYY

Cell Phone: ( )

Email:

Current Landlord

Lease Start

Lease End

Landlords Number

Landlord Email

Current Employer

Name

Number

Duration at Job

Emergency Contact

Name

Number

Relation

**References**

*Please list three references.*

Full Name:

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Full Name:

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Deposit information

Deposits will be required at time of lease signing. If being paid by case worker or program you must provide their name, email and name of organization.

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

Program: \_\_\_\_\_

Email: \_\_\_\_\_

\*Application fee must be paid when submitting of application. If being paid by case worker or program you must provide their name, email and name of organization.

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

Program: \_\_\_\_\_

Email: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. I/we understand that an application fee or any deposit (or partial deposit) paid to Open Doors Property Management, Inc, will not be refunded to me if I decide not to move into the property. I/We hereby warrant that all representations set forth above are true. To verify the above statements, I/We direct those persons named in this application to answer questions about me or us. I/We waive all rights of actions for consequences as a result of such information. I/We agree and authorize and give permission to the management company, owner or servicing company to perform a credit on me/us. I/We agree to pay the non-refundable amount of \$20.00 for each Primary applicant and \$15.00 for each additional applicant for the credit check as permitted by state law. Such payment may be in the form of cash, money order or credit card payment over the phone to the management company, servicing company or its affiliates. By signing below, I hereby authorize the management company to charge my credit card in the event that this payment is made over the phone and I hereby acknowledge that this credit card is owned by me or one of the persons on this application, and we hereby agree and consent to the charges*

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

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

**AUTHORIZATION Release of Information Disclaimer and Signature**

I authorize an investigation of my credit, tenant history,criminal background, banking and employment for the purposes of renting a house, apartment, or condominium from this owner, manager, brokerage, finder, agent or leasing company

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

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

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

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

