



**Woodstone Apartments**  
Of Kalamazoo, Michigan

Mailing Address: 3707 Greenleaf Blvd.\* Kalamazoo, MI 49008\* (269) 375-0920 Fax (269) 488-8511

Dear Applicant,

Thank you for your interest in our apartment community. We look forward to the opportunity to help provide you and your family with your housing needs. Should you have any questions or need help with the application, please call the site office at the number listed above.

**There is a \$35.00 Application Fee (non-refundable) per single applicant 18 or older or \$50 per married couple.**

**In order for your application to be considered complete and processed in a timely matter it must have the following:**

- Application Fee (cashier check or money order- cash is not accepted)
- All adult member(s) must sign and date the “Notice of Consent for the release of information.
- All adult member(s) must complete, sign and date the “Application”. Should you need additional applications please contact the site office.
- Social Security number. Driver’s license number and date of birth for all household members 18 or older are required in order to process credit/criminal reports.
- Current street address for all adult members.
- Name, address and phone number for all income and asset providers listed on the application.
- Name, address and phone number for current and previous landlord/mortgage holder(s).

**In order to be accepted into our community you must pass our “Resident Selection Criteria”**

\* Please read enclosed Resident Selection Criteria, sign and date.

Thank you for giving us the opportunity in helping to provide you and your family your new home. We are here to be of service to you and we strive to provide the best service possible to make all our residents feel at home in our communities. Please do not hesitate in calling us at the number above should you have any questions or need help in completing the enclosed application.

Sincerely,

Brandee Fowler  
Manager for Woodstone Apartments

Managed by: Gardner Management Company\* 5770 Venture Park \* Kalamazoo, MI 49009\*  
Manager – Brandee Fowler (269) 375-0920 \*Fax (269) 488-8511  
Website: [www.woodstoneapartment.com](http://www.woodstoneapartment.com)\* email: [info@woodstoneapartment.com](mailto:info@woodstoneapartment.com)

## **Resident Selection Criteria**

We take pride in our management and in our Community. We actively seek good residents to make their homes with us, and we strive to provide the best service we possibly can while they live in our Community. We screen all our applicants very carefully and we verify all information provided to us on the rental application you complete and from other sources available to us.

All adult applicants 18 or older must submit a fully completed, dated, and signed residency application. Applicant must provide proof of identity in the following forms, drivers license or state issued picture ID and social security card.

An applicant's household income must be stable and adequate to afford the rent and still be able to cover the rest of his/her household expenses. The Gardner Management standard for rent affordability is that no more than 50% of household income should be used for rent. Exceptions can be made only if the applicant will be receiving subsidy.

The number of members in a household, relative to the size of the apartment must meet local and/or state housing standards. To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a rental unit. Occupancy policies set standards regarding the number of persons that can be adequately housed in a unit of a particular size. In developing the occupancy policy for each unit, the owner will take into account the following:

- State and local codes regarding the number of persons permitted to dwell in a unit of a particular size;
- The size of the rooms in the particular unit;
- Procedures for sizing households for different unit types (how to consider temporarily absent household members); and
- The order in which the property will house eligible applicants and re-house existing tenants.
- A tenant who is disabled will not be considered over housed if the tenant requests an additional room for a live-in aide or an apparatus related to the tenant's disability.

In determining these restrictions, we adhere to all applicable Fair Housing Laws.

Credit Checks must not contain any of the following:

1. Unpaid landlord judgments or evictions,
2. Unpaid utility collections, or
3. Extensive history of bad checks.

Criminal History:

All applicants must consent to a criminal background investigation, which will be conducted in accordance with the Fair Credit Reporting Act, as amended.

The results of this investigation, along with other qualifying factors, will determine whether the applicant is qualified to lease the apartment.

With respect to criminal history, an applicant shall not be approved based on any of the following information:

1. Any applicant or household member is currently engaging in or has engaged in during a reasonable time as determined by the owner or Gardner Management before the submission of the application of any of the following:
  - a. Drug-related criminal activity,
  - b. Violent criminal activity,
  - c. Other criminal activity that would threaten the health, safety, or peaceful enjoyment of the property by other residents; or
  - d. Other criminal activity that would threaten the health or safety of the owner or any employee, contractor, subcontractor or agent of the owner or Gardner Management who is involved in the management and/or maintenance of property.
2. If the applicant or household member was evicted in the past three years from federally assisted housing for drug related criminal activity (unless the evicted member has successfully completed an approved supervised drug rehabilitation program or the family member who was responsible for the eviction is not part of the application).
3. An applicant or household member who is currently engaged in the illegal use of drugs or whose illegal use of drugs or pattern of illegal use of drugs would likely interfere with the health, safety or the peaceful enjoyment of the property by other residents.
4. An applicant or household member is subject to a state sex offender lifetime registration requirement.
5. An applicant or household member for whom there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, and the peaceful enjoyment of the community by other residents (This provision will be enforced consistent with the Fair Housing Act; the fact that the applicant has an alcohol problem is not grounds, by itself, to deny the application).

### **Reconsideration**

If you receive a denial due to information obtained from your criminal history screening and feel that you have new supporting information to add for reconsideration, please submit a request in writing with any supporting documentation to the site manager.

Our Community is a No Pet Community

Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

Applicants will be required to pay a security deposit at the time of lease execution. Applicants must be able to put utilities in their name and be able to pay any utility deposits that may be required.

Our company policy is to report all non-compliance with terms of your rental agreement or failure to pay rent, or any amount owed to the collection agency and to the credit bureau.

The purpose of this policy outlined at 7 CRF 3560.155 (e) and HB-2-3560. Asset Management Handbook Chapter 6, concerning Occupancy Policies in Rural Development Section 515

We are an equal opportunity housing provider. We fully comply with all Federal Fair Housing Laws. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin, sexual orientation and reprisal. We also comply with all state and local Fair Housing Laws.

Please sign and date this letter and return with application(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



APPLICATION FOR OCCUPANCY

Date Rcvd: \_\_\_\_\_

Woodstone Apartments
Of Kalamazoo, Michigan
Mailing Address: 3707 Greenleaf Blvd.\* Kalamazoo, MI 49008
Office (269)375-0920 Fax (269)488-8511

AUTHORIZATION for Release of Information

CONSENT

I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to and verify any information requested by Woodstone Apartments in connection with my application for lease. This includes records on my payment history, criminal history, lease violations or any other information requested.

INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verifications and inquiries that may be requested include but are not limited to: identity and marital status, employment, income, assets, medical or child care allowances, credit and criminal activity, and residences and rental activity.

GROUP OR INDIVIDUAL THAT MAY BE ASKED

The groups of individuals that may be asked to release the above information includes but not limited to: Previous landlords, employers, law enforcement agencies, utility companies, bank and other financial institution, credit providers and credit bureaus.

CONDITIONS

I agree that a photocopy of this authorization may be used for the purpose stated above. The original of this authorization is on file in the management office and will stay in effect for a year and one month from the date signed. I understand I have the right to review my file and correct any information that I can prove is incorrect.

SIGNATURES:

Head of Household (Print Name) Date
Spouse (Print Name) Date
Adult Member (Print Name) Date
Adult Member (Print Name) Date

**WOODSTONE APARTMENTS  
APPLICATION FOR LEASE**

**PLEASE PRINT CLEARLY**

Name of Applicant \_\_\_\_\_ Marital Status \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ How Did You Hear About Us? \_\_\_\_\_  
Current Home Address: \_\_\_\_\_ Apartment No. \_\_  
City/State/Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
How Long at Current Address \_\_\_\_\_ Monthly Rent or Mortgage \_\_\_\_\_  
Current Landlord \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Previous Home Address \_\_\_\_\_ Apartment No. \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Current Employer \_\_\_\_\_ Position/Occupation \_\_\_\_\_  
Years \_\_\_\_\_ Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Employer Contact \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Current Annual Income \_\_\_\_\_

**Name and relationship of all others who will occupy apartment:**

Co-Habitant(s) & Ages if Children \_\_\_\_\_  
Will Co-Habitant Contribute to Rental Payment? Yes [\_\_\_] No [\_\_\_] **IF YES, MUST FILL OUT APPLICATION**

**References:**

Name of Bank \_\_\_\_\_ Address \_\_\_\_\_  
Checking Account  (check if applicable) Savings Account  (check if applicable)

**Credit Reference:**

1.): \_\_\_\_\_ 2.): \_\_\_\_\_  
3.): \_\_\_\_\_ 4.): \_\_\_\_\_

**I authorize and direct property owner/manager to obtain credit reports, character reports, criminal reports, verification of rental and employment history.**

Applicant's Signature

x \_\_\_\_\_ Date \_\_\_\_\_