



## **Standard Rental Criteria & Disclosure**

City Wide Property Management, LLC 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 two (2) business days.

All applications are completed on a first come first serve basis. You will be contacted via email as soon as a decision has been determined.

Each person over 18 years of age must complete a separate application. Children under 18 must be listed on the application.

The rental home is removed from the market once we have an approved application with a paid security deposit.

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

1. Applicant(s) must be at least 18 years old (or 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-signore that meets all requirement of the Rental Criteria.
3. An application fee must be received by City Wide before an application is considered fully processed. Application fee is non-refundable as is applied to the administrative cost incurred by City Wide Property Management, LLC to perform credit and background/criminal checks, previous landlord reference check and income verification.

All Applicants must complete, sign, date, and submit an Application for Tenancy along with associated application fee. Upon signature of the Application perspective Tenant agrees and acknowledges that they have read and understand the 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.
2. Proofs of income:
  - a. a copy of the two (2) most recent pay stubs
  - b. Net income from self employment
  - c. Child support and/or alimony
  - d. Social Security or Disability benefits

- e. Money received from a Trust or Pension
- f. Housing voucher

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 prorated) month's rent and any additional required fees or charges.
3. All adult applicants must have signed the lease packet.

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

1. Previous rental history indicates an eviction within two (2) years and/or multiple or continuous rent payments.
2. No owed balances to prior landlords or property management companies.
3. Adverse credit reporting relating to open accounts currently in collections. No more than 2 accounts in collections (student loans and medical bills will be disregarded)
4. An unverified or adverse reference from a previous Landlord.
5. All utility accounts must be current for gas, electric and water.
6. The information provided on the application or required documentation are incomplete or determined to have been falsified.
7. A bankruptcy in the past 2 years.
8. A garnishment or money judgment within the past 2 years.
9. Criminal history or background check indicates: current probation, a felony, or a crime conviction within the past 3 years.
10. Undocumented pets.

**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 Manger's Designee, Attention: Rental Fee Ordinance Compliant, if the applicant believes a violation in the application process has occurred.

**Occupancy Limits:** Per City ordinance, occupancy is limited to: one (1) person per bedroom of 72 to 100 square feet or less, and two (2) people per bedroom of 100 to 149 square feet, plus one (1) additional person for every additional square feet.

**Disclosure of Agency:** Michigan law requires real estate licensees who are acting as agents of Landlords (Sellers) or Residents (Buyers) of real property to advise the potential landlords or residents with whom they work of the nature of their agency relationship. City Wide Real Estate Services, LLC is Landlord's (Owner's) Agent. A Landlord's agent, under an agreement with the Landlord, acts solely on behalf of the Landlord. A Landlord can authorize a Landlord's agent to work with subagents, resident's agents and/or transaction coordinators. A subagent of the Landlord is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the Landlord.

**Fair Credit Reporting Act Notice:** If City Wide Real Estate Services, LLC 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 conditional 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. The name and contact information for the screening agency used is: **Background**

**Screeners of America**, 9333 Melvin Ave, Northridge, CA 91324, Phone: 866-570-4949 Fax: 866-570-5656

**A Summary of Your Rights Under the Fair Credit Reporting Act:** The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

**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 the opportunity to check the list before signing the lease and you are not relying upon any information provided by the Landlord.