

## Application Disclaimer

This information provides important components to review in order to understand critical items during the application process with the company. Failure or refusal to accept these terms will prohibit the applicant to continue with the application process.

Unit selection is subject to change based on availability or any unforeseen circumstances. Management reserves the right to change unit selection even after the hold fee has been placed on a specific unit; based on the availability of any properties or for any reasons deemed necessary by the management company. Applicant acknowledges that unit selection is subject to change and understands that preferences for specific communities and floor plans will be taken into consideration, but not guaranteed and holds the management company and owner(s) harmless. Holding fee can be refunded in this circumstance if applicant elects to not move forward with substituted unit. Applicant must provide written notification to leasing office within 3 business days of offer.

Applicant agrees that by applying to a single property within the Live Downtown Grand Rapids Portfolio (the "Portfolio") they may be considered for other properties within the Portfolio based on availability. Management will take into consideration preferences, but cannot guarantee specific properties, floor plans, view or any other preferences notated on the application agreement. If the property specified within the original application is unavailable the applicant will be offered up to three apartment homes (if needed) and submit an Application Transfer Form to transfer the application to the new property. If the applicant chooses not to accept the other offered properties they may remain on the waiting list for the original property.

Applicant acknowledges that management is required to verify all items applicable to the MSDHA Checklist provided in the application agreement. Applicant acknowledges that all information disclosed in the application will be verified directly with the employer and/or the educational institution. Applicant acknowledges that if an employer and/or educational institution is non responsive or not accurate they will hold the management company and owner(s) harmless. Applicant acknowledges that any information on the MSHDA Checklist that is not true and accurate, falsified, or not disclosed during the application process will result in the application being denied.

Applicant acknowledges that if management deems application ineligible based on initial employment verifications, applicant cannot review with employer and send additional verifications.

Applicant acknowledges that they will not post anything known or unknown during the application process privately or publicly on social media that would effect the property or its employees adversely. If the applicant or a related party

posts information intended to defame a property within the Portfolio or any employee the applicant is subject to denial and/or legal proceedings. Social media includes, but is not limited to all means of communicating or posting information, content, or the like on the internet in any form.

The applicant(s) fully understands that there is a \$60.00 in person processing fee or \$50.00 online processing fee. The processing fee covers costs associated with screening through a third party. The processing fee WILL NOT be refunded. The third party used for processing is listed below.

Equifax – Credit Company  
P.O. Box 105873  
Atlanta, Georgia 30348  
(800) 685-1111

RealPage, Inc. – Background Company  
4000 International Parkway  
Carrollton, Texas 75007  
(866) 934-1124

Tenant housing vouchers are welcome.

If an apartment you qualify for is not available, you may choose secure a position on the waitlist if all qualifications are met.

By checking this box, my household agrees to the conditions above and acknowledges each statement as stated above.

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

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

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

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

## APPLICATION PACKAGE (TC)

**Please read before completing application**

Thank you for your interest in our apartment communities within Downtown Grand Rapids!

Here are a few important details to know about our application process:

- Each household member who is 18 years or older is required to fill out an application.
- There is a **\$60** fee per each household member who is 18 years or older at the time of the application being submitted. We accept the following for payment:
  - Credit/debit card
  - Certified funds
  - We do not accept cash
- We need copies of:
  - Driver's license/State ID
  - Social security cards for all household members
  - 1 most recent pay stub from everyone over the age of 18
  - Birth certificates for all household members under the age of 18

We look forward to saying "Welcome Home!". Please call/text if you have any questions or concerns.

Thank you,  
Live Downtown Grand Rapids

Call/Text: (616)431-4417

Fax: (616) 582-6061

[info@livedowntowngrandrapids.com](mailto:info@livedowntowngrandrapids.com)

[www.livedowntowngrandrapids.com](http://www.livedowntowngrandrapids.com)

**Please call/text (616) 431-4417 to set up an appointment with the Leasing Consultant to return the application:**

**LiveDowntownGrandRapids Leasing Office  
101 South Division Avenue  
Grand Rapids, MI 49503**



*We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.*

TTY/TDD 1-800-649-3777

130722



**WHAT IS THE RESIDENT CRITERIA?**

**Maximum Gross Income / Year / Per Property (\*)**

Household size	Division Park Avenue	Metropolitan Park	101 South Division; 26 Cherry Street; 205 South Division Avenue; 240 Ionia Avenue, 345 State Street; 834 Lake Drive; 20 Fulton East
1 person	\$42,300	\$44,400	\$42,300
2 persons	\$48,360	\$50,700	\$48,360
3 persons	\$54,420	\$57,060	\$54,420
4 persons	\$60,420	\$63,360	\$60,420
5 persons	\$65,280	\$68,460	n/a
6 persons	\$70,140	\$73,500	n/a

(\*) 2024 HUD Published Information.

REQUIREMENTS SUBJECT TO CHANGE BASED ON REQUIREMENTS RELEASED FROM HUD AND MSHDA

If your household falls below the maximum income listed as stated above, your household can potentially qualify within our communities!

**Everyone over the age of 18 must submit an individual application to qualify their household**

We will be doing a credit check, background check, and housing history. In order for a household to qualify, the following criteria must be met:

**Credit Check:**

- Bankruptcies need to be 5 years and older
- If utilities are owed, the household would be denied
- If there are judgements, the household would be denied
- If there are any amounts in collections, the household will be denied – medical bills are not applicable

**Background Check:**

- Misdemeanors that are violent, sex, drug, or home invasion related charges need to be 2 years or older.
- Felonies that are violent resulting in great bodily harm or death, sex, or maintenance of a drug house charges need to be 10 years or older
- Felonies not violent, sex, or maintenance of a drug house related charges need to be 2 years or older
- All criminal charges will be reviewed on a case-by-case basis

**Housing History:**

- Any evictions will deny the household
- Owing any previous landlords will deny a household

**Student Status:**

We cannot rent to household where all members in the household are full time students unless specific conditions are met. Please contact our leasing office at [info@livedowntowngrandrapids.com](mailto:info@livedowntowngrandrapids.com) for further details.

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

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



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## Preliminary Rental Application

Please note that this is a preliminary application and gives no lease or rent rights. It is valid for 120 days

App Fee Paid \$ _____
--------------------------

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

20 Fulton East   
  26 Cherry Street   
  101 South Division   
  205 South Division   
  240 Ionia Avenue

345 State Street   
  834 Lake Drive   
  Division Park Ave   
  Metropolitan Park   
  Serrano Lofts

Unit Size (check one)     1     2     3    Unit Type (check one)     Apartment     Loft     Townhome

Preferred Move In Date? \_\_\_\_\_ Preferred rental budget? \_\_\_\_\_

How did you hear about us? (Check one)     Drive By     Internet     Property Website     Referral: \_\_\_\_\_

Have you or any member of the household ever been a resident of any of the properties above?     Yes     No

If Yes: Property \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Do you have a Spouse and/or Significant Other who will be applying to live in the apartment with you?     Yes     No

**Please list all persons that will occupy the residence (NOTE: One Application per 18 yr or older household member)**

Name <small>(First, Middle Initial, Last)</small>	Maiden Name <small>(If Applicable)</small>	Relationship <small>(i.e. co-head, child)</small>	Date of Birth <small>Month, Day, Year</small>	Social Security Number
1.		Head of Household		
2.				
3.				
4.				
5.				
6.				

### Applicant's Housing History

<b>Current Address</b> _____ Date: From: _____ Rent _____ To: _____ Reason for Moving: _____ Current Landlord: _____ Address: _____ Phone: _____	<b>Previous Address</b> _____ Date: From: _____ Rent _____ To: _____ Reason for Moving: _____ Landlord: _____ Address: _____ Phone: _____
<b>Previous Address</b> _____ Date: From: _____ Rent _____ To: _____ Reason for Moving: _____ Landlord: _____ Address: _____ Phone: _____	<b>Previous Address</b> _____ Date: From: _____ Rent _____ To: _____ Reason for Moving: _____ Landlord: _____ Address: _____ Phone: _____

***If you have resided at additional addresses within the past five (5) years, Please attach Previous Address Information on a separate sheet.***

Do you expect any changes to the household within the next twelve months?     Yes     No

If "yes", please explain: \_\_\_\_\_

Do you share 50% custody or more of your child(ren)?     Yes     No     N/A

Is there anyone living with you now who won't be living with you at this property?     Yes     No

If "yes", please explain \_\_\_\_\_



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Are there any absent household members who under normal conditions would live with you?  Yes  No

If "yes", please explain: \_\_\_\_\_

Are you or any other household members separated but not divorced from their spouse?  Yes  No

If "yes", please explain: \_\_\_\_\_

Are you or any other household members (including minors) currently a part or full-time student or expect to be one in the next 12 months?  Yes  No If Yes, who and when: \_\_\_\_\_

Have you or any other household members (including minors) been a part or full-time student in the past 12 months?  Yes  No If Yes, who and when \_\_\_\_\_

Have you or any member of your household lived in subsidized (tenant or property based voucher) housing?  Yes  No If Yes, when and where \_\_\_\_\_

Have you ever committed fraud in a subsidized housing program or been requested to repay money for knowingly misrepresenting information for such housing programs?  Yes  No If Yes, please explain \_\_\_\_\_

**Tenant-based vouchers are welcome! Please submit voucher documents from your PHA (if applicable).**

Employment	
1 <sup>st</sup> Position	2 <sup>nd</sup> Position (if applicable)
Employer _____	Employer _____
Address _____	Address _____
Phone _____	Phone _____
Length of Employment _____	Length of Employment _____
Position Held _____	Position Held _____
Supervisor: _____	Supervisor: _____
Salary/Wage: _____ Per: _____	Salary/Wage: _____ Per _____
Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time Hrs/Wk _____	Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time Hrs/Wk _____

**If employment is LESS than one year, please provide previous employer, address, phone and length of employment on separate paper.**

Do you or any other household members expect any changes to your income in the next 12 months?  Yes  No  
If Yes, please explain \_\_\_\_\_

Does your household have or anticipate having any pets?  Yes  No  
If Yes, How Many pets \_\_\_\_\_ and please explain type of pet(s): \_\_\_\_\_

Own a car?  Yes  No Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ Color \_\_\_\_\_

Second car?  Yes  No Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ Color \_\_\_\_\_

Have you or any other household members disposed or given away any asset(s) for LESS than fair market value within the past two years?  Yes  No If Yes, please list asset and value received \_\_\_\_\_

Are you or any other ADULT household member claiming zero income?  Yes  No  
If Yes, please list who and an explanation \_\_\_\_\_



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Total household income from all other sources (i.e. social security pension, child support, Section 8 Certificate, etc):

Source: _____	Amount/month: \$ _____
Source: _____	Amount/month: \$ _____
Source: _____	Amount/month: \$ _____

Provide your banking, credit and/or asset type of information below:

Type of Assets	Name of Institution	Phone Number	Rate Of Interest
1.			
2.			
3.			
4.			
5.			

**PERSONAL REFERENCES:** List 3 references that we can call for a personal reference (**only one can a relative**):

Name	Address/City/Zip	Relationship	Telephone Number
1.			
2.			
3.			

Are you and all other household members United States Citizens?  Yes  No If "no", please list who and an explanation: \_\_\_\_\_

**CERTIFICATION**

I certify that this will be my permanent residence and do not or will not maintain a separate subsidized rental unit in a different location. I understand that I must pay a security deposit for this apartment prior to occupancy. I acknowledge that I am responsible to inform the office of any changes to any part of this application (i.e. address, phone, income, household size, student status).

I authorize my consent to have management verify the information contained in this application for purpose of proving my eligibility for occupancy. I understand that my occupancy is contingent on meeting management's resident selection criteria and the Section 8 and/or Housing Credit Programs.

I consent to release the necessary information to determine my eligibility. I will provide all necessary information including source names, addresses, phone numbers, and account numbers where applicable, and any other information required for expediting this process.

I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that any such actions may result in criminal penalties.

**APPLICANT must sign below:**

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

\_\_\_\_\_  
Date

**PENALTY FOR MISUSE OF THIS FORM:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false or fraudulent statements to any department of the United States Government, the PHA, and/or any other owner (or any employee of HUD, the PHA, or the Owner) and may be subject to penalties for unauthorized disclosures or improper uses of information collected based upon the use of this consent form. Use of the information collected, based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA, or the Owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the Social Security number are contained in the Social Security Act at 42 U.S. Code 208 (f) (g) and (h). Violations of these provisions are cited as violations of 42 U.S. Code 408 (f), (g) and (h).



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# NOTICE AND CONSENT FOR THE RELEASE OF INFORMATION

Apartment Community/Owner/Management Agent Requesting Information:

<input type="checkbox"/>	20 Fulton East	<input type="checkbox"/>	345 State Street
<input type="checkbox"/>	26 Cherry Street	<input type="checkbox"/>	834 Lake Drive
<input type="checkbox"/>	101 South Division	<input type="checkbox"/>	Division Park Avenue
<input type="checkbox"/>	205 South Division Avenue	<input type="checkbox"/>	Metropolitan Park
<input type="checkbox"/>	240 Ionia Avenue	<input type="checkbox"/>	Serrano Lofts

City Grand Rapids State MI  
Phone (616) 643-8500 Fax (616) 582-6061

## Who Must Sign the Consent Form?

Each member of your household who is 18 years of age or older must sign the relevant consent forms at the initial certification, at each recertification and at each interim certification, if applicable.

In addition, when new adult members join the household and when members of the household become 18 years of age, they must also sign the relevant consent forms.

## Acknowledgement:

By signing this consent form, I am authorizing the Apartment Community/Owner/Management Agent of the housing community for which I am applying (listed above) to obtain information from a third party about me. I understand that the purpose of this information is to determine my eligibility for housing and will be kept confidential and will not be released outside of this scope. I understand that this information can include and is not limited to information regarding my income, assets and credit bureau report which may affect my eligibility.

I further understand that income information obtained from these sources will be verified according to the initial information which I have provided on my original application for housing.

Applicant /Resident  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Resident  
Name (Please Print) \_\_\_\_\_

This release for information will expire thirteen (13) months from the date of signature.

## PENALTY FOR MISUSE OF THIS FORM:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false or fraudulent statements to any department of the United States Government, the PHA, and/or any other owner (or any employee of HUD, the PHA, or the Owner) and may be subject to penalties for unauthorized disclosures or improper uses of information collected based upon the use of this consent form. Use of the information collected, based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA, or the Owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the Social Security number are contained in the Social Security Act at 42 U.S. Code 208 (f) (g) and (h). Violations of these provisions are cited as violations of 42 U.S. Code 408 (f), (g) and (h)



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MICHIGAN STATE HOUSING  
DEVELOPMENT AUTHORITY

**MSHDA INCOME & ASSETS CHECKLIST**

(Complete a separate form for each household member who is age 18 or older or an emancipated minor.)

Household Member Name:	Unit Number:
Development Name:	

	Yes	No	COMPLETE EACH ITEM:
1			I am a citizen of the United States or a permanent legal resident.
2			I am presently a student. Check one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other _____
3			I was a student sometime during the past twelve-month period or anticipate becoming a student at sometime during the upcoming twelve-month period.
<b>INCOME</b>			
4			I have a job and receive money/wages, tips, or bonuses. List the businesses or companies that pay you: _____
5			I am self-employed or operate my own business. List the types of jobs you do: _____
6			I earn income as a day laborer, seasonal worker, gig worker, or independent contractor.
7			I receive Social Security or Railroad Retirement Act income.
8			I receive Supplemental Security Income (SSI).
9			I receive quarterly payments from DHHS for the State-paid portion of an SSI grant.
10			I receive unearned income for a family member(s) age 17 or under (e.g.: Social Security, trust fund disbursements).
11			I receive periodic payments from retirement funds, 401(k), IRA, or pensions. If yes, how many funds or pensions? _____ List name(s) of fund or pension provider: _____
12			I receive disability or death benefits other than Social Security.
13			I receive Veteran's Administration benefits.
14			I receive Public Assistance (does not include food stamps or Medicaid).
15			I receive cash contributions or gifts including rent or utility payments, on an ongoing basis from persons not living with me.
16			I receive unemployment benefits.
17			I receive periodic payments from Workers' Compensation.
18			I receive periodic payments from a trust, annuity, or inheritance. If yes, from how many sources? __
19			I receive income from the rental of real estate or personal property.
20			I receive periodic payments from lottery, casino or online gaming, or other types of winnings.
21			I receive adoption assistance payments.
22			I receive alimony, maintenance, or spousal support.
23			I receive GI Bill benefits.
24			I receive military active-duty allotments or regular pay as a member of the National Guard or Reservist pay.
25			I am a member of an Indian Tribe receiving gaming payments.

	Yes	No	<b>COMPLETE EACH ITEM:</b>			
26			I receive periodic payments from insurance policies or any type of settlement. If yes, how many policies or settlements? _____ From what Sources? _____			
27			I receive long term care insurance payments that exceed \$180/day or \$67,000 annually.			
28			I receive other recurring or periodic income not listed above. Describe: _____			
29			I receive student financial assistance (does not include student loans).			
<b>CHILD SUPPORT</b>						
30			I receive child support. If yes, from how many parents do you receive support? ____ If yes, what State is the case through? ____ If yes, is child support paid directly to DHS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
31			I have been awarded a judgment for child support but have not been receiving any payments or have not been receiving the full payments on a regular basis.			
32			I anticipate filing a claim for child support within the next twelve months.			
<b>ASSETS</b> (Include all assets held or owned either in or outside of the United States)						
					Cash Value*	Interest Rate**
33			I have a savings account(s) at: _____ (List name(s) of institution)		\$	
34			I have a checking account(s) at: _____ (List name(s) of institution)		\$	
35			I have certificates of deposit at: _____ (List name(s) of institution)		\$	
36			I have a prepaid card, debit card, or paycard on which funds from Social Security, SSI, Child Support, DHS, unemployment or another agency are directly deposited. If yes, how many? _____ From which Agency(ies)? _____		\$	
37			I have a Venmo, PayPal, Cash App, or another peer-to-peer payment app. If yes, how many and through which services? _____		\$	
38			I have Cryptocurrency (such as Bitcoin, Ethereum, etc.)		\$	
39			I have cash held in my home or in a safety deposit box.		\$	
40			I have savings bonds. If yes, how many? _____		\$	
41			I have Treasury Bills. If yes, how many? _____		\$	
42			I have stocks, bonds, mutual funds, or securities.		\$	
43			I own a house or mobile home.	<b>(Section 8 PBRA Programs only: Is the home suitable for occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No )</b>	\$	
44			I own real estate or land and receive income from the rental of the real estate. If yes, how many properties? _____		\$	
45			I have land contracts. If yes, how many? _____		\$	
46			I hold a mortgage or deed of trust.		\$	
47			I have revocable trusts. If yes, how many trusts? _____		\$	
48			I have whole life or universal life insurance policy(ies). If yes, how many policies? _____		\$	
49			I have non-necessary personal property held for investment purposes (gems, jewelry, collections, etc.).		\$	
50			I have lump sum receipts or one-time receipts.		\$	

Yes	No	<b>COMPLETE EACH ITEM:</b>	
51		I have assets from sources other than those listed above. Describe:	\$
52		A member of my household is under the age of 18 and has assets. Describe:	\$
53		I have another name(s) listed on one or more of the above assets for beneficiary or other purposes, such as, power of attorney. These other persons do not own the assets and receive no income from the assets.	
54		I have joint ownership on one or more of the above assets.	
<b>ALLOWANCES / DEDUCTIONS</b> (Complete the items below for Section 8, Section 236, and Moderate Projects Only)			
55		I am Elderly (age 62 or older), Handicapped or Disabled and <b>pay Medicare premiums.</b>	
56		I am Elderly (age 62 or older), Handicapped or Disabled and <b>pay medical insurance premiums, other than Medicare.</b>	
57		I am Elderly (age 62 or older), Handicapped or Disabled and <b>pay medical or prescription or chore provider expenses which are not reimbursed by insurance.</b>	
58		I am Elderly (age 62 or older), Handicapped or Disabled and <b>pay long term care insurance premiums.</b>	
59		I pay childcare expenses for a child age 12 or under in order to be gainfully employed or to further my education.	
60		The Department of Health and Human Services (DHHS) pay childcare expenses for a child(ren) age 12 or under in order for me to be gainfully employed or further my education. If yes DHHS pays full partial.	
61		I pay handicap care expenses for a handicapped/disabled family member in order to be gainfully employed.	
62		I pay handicap equipment expenses for a handicapped/disabled family member that are not covered by insurance.	
<b>OTHER ITEMS</b>			
63		I have provided proof of Social Security number (or certification) for all household members. (The certification for individuals under 18 years of age will be executed by a parent or guardian.)	
<b>SPECIAL CONSIDERATION OF ASSETS</b>			
64		<b>Section 8 PBRA Programs only:</b> My household's assets exceed \$100,000+	
65		I have sold, given away, or otherwise transferred ownership of assets within the last two (2) years. <u>Initial</u> the "Yes" column or the "No" column at left. If yes, list item(s) and date(s):  _____  <i>Assets include cash (totaling in excess of \$999), cash held in savings and/or checking accounts, trust funds, equity in real estate and other capital investments, stocks, bonds, Treasury bills, certificates of deposit, money market funds, IRA accounts, retirement and pension funds, lump sum receipts (i.e., lottery winnings, insurance settlements, etc.), and personal property held as an investment (i.e., gem or coin collections, paintings, antique cars, etc.). Do not include necessary personal property such as furniture, automobiles, and clothing.</i>	

Under penalties of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representation herein constitutes an act of fraud. I will notify the Resident Manager when circumstances change, for possible recertification. False, misleading, or incomplete information may result in the termination of the lease agreement and/or benefits.

\_\_\_\_\_  
Applicant / Tenant Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY OWNER/MANAGEMENT AGENT**

**Household Asset(s) Verification vs. Self-Certification:**

- Move-In/Initial Certification – All household assets must be 3<sup>rd</sup> party verified.**
  - 1<sup>st</sup> Year Annual Recertification – Year: \_\_\_\_\_ Asset Threshold: \$ \_\_\_\_\_**  
(can be found on huduser.org)
  - 2<sup>nd</sup> Year Annual Recertification – Year: \_\_\_\_\_ Asset Threshold: \$ \_\_\_\_\_**  
(can be found on huduser.org)
  - 3<sup>rd</sup> Year Annual Recertification – All household assets must be 3<sup>rd</sup> party verified.**
- The cycle will now repeat, with 3<sup>rd</sup> party verifications of assets occurring every three (3) years.**

\*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

**\*\* Apply the Passbook Savings Rate individually to assets that *DO NOT* have a determinable interest rate, only if the household's total cash value of assets exceeds the Asset Threshold for the calendar year.**

**Current Passbook Savings Rate: \_\_\_\_\_% (can be found on huduser.org)**

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
Owner/Management Signature

\_\_\_\_\_  
Date

## AUTHORIZATION FOR BACKGROUND/CREDIT CHECK

**NOTICE TO APPLICANTS:** The information requested below is for the sole purpose of conducting a background/credit investigation, which includes, among other things, a criminal conviction check. The existence of a prior criminal conviction will not necessarily make you ineligible for housing within the checked apartment community:

- 20 Fulton East    
  26 Cherry Street    
  101 South Division    
  205 South Division    
  240 Ionia Avenue  
 345 State Street    
  834 Lake Drive    
  Division Park Ave    
  Metropolitan Park    
  Serrano Lofts

(further referred as "Apartment Community"). It is the Apartment Community's policy to evaluate any adverse information obtained in the background/credit investigation based on a range of factors including, but not limited to, rental history. Information regarding age, sex and race will not be a factor in any housing decision including.

Full Name (*no nicknames*) \_\_\_\_\_

Maiden Names(s), Nickname(s), Other Name(s) (*please include dates used*) \_\_\_\_\_  Male  Female

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License / State ID Number \_\_\_\_\_ State \_\_\_\_\_

**ALL ADDRESSES FOR THE LAST SEVEN (7) YEARS – Starting with Present Address First**

In the event you do not remember the exact street address, please include a city, state and the approximate dates of residence.

Street Address	City	State	Zip	Years From-To
1. _____ / _____ / _____ / _____ / _____				
2. _____ / _____ / _____ / _____ / _____				
3. _____ / _____ / _____ / _____ / _____				
4. _____ / _____ / _____ / _____ / _____				

(attach additional pages if necessary)

I expressly authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information concerning my qualifications for housing applied for and the information given by me herein. In reference to being considered for housing, I release the Apartment Community, related entities, as well as any individual or entity providing information, from any and all liability in connection with any inquiries and investigations made, information they give and any decisions made or action taken. I also do not require a copy of any disclosure of the nature and scope of the investigation. I understand that any offer of apartment rental from the Apartment Community is based upon my successful completion of the background/credit screening. I also understand that I have a right to review all disputed information and to follow up with the law enforcement agency to clear up any discrepancies. This authorization is good for one (1) year from the date of signing.

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

\_\_\_\_\_  
Date

APPROVED    
  APPROVED With CONDITONS    
  DECLINED    
 By (initials): \_\_\_\_\_ Date: \_\_\_\_\_



*We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.*

TTY/TDD 1-800-649-3777

130722



- 20 Fulton East       26 Cherry Street       101 South Division       205 South Division       240 Ionia Avenue  
 345 State Street       834 Lake Drive       Division Park Ave       Metropolitan Park       Serrano Lofts

### PRE-LEASE AGREEMENT

Applicant(s) Name: \_\_\_\_\_

The above applicant(s) has applied on the date listed below to rent an apartment home in the Apartment Community checked above which is located in Grand Rapids, Michigan.

The tentative move-in date for the offered apartment is \_\_\_\_\_  
 Month Day Year

The applicant(s) has been informed that the Apartment Community checked above is a Section 42 Tax Credit Program property with guidelines that dictate that the applicant(s)'s household must income qualify and receive Final Approval before signing a 12-month lease. As part of the Approval process, third party inquiries will be made in reference to income and assets in addition to a background-credit check and a landlord reference. The applicant(s) has been informed that the information obtained from these inquiries will be a determining factor in the decision of the Approval Team to give Final Approval for the applicant(s)'s application.

The applicant(s) is aware that the applicant(s) is responsible to provide necessary information requested by the management company and sign appropriate paper work to begin the certification process. Any information requested by the management company needs to be provided within 72 hours of the request date. Failure to provide requested information to the management company will result in the forfeit of the holding fee, removed from the combined waiting list, and to wait 6 months from the date of the Denial Letter to reapply for housing.

Also, the applicant(s) has been informed that the utilities - gas (DTE) and/or electric (Consumers) are to be transferred to the applicant(s)'s name effective the lease signing/move-in date.

The applicant(s) has been informed that if a lease has not been signed, the applicant(s) will receive written notification as to why the application did not receive Final Approval. The applicant(s) fully understands that the \$60.00 in person processing fee or \$50.00 online processing fee WILL NOT be refunded.

The applicant(s) fully understands that management is not liable to the Applicant(s) if the apartment home is not ready for occupancy at the desired move-in time due to a current occupant's holding over or because of a reason beyond the Apartment Community's control. Unit selection is subject to change based on availability or any unforeseen circumstances. Management reserves the right to change unit selection even after the hold fee has been placed on a specific unit; based on the availability of any properties or for any reasons deemed necessary by the management company. Applicant acknowledges that unit selection is subject to change and understands that preferences for specific communities and floor plans will be taken into consideration, but not guaranteed and holds the management company and owner(s) harmless. Holding fee can be refunded in this case if applicant in writing elects to not move forward within 3 business days

The applicant(s) is aware that \$500.00 is required to hold an apartment home off the market and if the applicant(s)'s application is Approved for move-in, this holding fee will be credited towards the applicant(s)'s move-in expenses (security deposit, prorated and/or first month's rent and additional fees.)

- If, for any reason, the applicant(s) decides to cancel on the offered apartment before 72 hours have expired from the date the holding fee was placed as noted below, the holding fee will be refunded in full to the payer via a paper check to be delivered by the Postal Service to the provided address.
- If the 72 hours has expired for the date the holding fee was placed as noted below, the holding fee will be forfeited, applicant(s) will be removed from the combined waiting list, and to wait 6 months from the date of the Denial Letter to reapply for housing. Examples include:
  - Cancelling on the apartment on the day of the Lease Signing
  - Touring the apartment and deciding it is not desired
  - Not monetarily prepared for Lease Signing and/or utility account & confirmation numbers not provided at signing
  - For ANY REASON outside of the 72 hours of when the holding fee was placed as noted below
- If the applicant(s) do not income qualify for the reserved apartment, the holding fee will be refunded in full to the payer via a paper check to be delivered by the Postal Service to the provided address or an alternate apartment will be offered to the household.

By signing below the applicant(s) acknowledges and understand the terms and conditions involved in renting an apartment home at the Apartment Community checked above and accepts the conditions of this pre-lease agreement in its entirety.

_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date
_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date

OFFICE USE

\_\_\_\_\_  
 Landlord/Owner Representative Signature      Date/Time Received     
  \$60.00 App Fee       \$500.00 Holding Fee  
 Date Pd: \_\_\_\_\_ Date Pd: \_\_\_\_\_



*We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.*

TTY/TDD 1-800-649-3777

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