

2790 Sirhal Drive East Lansing, MI 48823

Phone: 517-333-2472
Fax: 517-333-7179

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Dear Applicant,

Thank you for your interest in Meridian Stratford Place, an affordable community for adults 55 and over. All of our spacious apartment homes feature a fully equipped kitchen, central air and a patio or balcony. Gas, water, sewer and trash removal are included. Meridian Stratford Place was developed to provide housing to moderate income households, therefore our community does have income restrictions which are as follows:

Maximum Gross Income per Household Size					Rental Rates		
%	1 Occupant	2 Occupants	3 Occupants	4 Occupants	1 Bedroom	2 Bedrooms	
40%	\$21,440	\$24,480	\$27,560	\$30,600	\$499	\$589	
45%	\$24,120	\$27,540	\$31,005	\$34,425	\$569	\$689	
60%	\$32,160	\$36,720	\$41,340	\$45,900	\$759	\$899	

The floor plan you are interested in is subject to a waitlist. Attached is the application and waitlist process supplement discussing our waitlist procedures. Anyone 55 and over that is going to occupy the apartment is required to complete their own waitlist packet.

Please make sure all forms are completed in BLACK ink only. Any corrections must be crossed out and initialed. **NO White out or correction tape is allowed.** Please feel free to contact the office at the number above with any questions. We look forward to having you as a resident of Meridian Stratford Place.

Waitlist Process

Applicants that are approved for the wait list are not guaranteed eligibility. A full eligibility determination through the application process will be completed at the time a unit is made available and applicant is selected. When a unit becomes available the next applicant on the waitlist for the appropriate unit size will be offered and the application process shall begin. All applicants on the waitlist will be in date order applicant is received and placed. Current residents approved to transfer will be placed on the waitlist if a unit is not available without preferential order. *Should an Accessible Unit become available the unit will be first offered to current residents then qualified applicants with a household member requiring accessibility features of the unit.

To be placed on the waitlist:

- Complete and submit application
- Management will conduct an interview to "prequalify" for the waiting list and to ensure that there are no obvious factors that would make applicant ineligible based on the current leasing criteria.
- If a preliminary screening indicates that a family may be eligible for tenancy, but units of appropriate size are not available, the application will be placed on the waitlist.
- Applicants who are obviously not eligible for tenancy will not be placed on the wait list.
- When a unit will be available in the near future, the "Community" will contact the first applicant on the waitlist for an interview. Notification will be made by mail or phone. If no response is received within 7 business days, applicant will be removed from the waitlist and the next applicant will be notified. If an applicant refuses the unit, they may remain on the waitlist for the next available qualifying unit. If an applicant refuses the second qualifying unit available, they may be removed from the waitlist and must complete the process from the beginning in order to be on the waitlist. At the point of acceptance, the applicant must move into the unit within 30-days.

If contact information is no longer valid or applicants fail to respond to contact within 7 business days, applicant(s) will be removed from the waitlist. It is the applicants' responsibility to notify the community with any contact changes.

*Accessible units will be offered to those qualified in order of first, current tenants with disabilities currently residing in a non-accessible unit who has requested and requires the features of the unit. If no current tenants require the special features of the accessible unit, then the offer of the unit will be made to the next qualified applicant on the waiting list with a family member who needs the features of the accessible unit. If neither a current tenant nor a qualified applicant requires the features of the available accessible unit, then the unit will be offered to next qualified applicant on the waiting list.

MERIDIAN STRATFORD PLACE

Rental Application

The information you provide below will be used to determine if your household is eligible under this community's leasing criteria. Please complete the ENTIRE form and do not leave any questions blank or unanswered. Write N/A if a particular question is not applicable. We thank you in advance for your cooperation.

Property Information (F	or Office U	se Only):					
Date Received:					Initial Certific	ation	
Unit #:	Recertification						
# of Bedrooms: Desired Move-In Date		•			Interim Other:		
Desired Move-III Date					Other.		
HOUSEHOLD COMPOS					Alora in the count of	10	al des also also
List all persons who will be living in yo anyone who is not currently a househ					time in the next	12 months and	a include
	Relationship	·					
Household Members Full Name (first and last)	to Head S=Spouse O=Other Adult C=Minor Child F=Foster Adult/Child L=Live In Attendant	Date of Birth	Marital Status M=Married D=Divorced SP=Separate d S=Single W=Widowed	Social Security Number	Driver's License Number	Student Y or N	*If "yes" Part-time (PT) or Full-time (FT)
ruii Name (ilist and last)		Date of Birtin	vv=vvidowed	Number	Number	1 OI IN	(F1)
	HEAD						
*For <u>each</u> household member listed attending, OR plans to attend schochildren, even if home-schooled.						•	
Contact Information							
Home Phone			<u>-</u>	Email address:			
Cell Phone-1			-				
Cell Phone -2			-				
Is every household member	er listed above	a full-time (FT)	student?			Yes	No
•		` ,					\sim
2. Will your household be rec	eiving rental as	ssistance?				\bigcirc	\bigcirc
Do you expect any changes in the household in the next 12 months? If yes, please describe change and date expected						_	\bigcirc
4. If you are divorced or separated, please provide date effective:							
5. Is each household member a U.S. Citizen? If no, does everyone have an eligible immigration status?							
6. Will you have at least 50% physical custody of all minor members in household?						Ö	$\tilde{\bigcirc}$

EMPLOYMENT INFORMATION

Current Employment Information: HE	AD of HOU	JSEHOL	D					
Company Name:				Position:				
Address:				Date of Hire:				
City/State/Zip:Fax:					Monthly C	Gross Wage:	\$	
Phone:I	Fax:				Supervisor: _			
Do you currently or expect to earn Overt					next 12 mont	hs?	Yes No	
If Yes, list all that apply and expected ar	mount?							
Additional Employment Information:								
Company Name:					Position:			
					ate of Hire:		Φ.	
City/State/Zip:I Phone:I	-				Monthly	iross wage:	\$	
Pnone:I	Fax:				Supervisor: _		\sim	
Do you currently or expect to earn Overt	time, Comm	nission, T	īps, Bonus	es in the r	next 12 mont	hs?	Yes \(\) No	
If Yes, list all that apply and expected ar	mount?							
Current Employment Information	ama:							
Company Name:					Position:			
Company Name:				D	ate of Hire:			
City/State/7in:						Gross Wage:	· ¢	
Address:City/State/Zip:I	Fav:				Supervisor:		Ψ	
					_			
Do you currently or expect to earn Overt		nission, T	ips, Bonus	es in the r	next 12 mont	hs?	Yes \(\sum \) No	\bigcirc
If Yes, list all that apply and expected ar	mount?							
	OTHER	INCO	ME INFO	RMATIC	N			
Identify each source of income currently	OTTIET	111001		IIIIAIIO			T	
received or anticipated to be received in the	Head						Monthly Gr	
next 12 Months. (Y=Yes, N=No)	House	_					Income	:
1. Employed	Υ 🔾	NO _	γΟ	NO .	Υ()	<u>NO</u>	\$	
2. Self-Employed	<u>Y (</u>	\sim	ΥΟ	NO	YO	<u>N</u>	\$	
Unemployment Compensation	<u>YO</u>	\sim	ΥΟ	NO	Υ 🔾	\sim	\$	
4.Social Security/SSI/SS Disability	<u>YO</u>	\sim	ΥΟ	NO	YO	<u>N</u>	\$	
5. Disability/Worker's Compensation	<u>YO</u>	\sim	ΥΟ	NO	ΥO	<u>N</u>	\$	
6. Severance Pay	<u>YO</u>	<u>N</u>	ΥΟ	NO	ΥO	<u>N</u>	\$	
7. VA Benefits	<u>Y (</u>	<u>N</u>	ΥΟ	NO.	ΥO	<u>N</u>	\$	
8. Pension/Annuity	Υ()	<u>N</u>	ΥΟ	NQ_	Υ()	<u>N</u>	\$	
9. Military Pay	Υ()	N)	γΟ	\sim	Υ 🔾	<u>N</u>	\$	
10. AFDC/TANF	Υ 🔾	N	γΟ	N	Υ 🔾	NO	\$	
11. Child Support/Alimony	Υ 🔾	N	γΟ	NO.	ΥO	NO	\$	
12. Recurring Gift/Contribution	YΟ	\mathbf{N}	γΟ	NO	YO	N	\$	
13. Rental Income	Y	\mathbf{N}	γΟ	\mathbb{N}	YΟ	$N\bigcirc$	\$	
14. Adoption Assistance	Y	\mathbf{N}	γ 🔾	NO	Y	$N\bigcirc$	\$	
15. Trust Income	ΥO	\mathbf{N}	γΟ	NO	Y	$N\bigcirc$	\$	
16. Other Income:	YΟ	\mathbf{N}	γΟ	N	ΥO	$N\bigcirc$	\$	
17 Zero Income	V	\overline{N}	v	N	vO	\overline{N}	\$	

ASSET INFORMATION						
List all assets for each			Financial	Annual		
Household Member	Household		Institution	Interest/Earnings	Asset Value	
1. Checking	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
2. Savings	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
3. Pre-Paid Debit	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
4.Cash On Hand	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
5. Stocks/Mutual Funds	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
6. CD/Money Markets	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
7. Treasury Bill	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
8. Bonds	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
9. IRA/KEOGH	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
10. 401K/401(b)	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
11. Pension/Annuity	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
12. Whole Life Insurance	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
13. Land Contract/Deed of Trust	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
14. Real Estate	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
15. Safe Deposit Box	$V \bigcirc N \bigcirc$	Y N		\$	\$	
16. Personal Property as Investment	$Y \bigcirc N \bigcirc$	Y N)	\$	\$	
17. Trust	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
18. Lump Sum Receipts	$\mathbf{Y} \bigcirc \mathbf{N} \bigcirc$	Y N)	\$	\$	
19. Other	$\mathbf{Y} \bigcirc \mathbf{N} \bigcirc$	Y N		\$	\$	
2. In the past two (2) years, hat than fair market value? If yes, complete the followin Asset Disposed: Date Disposed: Amount Disposed:	g:	one in your ho	Was the disposal of	asset due to: (Select Or Bankruptcy Y N (Y NO	
3. Have you given any gifts of	money totaling	more than \$1	 .000 in the past two (2) vears?	Y (N (
If yes, complete the following	g:):	Date:		
Residential History Ple	ease provide 2	years of renta	al/housing history			
Current Address:						
City/State/Zip:						
Landlord Name/Mortgage :						
Phone:			Reason for Leaving:			
Date Moved In:						
Rent/Mortgage:				Rent O	Own O	
Previous Address:						
City/State/Zip:						
Landlord Name/Mortgage :						
Date Moved In:						
Rent/Mortgage:				Rent O	Own O	

Have you ever been evicted from tenance If yes, please list date:	y, broken a lease,	or sued for rent?		Yes	No
Have you ever filed for bankruptcy? If yes, is bankrupcy discharged?	Y	Date Discharged:		\bigcirc	\bigcirc
3. Has any household member plead guilty court-ordered supervision, or pre-trial div			eanor assault?	\bigcirc	\bigcirc
Do you own any pets that would be moving lf yes, please list types:	ng with you into th	e community?		\bigcirc	\bigcirc
Other Information					
Type of Vehicle:		License Plate #			
Make/Model:		Year	Color_		
Type of Vehicle:		License Plate #			
Make/Model:		Year	Color_		
Emergency Contact In case of eme	rgency, notify				
Name:		Phone #1			
Address:		Phone #2			
CERTIFICATION OF ACCURACY AND CO	MPLETENESS				
I/We certify that all information provided in understand that this information will be use advised and understand residency at this qualification. I agree that in addition to e certifying the information contained herein understand and agree that the owner/man through credit bureau, criminal checks, incompresefully falsifies, misrepresents or wi incomplete information on this application we	d to verify income community require execution of a Le and that such agement agent wome and landlore thholds informatic	e eligibility for community which es certain income restrictions ase Agreement, I will execute certification will be made uncill use this information to inved verification. I/We further uncon related to program eligibility	n I/We applied. and that reside a Tenant Inc ler penalty of p stigate my/our derstand that a	I/We had a sency is some Ce perjury. credit was not applicate.	ave been subject to ertification I further vorthiness cant who
Furthermore, if such misrepresentation or of subject to eviction or punishable by law.	mission is discove	red after tenancy has begun, I/	we understand	that we	may be
Head of Household	- <u>-</u>	Date			
Applicant		Date			
Applicant	_ <u> </u>	Date			

LEASING CRITERIA Meridian Stratford Place Apartments

This community utilizes a third-party service that conducts credit, rental history and criminal background investigations. Community management team members conduct all employer/income verifications. The investigation is conducted on all adult (18 years of age or older) occupants. The investigations are based on information provided by the applicant and information that may be retrieved from credit agencies, employers, previous landlords and Federal, State and Local agencies and other associated parties. In the event the application is rejected, the applicant will be notified verbally and in writing as to the reasons and the sources(s) of the information that resulted in the rejection. However, if the rejection is a result of the information provided by the applicant, we will only provide the results verbally unless the applicant makes a formal written request for information pertaining to the denial. In the case of roommates, information that we have obtained resulting in a rejection can only be released to the party whose investigation causes the rejection. A security deposit will be required from all applicants and multiple adult applicants will require additional application fees.

Criteria:

- 1. A minimum of 6 month rental or ownership history. History must consist of no more than 1 late payment or 1 lease violation during a 6 month period. If a debt is owed to another rental community, the application will not be considered until adequate proof of satisfaction of that debt is provided. If renting from a Private Owner, applicant must provide a copy of a utility bill with the address and name of the applicant on the utility bill. Applicant(s) without rental or ownership history may be accepted with a security deposit equal to the monthly market rental rate for the apartment to be occupied. Evictions will constitute an automatic denial of the application.
- No felony convictions, indictments, arraignments or deferred adjudications within the last 7 years. No misdemeanor criminal convictions, indictments, arraignments or deferred adjudications involving drugs, minors, arson, terrorism or theft (robbery & burglary) greater than \$500 within the last 7 years. Any felony conviction or misdemeanor conviction of a sex crime will result in automatic denial of application. The fact that we perform criminal background checks does not mean that our residents and occupants have no prior or current criminal histories. We cannot and do not guarantee that this community and its residents are free from crime. Verification of the accuracy of information supplied to or made available to us by applicants and credit reporting services is limited.
- 3. † All members of the household must be 55 years of age or older. All applicants must provide one US government issued photo identification, birth certificate and one of the following: valid Social Security Number; Form I-94 Arrival-Departure Record with proper annotations; Temporary resident alien card verifying approved entry by US government (I-94W); I-551 Permanent Resident Card; Form I-668 Temporary Resident Card; or Form I-688A Employment Authorization Card.
- 4. 6 months verifiable employment history or verifiable income/assets. Applicants receiving SS, SSI, pension or disability are excluded from the employment requirement, but must provide documentation to verify these benefits. (Verifiable income source includes check stubs, W2s, verification from employer or government entity. If self-employed, applicant must produce Tax Return with Schedule C, financial statements from business, or profit/loss statement with back up.)
- At least 50% of trades rated positively by the credit bureau (rating of 1, 2 or 3) for the past 3 years. Medical, student loans and 0 rated trades are excluded. Bankruptcy must be discharged and all trades (minimum of 3) since bankruptcy must be rated positively by the credit bureau (rating of 1, 2 or 3). The presence of utility collection accounts will require verification of balance paid in full before approval can be considered.
- 6. Minimum monthly verifiable gross income must be at least 2 times the monthly rental rate. Applicants receiving approved and verifiable rental assistance will require a minimum monthly gross income of 2 time's resident portion of rent. Maximum gross income, which includes all income sources, cannot exceed LIHTC schedule, which is based on household size.

Each applicant must satisfy all of the above criteria. No co-signers accepted. If applicant has no credit and/or rental history a deposit equal to one months' rent may be required.



Leasing Criteria Pg 2

*Maximum General Occupancy Standards

1 bedroom - 2 persons

2 bedroom - 4 persons

† Meridian Stratford Place Apartments operates under the Housing for Older Persons Act of 1995 (Pub. L. 104-76, 109 Stat. 787 Approved December 28, 1995) (HOPA); and is intended for, and solely occupied by, persons 55 years of age or older. This community complies with the requirements to qualify for such exemption of the familial status protection under the Fair Housing Act.

Equal Housing: This community is an Equal Housing Opportunity Provider. We do business in accordance to the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Please contact our Corporate Office Manager at 713-932-0005 if you feel our representative has not acted in accordance with this policy.

If you believe you are subject to protections under the Violence Against Women's Act (VAWA) or need to request a reasonable accommodation please contact the manager for more information.

ACKNOWLEDGEMENT

I understand the policies contained herein and have received a copy of this document.					
Applicant Signature:	Date:				
Applicant Signature:	Date:				

UNIT #

TENA	ANT RELEASE AND CONSEN	NT		
employment, income and/or assets for	ories listed below to release inform purposes of verifying information on m without liability to the owner/manager	ation regard y/our apartm	ent rental application	
INFORMATION COVERED				
that may be requested include, but a assets, medical or child care allowar	nt information regarding me/us may be re not limited to: personal identity, studies. I/We understand that this authorizertinent to my eligibility for and cont	ident status, rization cant	employment, income not be used to obtain	
GROUPS OR INDIVIDUALS THA	Г MAY BE ASKED			
The groups or individuals that may be	asked to release the above information is	nclude, but a	re not limited to:	
Past and Present Employers Support and Alimony Providers State Unemployment Agencies Banks and other Financial Institutions	Educational Institutions Retirement Social Security Administration Medical and Previous Landlords (including Providers		Administrations at Systems and Child Care Criminal Agencies	
CONDITIONS				
authorization is on file and will stay in	thorization may be used for the purposes a effect for a year and one month from d correct any information that is incorrect	the date sign	ned. I/We understand	
SIGNATURES				
Signature of Applicant/Resident	Printed Applicant/Residen	Printed Applicant/Resident Name		
Signature of CO/Applicant Resident	Printed Co/Applicant/Resi	Printed Co/Applicant/Resident Name		
Signature of Adult Member	Printed Adult Member Nar	ne	Date	
Signature of Adult Member	Printed Adult Member Nar	ne	Date	
Meridian Stratford Place	3		(517) 333-2472	

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

Contact

Apartment Community Name

Phone