

Applications Instructions

When submitting your application the following must be submitted:

1. Your application must be filled out in all areas and signed.
2. We need a letter from your employer stating your position, base rate of pay yearly, weekly, or monthly. Check stubs will not be accepted.
3. If you received social security, disability (and/or pension) we need a letter from the administration office stating how much you make monthly or yearly.
4. A picture driver's license or ID and a social security card must be submitted when bringing your application back.
5. Income this year, please provide the income that you have made as of the date you turned in your application.
6. A \$35.00 money order when bringing the application back made payable to Boston Towne Houses Cooperative. The \$35.00 is for your credit checks and is nonrefundable.
7. New Applicant and all family members over 18 years and older must obtain a criminal background check through the Michigan State Police Department.
8. Applicant and all family member 18 years or older must provide a picture ID when bringing the application back, and sign the Prospective Member Application Addendum.
9. Applicant and all family member 18 years or older must sign the Drug Free Housing Certification.
10. Your former landlord or whom ever you live with must sign the Verification for Former Residence forms. Please make sure that they put their name and telephone number on it and mail it back to the address provided. If you are selling your home please give details.
11. Please provide a photo of yourself and all family members that will be living in the unit.