



www.citywideres.com | (616) 530-7920

Standard Rental Criteria & Disclosure

City Wide Real Estate Services, LLC (CityWide) appreciates your interest in applying for one of our homes. We know your decision was important and we will do our best to process and provide a decision on your application within the next 2 business days.

The following is the Standard Rental Criteria used to process and qualify each and every Applicant for residency. CityWide is an Equal Housing Opportunity provider and is acting as Agent on property Owners behalf.

The following Standard Rental Criteria must be met to qualify for residency at our homes:

1. Applicant(s) must be at least 18 years old (or a court approved emancipated minor) when the lease is signed.
2. Applicant(s) is required to document gross monthly income equal to or exceeding three (3) times the monthly rent. In the event the applicant does not meet the standard employment/income requirement, applicant may provide proof of liquid assets in addition to or in lieu of income, that is equal to or exceeding three (3) times the annual rent, or have a Co-signer that meets all requirements of Rental Criteria.
3. An Application Fee must be received by CityWide before an application is considered fully processed. Application Fee is non-refundable as is applied the administrative cost incurred by CityWide to perform credit and background / criminal checks, previous landlord reference check, income verification.

NOTE: If applying in the city of Grand Rapids: the Grand Rapids City Commission finds that rental application fees should be regulated to protect applicants from unnecessary and predatory collection of fees and has made resources available for applicants of rental property.

All applicants must complete, sign, date, and submit an Application For Tenancy along with any associated application and hold fees and this Standard Rental Criteria as part of the application process. All applicants must also provide the following documentation so that the above criteria may be verified.

1. Government approved photo I.D. such as a State Driver's license or U.S. Passport (Emancipated minors must additionally submit court provided documentation).
2. Proof of income: A copy of your two most recent pay stubs and/or your most recently submitted federal tax return forms and/or bank/financial institution statements.

Upon approval of your application, the following must take place before any applicant may become a resident of the unit applied for:

1. Submit proof of a transfer of utilities into applicant's name.



2. Submit a check or money order for the first full (or pro rata) month's rent and any additional required fees or charges and security deposits.
3. All adult applicants must sign the lease.

The following are reasons that an Applicant could be denied for Tenancy:

1. Six (6) consecutive months of employment cannot be verified
2. Previous rental history indicates an eviction within 2 years and/or multiple or continuous late rent payments
3. An unverified or adverse reference from a previous Landlord and/or past due utilities are outstanding to previous Landlord/Lessor or utility company/entity
4. The information provided on the application or required documentation are incomplete or determined to have been falsified
5. Adverse credit reporting relating to open accounts currently in collections, a bankruptcy within the past 2 years, a garnishment or money judgement with the past 2 years
6. Criminal history or background check indicates: current probation, a felony, or a crime conviction within the past 3 years
7. Undocumented pet, aggressive breed of pet, size of pet, numerous pets
8. Undocumented support animals, reason for support animal unvalidated

NOTE:

If your application has been denied, within a reasonable time frame you will receive notice explaining the reason why. Within 30 days of receipt of denial, applicant may file a complaint with the City Manager or City Manager's Designee, Attention: Rental Fee Ordinance Complaint, if applicant believes a violation in the application process has occurred.

Fair Credit Reporting Act Notice

If CityWide declines your application to lease residential space based upon a credit/consumer report we receive from a credit reporting agency or grants your application to lease residential space conditioned upon an increased security deposit and this condition is based upon a credit/consumer report we receive from a credit reporting agency, you have the right to obtain a free disclosure of your file from the credit reporting agency if you make such a request within 60 days. You have the right to dispute directly with Rental Property Owners Association of Kent County (RPOA), the credit reporting agency where we obtained your history. Please note that the credit reporting agency does not make the decision to decline your request to lease space from us or to require an increased security deposit and will not be able to explain why such actions were taken.

Megan's Law Notice

Michigan law requires local law enforcement authorities to maintain a list of released criminal sex offenders who have reported a place of residence in their area. You may obtain a copy of that list from local law enforcement authorities. By signing the lease, you acknowledge that you have had an opportunity to check the list before signing the lease and you are not relying upon any information provided by the landlord.

