

## 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.*

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**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	\$44,820	\$46,980	\$44,820
2 persons	\$51,180	\$53,700	\$51,180
3 persons	\$57,600	\$60,420	\$57,600
4 persons	\$63,960	\$67,080	\$63,960
5 persons	\$69,120	\$72,480	n/a
6 persons	\$74,220	\$77,820	n/a

(\*) 2026 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
- Amounts in collections over \$500, 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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## 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: \_\_\_\_\_



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