



RENTAL POLICY AND QUALIFICATION STANDARDS

Equal Housing Opportunity. Aldun Properties and the affiliated apartment communities of Churchill Place Apartments, Kensington Preserve Apartments, and Kensington Senior Living are equal housing opportunity providers and support and follow the state and federal fair housing laws. These entities do not discriminate based on race, creed, color, ancestry, national origin, religion, sex, marital status, familial status, disability, or affectional preference.

If applying for Kensington Senior Living, applicants must provide evidence of being age 55 and over and verify that all residents occupying the apartment are age 55 and over when surveyed by the management team. Pursuant to fair housing laws, Kensington Senior Living is permitted to allow up to twenty percent (20%) of its residents to be under the age of 55.

Touring Our Communities. When touring one of our communities, you may be shown a vacant apartment after it has been cleaned and prepared or a model apartment, particularly if the desired style of apartment is unavailable. In either instance, a photo ID is required to be shown prior to touring the community.

Availability. Applications are accepted on a first come, first serve basis. Pricing and availability are subject to change, without notice. No apartment will be reserved without an approved application (including supporting documentation), paid application fee, and paid security deposit.

Application Requirements. Each adult (over the age of 18) applicant must produce a government issued photo identification and fill out a rental application. There is a **non-refundable application fee** per adult applicant for processing the application. Applicants are encouraged to read these policies to determine if they feel they will qualify for occupancy before paying the non-refundable application fee.

Information on the application must be complete and verifiable. If application information cannot be verified, this is a basis for rejection. Submission of a false, misleading, or incomplete application is a basis for rejection or termination of a lease approved based on a false or misleading application.

Application Process. The applicant's information will be entered into a third-party scoring system, which determines rental eligibility. The application process typically takes approximately 24 hours to complete but could take longer if further investigation is required.

In taking an application and showing an apartment, we are each contemplating an ongoing business relationship. We are dedicated to treating you with professionalism and respect. In turn, we request a businesslike and courteous attitude. If any comments or behaviors during the application process lead us to conclude that this will not be a positive business relationship, this is grounds for rejection of an application.

The non-refundable application fee charged by the Aldun Properties apartment communities is applied to the costs of our resident screening and the use of a third-party residential screening service. We will not take an application fee unless we have an apartment available, or reasonably believe that an apartment will be available in the future.

We may return the non-refundable application fee if it rejects the applicant for a reason not stated in these rental policies or if we take more than one application fee on one apartment. If your application fee is to be refunded, tell us how to return the application fee: ☐ Mail it to your address on this form ☐ Destroy it ☐ Hold it for retrieval by you.

Minimum Income. All Aldun Properties apartment communities requires that **gross income be at least three (3) times the monthly rent.** *For example:* To rent a \$1000 per month apartment, gross income should be \$3000 per month. Proof of



stable and verifiable income must be provided. Acceptable methods of income verification may include: most recent two (2) pay stubs, tax returns, bank statements, (if you are self-employed), an official letter from employer on company letterhead, a letter from income tax preparer, account, or bank.

International Applications. International applicants with no Social Security Number must meet income requirements, have a qualified co-signer, and pay a security deposit in the amount of one month's rent. International applicants must present a valid international passport with a current US visa, a valid Green Card, or current refugee asylum status protection.

Pets. We **DO NOT allow pets** in any Aldun Properties' apartment community. This policy exists in order to provide a quiet community to be enjoyed by all residents

Smoking. Smoking is not permitted in the building, including inside an apartment and on decks and patios. Smoking is only permitted 25 feet away from a building or in a tenant's garage with the garage door open.

Housing History. We reserve the right to conduct a landlord reference request to inquire on each applicant's previous rental residence.

Security Deposit. A Security Deposit must be provided in order to hold the desired apartment under the approved applicant's name. The Security Deposit amount may vary based on apartment community and apartment floor plan. Please contact the apartment community for specific Security Deposit amounts.

Credit History. A credit history will be required for each adult applicant. Occupancy may be denied where any applicant has poor history of paying debts in a timely manner. It is important to note that credit evaluations are based on full credit profile, and not solely based on credit score.

Criminal History. A criminal background check will be completed for each adult applicant.

Renters Insurance. We require all residents to carry a renter's insurance (HO4) policy, with a minimum of \$100,000 per occurrence in liability coverage. All Aldun Properties apartment communities must be listed as additional interested party. A Declaration Statement is required prior to move in.

Co-Signer (Guarantor). A Co-Signer may be accepted, based on the third-party system recommendation. Co-Signers must be residents of the United States with a valid social security number, provide proof of income equal to or greater than four (4) times the monthly rent amount, and must have a credit score of 700 or higher. A Co-Signer must complete an application, a Co-Signer Agreement, and all other documents required by Management. A Co-Signer is fully responsible for the lease if the resident(s) default.

Cancellation of Application/Lease. If you have a signed lease agreement, you may be held responsible for the fulfillment of the lease.

Application Authorization. By submitting a Rental Application, an applicant consents to allow Aldun Properties and its affiliated apartment communities, through its designated agents and its employees, to contact any references listed on the application, and to obtain and verify an applicant's credit information, criminal information, and/or eviction information for the purpose of determining whether or not to lease an apartment to the applicant. The applicant understands that should he/she/they lease an apartment, Aldun Properties and its agent shall have the continuing right to review the applicant's credit information, criminal information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

By submitting a Rental Application, the applicant acknowledges that he/she/they has reviewed and agrees to the Rental Policy and Qualification Standards and accept that they are applicable to any member of the applicant's family or occupant included on the lease.





PROPERTIES

RENTAL APPLICATION

APARTMENT SIZE DESIRED _____

APARTMENT FLOOR LOCATION DESIRED _____

DATE OF OCCUPANCY DESIRED _____

Check
One:



4601 Alpine Ave.
Comstock Park, MI 49321
(616) 784-3900 • (616) 784-5303
leasing@churchillplace.com



13545 Kenowa Ave.
Grand Rapids, MI 49534
(616) 677-2900 • (616) 677-2901
leasing@kensingtonpreserve.com



13545 Kenowa Ave.
Grand Rapids, MI 49534
(616) 677-2900 • (616) 677-2901
seniorliving@kensingtonpreserve.com

Personal Information

APPLICANT'S FULL NAME		
LAST	FIRST	MIDDLE
SOCIAL SECURITY NO. _____		EMAIL: _____
DATE OF BIRTH _____		TEL: (____) _____
<u>OTHER RESIDENTS</u>		<u>RELATIONSHIP</u>
		<u>AGE</u> (OPTIONAL)
1. _____		_____
2. _____		_____
3. _____		_____
4. _____		_____

NO PETS ARE ALLOWED

Residential History

PRESENT ADDRESS _____	LANDLORD OR MORTGAGOR _____
CITY _____	STATE _____ ZIP _____
PHONE NUMBER OF LANDLORD _____	LENGTH OF TIME AT ADDRESS _____
MONTHLY PAYMENT _____	REASON FOR MOVING _____
PREVIOUS ADDRESS _____	LANDLORD OR MORTGAGOR _____
CITY _____ STATE _____ ZIP _____	STATE _____ ZIP _____
MONTHLY PAYMENT _____	LENGTH OF TIME AT ADDRESS _____

Employment History

APPLICANT'S EMPLOYER _____	LENGTH OF TIME _____
ADDRESS _____	TEL: (____) _____
POSITION _____	SUPERVISOR _____
OTHER RESIDENT(S)	
RESIDENT _____	EMPLOYER _____
ADDRESS _____	TEL: (____) _____
RESIDENT _____	EMPLOYER _____
ADDRESS _____	TEL: (____) _____

Other Information

DRIVER'S LICENSE NUMBER _____

AUTOMOBILE(S):

MAKE _____ MODEL _____ COLOR _____ LIC # _____ STATE _____

MAKE _____ MODEL _____ COLOR _____ LIC # _____ STATE _____

MAKE _____ MODEL _____ COLOR _____ LIC # _____ STATE _____

APPLICANT'S YEARLY INCOME \$ _____ HOUSEHOLD INCOME \$ _____

COMMENTS _____

IN CASE OF EMERGENCY, CONTACT _____ RELATIONSHIP _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ TEL: (____) _____

I acknowledge that I have reviewed and agreed to Aldun Properties' Rental Policy and Qualification Standards and accept that they are applicable to any member of my family or occupant included on the lease.

I certify that the above information is correct, and I understand that this application may be revoked if any information furnished upon this application is found to be incorrect.

I authorize Aldun Properties and its affiliated apartment communities, through its designated agents and its employees, to contact any references listed on the application, and obtain and verify my credit information, criminal information, and/or eviction information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Aldun Properties and its agent shall have the continuing right to review my credit information, criminal information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

I understand that until I am notified that my application has been approved and I have paid a security deposit, no specific residence will be held in my name.

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APPLICANT'S SIGNATURE(S):

DATE

DATE

– FOR OFFICE USE ONLY –

DATE OF APPLICATION _____ APPLICATION RECEIVED BY _____

APPLICATION:

APPROVED ☐
NOT APPROVED ☐

DEPOSITS:

DATE OF APPROVAL/NON APPROVAL _____

APARTMENT # _____

APT. ADDRESS _____

DATE OF OCCUPANCY _____

DATE AMOUNT

COMMENTS _____

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PROPERTIES

www.aldunproperties.com

