

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 R	ates
%	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

Attached is the application packet. Anyone 55 and over that is going to occupy the apartment is required to complete their own application 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.

Meridian Stratford Place

7.2018



# **Frequently Asked Questions**

### Who is eligible to live at Meridian Stratford Place Apartments?

Meridian Stratford Place Apartments is intended for and solely occupied by persons 55 years of age or older. Therefore, all members of the household must be age 55 or older. Income limits also apply. We accept Section 8 vouchers.

### What floor plans are offered?

Meridian Stratford Place offers a 1-bedroom/1-bathroom floor plan as well as a 2-bedroom/1-bathroom floor plan.

### What utilities are included in the rent charge?

Utilities paid with your monthly rental charge include water/sewer, gas and trash!

## Is smoking allowed?

Smoking is not allowed at Meridian Stratford Place.

### What is the pet policy?

Pets are welcome! Each household may have a cat and a dog, or two cats, with your \$150 non-refundable deposit and a \$10 per month pet fee.

### What services and amenities are offered?

Meridian Stratford Place is situated in a lovely park-like setting with amenities such a library, fitness room, lounges, and planned events such as a shopping bus, potluck dinners, bingo, health checks, and a book mobile!

### How do I apply?

Simply print out the application from the website at <a href="www.meridianstratford.com">www.meridianstratford.com</a>, or call us at 517-333-2472 or email <a href="mailto:manager@meridianstratford.com">manager@meridianstratford.com</a> and ask for an application or a tour!

# 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 <u>and</u> 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.)
- 5. 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	s document.
Applicant Signature:	Date:
Applicant Signature:	Date:

# **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 #:		•			Recertificatio	n	
# of Bedrooms: Interim Desired Move-In Date Other:							
Desired Move-III Date					Other.		
HOUSEHOLD COMPOS					Along 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	·					
<b>Household Members</b> 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 above-List this member as a full-time student if he/she has attended school in the last 12 months, is currently attending, OR plans to attend school in the next 12 months. (The educational institution defines student status.) Please include all school-ago children, 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 sepa	rated, please p	provide date effe	ective:				
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**

Company Name:							
Address:  City/State/Zip: Phone: Fax: Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?  Monthly Gross Wage: \$ Supervisor:  Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?  Monthly Gross Wage: \$ No  Additional Employment Information: Name:  Company Name: Address: City/State/Zip: Phone: Fax: Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?  Monthly Gross Wage: \$ Supervisor:  Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?  Monthly Gross Wage: \$ No  Current Employment Information: Name:  Company Name: Address: City/State/Zip: Date of Hire: City/State/Zip: Monthly Gross Wage: \$ Supervisor: Supervisor: Supervisor:							
City/State/Zip:							
Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?    Additional Employment Information: Name:    Company Name:							
Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?    Additional Employment Information: Name:    Company Name:							
If Yes, list all that apply and expected amount?    Additional Employment Information: Name:   Company Name:							
Additional Employment Information: Name:    Company Name:							
Company Name: Position:  Address:							
Address:							
City/State/Zip: Monthly Gross Wage: \$ Phone: Fax: Supervisor:  Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months? Yes No  If Yes, list all that apply and expected amount?  Current Employment Information: Name: Position:  Company Name: Position:  Address: Date of Hire:  City/State/Zip: Monthly Gross Wage: \$ Phone: Fax: Supervisor:							
Phone: Fax: Supervisor:  Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months? Yes No No							
Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months?    Yes   No							
Current Employment Information: Name:    Company Name:							
Current Employment Information: Name:       Company Name:     Position:       Address:     Date of Hire:       City/State/Zip:     Monthly Gross Wage: \$       Phone:     Fax:     Supervisor:							
Company Name: Position:  Address: Date of Hire:  City/State/Zip: Monthly Gross Wage: \$  Phone: Fax: Supervisor:							
Company Name: Position:  Address: Date of Hire:  City/State/Zip: Monthly Gross Wage: \$  Phone: Fax: Supervisor:							
Address: Date of Hire: Monthly Gross Wage: \$  Phone: Fax: Supervisor:							
City/State/Zip: Monthly Gross Wage: \$  Phone: Fax: Supervisor:							
Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months? Yes ( ) No (							
If Yes, list all that apply and expected amount?							
OTHER INCOME INFORMATION							
Identify each source of income currently							
received or anticipated to be received in the Head of Monthly Gross							
next 12 Months. (Y=Yes, N=No) Household Income							
1. Employed Y N Y N Y N \$							
2. Self-Employed Y N Y N S \$							
3. Unemployment Compensation Y N Y N Y N S							
4.Social Security/SSI/SS Disability Y N N Y N N \$							
5. Disability/Worker's Compensation Y N Y N Y N S							
6. Severance Pay Y N Y N S							
7. VA Benefits Y N Y N Y N \$							
8. Pension/Annuity Y N N Y N N \$							
9. Military Pay Y N Y N S							
10. AFDC/TANF YONO YONO \$							
11. Child Support/Alimony Y N Y N S							
11. Child Support/Alimony  Y  N  Y  N  Y  N  \$  12. Recurring Gift/Contribution  Y  N  Y  N  Y  N  Y  N  Y  N  S  *							
11. Child Support/Alimony  Y  N  Y  N  Y  N  \$  12. Recurring Gift/Contribution  Y  N  Y  N  Y  N  Y  N  S  13. Rental Income  Y  N  Y  N  Y  N  Y  N  Y  N  Y  N  Y  N  Y  N  Y  N  S							
11. Child Support/Alimony Y N Y N Y N S   12. Recurring Gift/Contribution Y N Y N Y N S   13. Rental Income Y N Y N Y N Y N S   14. Adoption Assistance Y N Y N Y N Y N Y N S							
11. Child Support/Alimony         Y N Y N Y N S           12. Recurring Gift/Contribution         Y N Y N Y N S           13. Rental Income         Y N Y N Y N Y N S           14. Adoption Assistance         Y N Y N Y N Y N S							

ASSET INFORMATION						
List all assets for each			Financial	Annual		
Household Member	Household		Institution	Interest/Earnings	Asset Value	
1. Checking	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
2. Savings	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
3. Pre-Paid Debit	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
4.Cash On Hand	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
5. Stocks/Mutual Funds	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
6. CD/Money Markets	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
7. Treasury Bill	$Y \bigcirc N \bigcirc$	$\mathbf{Y} \bigcirc \mathbf{N} \bigcirc$		\$	\$	
8. Bonds	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
9. IRA/KEOGH	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
10. 401K/401(b)	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
11. Pension/Annuity	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
12. Whole Life Insurance	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
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	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
16. Personal Property as Investment	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
17. Trust	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
18. Lump Sum Receipts	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$	
19. Other	$Y \bigcirc N \bigcirc$	Y N		\$	\$	
2. In the past two (2) years, have you or anyone in your household sold or gifted assets for less than than fair market value?  If yes, complete the following:  Asset Disposed:  Date Disposed:  Amount Disposed:  Marital Separation/Divorce Y  N  N  N  N  N  N  N  N  Marital Separation/Divorce Y  N						
3. Have you given any gifts of	monev totaling	more than \$1.	- .000 in the past two (2	2) vears?	$Y \cap N \cap$	
3. Have you given any gifts of money totaling more than \$1,000 in the past two (2) years?  If yes, complete the following:  Amount Gifted:  Date:						
Residential History Ple	ease provide 2	years of rental	//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 movin     If 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			

### APPLICATION SUPPLEMENT

	ddition to the completed application, additional documentation is required application. Please contact our leasing office if you have any questions or	-
	Application Fee \$ Deposit \$	_
	Completed <b>Application</b> for each person over the age of 18. One application be accepted for each married couple. (Black Ink Only) All contact numbers for employment and rental history must be listed on the application.	telephone
	Valid <b>ID, Birth Certificate &amp; Social Security Card</b> or acceptable equeach household member as noted on the Leasing Criteria	ivalent for
	<ul> <li>Verification of Income received or anticipated to be received in next 12</li> <li>Current Award letter of all unearned income sources for each person Security, SSI, SSD, Pension, Retirement</li> <li>Verification of earned income for all persons 18 years of age or obstubs; 7 consecutive if paid bi-monthly or bi-weekly, 13 if paid to Child support and/or Alimony documentation; divorce papers orders for payment and child support case number for each child</li> <li>If self-employed; copy of last year's full tax return with all attached</li> <li>Verification of any other income such as monetary gifts, trus rental income, regular recurring withdrawal from retirementacounts, etc.</li> </ul>	der. Check weekly and court schedules
	Verification of Assets for each household member; if combined asset total is \$5,000 or more	cash value
	Verification of Assets for each household member regardless of comb of household assets	ined value
	<ul> <li>Asset Verification</li> <li>6 months consecutive checking account statements (most recent)</li> <li>Current savings statement</li> <li>Copy of pre-paid debit card and current ATM receipt of balance</li> <li>Most recent statement for 401K, stocks, bonds, whole Life Insuran CDs, IRA, annuities and any other retirement or investment account verification of all real property; home, land, etc.</li> </ul>	nce policy,
resider	Previous Year <b>Federal Tax Return</b> for each adult household mendents)	mber (NY
	Student household members age 18 or older; provide current class school	edule from
	Other:	

Additional information may be requested in order to complete the application process 7.2017

UNIT #	
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TENA	NT RELEASE AND CONSENT	
employment, income and/or assets for p	ories listed below to release information regard ourposes of verifying information on my/our apartner without liability to the owner/manager of the apartner	nent rental application
INFORMATION COVERED		
that may be requested include, but are assets, medical or child care allowand	at information regarding me/us may be needed. Ver the not limited to: personal identity, student status, these. I/We understand that this authorization can tertinent to my eligibility for and continued partic	employment, income not be used to obtain
GROUPS OR INDIVIDUALS THAT	MAY BE ASKED	
The groups or individuals that may be a	sked to release the above information include, but a	are not limited to:
Past and Present Employers Support and Alimony Providers State Unemployment Agencies Banks and other Financial Institutions	Educational Institutions Retiremer Social Security Administration Medical a Previous Landlords (including Providers	Administrations at Systems and Child Care Criminal Agencies
CONDITIONS		
authorization is on file and will stay in	norization may be used for the purposes stated above effect for a year and one month from the date sign correct any information that is incorrect. Everyone	ned. I/We understand
SIGNATURES		
Signature of Applicant/Resident	Printed Applicant/Resident Name	Date
Signature of CO/Applicant Resident	Printed Co/Applicant/Resident Name	Date
Signature of Adult Member	Printed Adult Member Name	Date
Signature of Adult Member	Printed Adult Member Name	Date
Meridian Stratford Place		(517) 333-2472
Apartment Community Name	Contact	Phone

**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.