ALDUN
PROPERTIES

RENTAL POLICY AND QUALIFICATION STANDARDS

Equal Housing Opportunity. Aldun Properties and its affiliated apartment communities, including Churchill Place Apartments, Kensington Preserve Apartments, and Kensington Senior Living, provide equal housing opportunities and comply with all applicable federal, Michigan, and local fair housing laws. These entities do not discriminate because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, familial status, marital status, age, disability, height, weight, source of income, or any other status protected by applicable law.

Kensington Senior Living. Kensington Senior Living is intended and operated as housing for persons 55 years of age or older in accordance with applicable federal and state law. At least eighty percent (80%) of occupied units must have at least one occupant who is 55 years of age or older. Applicants and residents must provide age-verification information as permitted by law. Any occupancy by persons under age 55 is governed by the community's written occupancy policies and does not create a right to admission for an otherwise ineligible applicant.

Touring Our Communities. When touring one of our communities, you may be shown a clean and prepared vacant apartment or a model apartment, particularly if the desired apartment style is unavailable. For safety and property-access purposes, each prospective renter may be asked to present government-issued photo identification before entering a nonpublic apartment. This requirement will be applied uniformly, and alternative procedures may be available as a reasonable accommodation.

Availability. Complete applications, including required supporting documentation and fees, are considered in the order received, subject to availability and applicable law. Pricing and availability are subject to change without notice. No apartment will be reserved without an approved application, all required supporting documentation, payment of the applicable application fee, and payment of the required security deposit or other lawful reservation amount.

Application Requirements. Each adult applicant aged 18 or older must provide acceptable government-issued photo identification and complete a rental application. Applicants are encouraged to review these policies before applying or paying the applicable application fee.

Application information must be complete, accurate, and reasonably verified. Management may request clarification or additional documentation when information cannot initially be verified. Materially false or misleading information, intentional omissions, or fraudulent documentation may result in denial of the application or termination of a lease approved in reliance on that information, subject to applicable law.

Application Validity. Rental applications remain valid for six (6) months from the applicant's signature date, provided all material information remains true, accurate, and complete. Applicants must promptly report material changes. Management may require updated supporting documentation, and a new application is required after six (6) months.

Minimum Income. Applicants must demonstrate stable, lawful, and verifiable income sufficient to satisfy the applicable income standard. Unless otherwise stated in writing, gross household income must equal at least three (3) times the monthly rent. All lawful, ongoing sources of income will be considered consistently, including wages, self-employment income, Social Security, retirement income, veterans' benefits, housing assistance, and other qualifying sources. Aldun Properties will not exclude or discount an applicant's income because of its lawful source. Acceptable verification may include pay stubs, tax returns, bank statements, employer letters, benefit or housing assistance documentation, or letters from a tax preparer, accountant, financial institution, benefits administrator, housing-assistance administrator, or other reliable source.

Application Process. Aldun Properties may use a third-party consumer reporting or tenant-screening service to assist in evaluating an application. Aldun Properties applies its written qualification standards and remains responsible for the final decision. Applications are generally processed within one business day after receipt of all required documentation, although additional verification may require more time. Applications will be processed after receiving: (1) a completed application; (2) acceptable identity-verification documentation; (3) income, benefits, subsidy, or other lawful source-of-income verification; and (4) residential history for the preceding 12 months, or an explanation when such history is unavailable.

Aldun Properties is committed to treating applicants professionally and respectfully. Management may deny or discontinue processing an application when an applicant engages in objectively documented conduct that materially interferes with the application process, including threats of violence, unlawful harassment, intentional property damage, fraud, or repeated refusal to comply with reasonable and uniformly applied application procedures. This provision will be applied consistently and without regard to any protected characteristic, disability-related conduct, request for accommodation, or exercise of a legal right.

Application Fees and Refunds. A non-refundable application fee may be charged to each adult applicant to cover the cost of processing the rental application, including third-party resident screening services. The amount of the fee and applicable refund conditions will be disclosed before payment. Application fees will be accepted only when an apartment is available, or Management reasonably anticipates an upcoming vacancy.

Application fees will be refunded when required by applicable law or Aldun Properties' written application fee disclosure. Refunds will be issued by check and mailed to the applicant's address on file.

Co-Signer (Guarantor). A guarantor may be accepted under written, uniformly applied screening criteria. Unless otherwise disclosed, a guarantor must reside in the United States, provide acceptable identity and credit-verification information, demonstrate gross income equal to or greater than five (5) times the monthly rent, and satisfy the stated credit standard. The guarantor must complete an application, sign a guaranty agreement, and provide all required documentation. A guarantor is responsible for the resident's lease obligations as stated in the guaranty. When a consumer report contributes to a requirement for a guarantor or another less favorable condition, Aldun Properties will provide any notice required by law.

Applicants Without a Social Security Number or U.S. Credit History. Applicants who do not have a Social Security number or established U.S. credit history remain subject to the same lawful income, identity, rental-history, and occupancy standards as other applicants. Management may accept alternative government-issued identification and alternative documentation reasonably necessary to verify identity, income, and rental history. Any requirement for a guarantor, additional security deposit, or other condition will be based on uniformly applied screening criteria and not on national origin, citizenship, immigration status, or the type of lawful income received.

Pets. Pets are NOT permitted in any Aldun Properties apartment community. This policy helps maintain a quiet community for all residents to enjoy.

Smoking. Smoking, vaping, or burning tobacco, marijuana, or any other substance IS PROHIBITED inside any building, apartment, garage, deck, or patio. Smoking is permitted only in outdoor areas at least seventy (70) feet from an apartment building and thirty-five (35) feet from garages.

Housing History. Management may request landlord references and other reasonably available information concerning each applicant's prior rental history. Applicants who lack conventional rental history may provide reasonable alternative information. Rental history standards will be applied consistently and in accordance with applicable law.

Security Deposit. A security deposit may be required to reserve an apartment for an approved applicant. The amount may vary by apartment community and floor plan but, together with any other payment treated as a security deposit under Michigan law, will not exceed the maximum permitted by law. Security deposits will be received, held, administered, itemized, and returned in accordance with the Michigan Landlord and Tenant Relationships Act. Contact the apartment community for the applicable amount.

Credit History. A consumer credit report may be obtained for each adult applicant. Credit information will be evaluated under written, uniformly applied, tenancy-related standards and based on the applicant's overall credit profile rather than solely on a credit score. Applicants may be denied or conditionally approved based on specified credit factors, subject to applicable law and required adverse-action notices.

Criminal History. A criminal background check may be conducted for each adult applicant. Results will be evaluated under written, consistently applied screening standards and applicable law. The existence of a criminal record does not automatically disqualify an applicant.

Renters Insurance. All residents must maintain a renter's insurance (HO-4) policy with at least $100,000 per occurrence in liability coverage. The applicable Aldun Properties community must be listed using the insurer's appropriate interested-party designation. Proof of coverage or a declarations page is required before moving in and throughout the tenancy.

Withdrawal and Cancellation. An applicant may withdraw before signing a lease, subject to the application fee and deposit terms. Once a lease is signed, cancellation, reletting charges, mitigation of damages, and continuing rent responsibility are governed by the lease and applicable Michigan law.

Application Authorization. By submitting a Rental Application, an applicant authorizes Aldun Properties and its designated agents to contact references and obtain consumer reports and other reasonably necessary information to evaluate the application, as permitted by law. If information from a consumer reporting agency contributes in whole or in part to a denial, conditional approval, requirement for a guarantor, increased security deposit, or other unfavorable decision, the applicant will receive an adverse-action notice as required by the Fair Credit Reporting Act. After tenancy begins, Aldun Properties may obtain or review information only when permitted by law and reasonably related to account management, lease enforcement, renewal, collection, or another legitimate housing purpose.

By submitting a Rental Application, the applicant acknowledges that the applicant has reviewed and agrees to the Rental Policy and Qualification Standards and understands that they apply to each family member and other occupant included on the lease.

ALDUN
PROPERTIES

RENTAL APPLICATION

APARTMENT SIZE DESIRED _____

APARTMENT FLOOR LOCATION DESIRED _____

DATE OF OCCUPANCY DESIRED _____

Check One:

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

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

☐ KENSINGTON SENIOR LIVING
Ages 55 and Older
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 _____ PHONE (____) _____

OTHER RESIDENTS: RELATIONSHIP: MINOR/ADULT (AGE OPTIONAL)

Each adult applicant age 18 or older must complete a separate rental application.

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____

NO PETS ARE ALLOWED – Initials: _____ **NO SMOKING EXCEPT IN DESIGNATED PERMITTED AREAS** – Initials: _____

Residential History

PRESENT ADDRESS _____ LANDLORD/HOUSING PROVIDER: _____

CITY _____ HOUSING STATUS: RENT, OWN, OTHER (circle one)

STATE _____ ZIP _____

PHONE NUMBER OF LANDLORD _____ LENGTH OF TIME AT ADDRESS _____

MONTHLY PAYMENT _____ REASON FOR MOVING _____

PREVIOUS ADDRESS _____ LANDLORD/HOUSING PROVIDER:

CITY _____ STATE _____ ZIP _____ _____

MONTHLY PAYMENT _____ LENGTH OF TIME AT ADDRESS _____

Income and Employment Information

APPLICANT'S EMPLOYER _____ LENGTH OF TIME _____

POSITION _____ EMPLOYMENT INCOME _____

Proof of Income Required for Verification

OTHER RESIDENT(S):

RESIDENT _____ EMPLOYER _____

RESIDENT _____ EMPLOYER _____

APPLICANT'S TOTAL GROSS INCOME (annual/monthly, circle one) _____ COMMENTS _____

HOUSING ASSISTANCE _____ (annual/monthly, circle one) _____

IF MORE SPACE IS NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS.

Other Information

GOVERNMENT ISSUED ID NUMBER: _____

TYPE: _____ STATE _____ EXP. DATE _____

VEHICLE INFORMATION – FOR PARKING AND LEASE ADMINISTRATION ONLY

MAKE _____ MODEL _____ COLOR _____ LIC # _____ STATE _____

IN CASE OF EMERGENCY, CONTACT (OPTIONAL) _____ RELATIONSHIP _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE (____) _____

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge that I have reviewed and agree to Aldun Properties' Rental Policy and Qualification Standards, including those applicable to other occupants of the apartment.

I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that materially false, misleading, or unverifiable information may result in denial of my application or other action permitted by applicable law.

I authorize Aldun Properties, its affiliated communities, and designated agents to verify my identity, income, employment, rental history, credit history, eviction records, and legally permissible criminal history for purposes of evaluating my rental application. I understand that additional consumer reports may be obtained during my tenancy for legitimate purposes as permitted by law.

APPLICATION VALIDITY

This application remains valid for six (6) months from the date of my signature, provided all material information remains true, accurate, and complete. I agree to promptly notify management of any material changes and understand that updated documentation may be required to verify my continued eligibility. After six (6) months, a new application and supporting documentation must be submitted for rental consideration.

I understand that submitting or receiving approval of an application does not guarantee apartment availability or reserve a specific apartment. An apartment will be reserved only upon completion of management's required approval and reservation procedures.

EQUAL HOUSING OPPORTUNITY

Aldun Properties and its affiliated apartment communities, Churchill Place Apartments, Kensington Preserve Apartments, and Kensington Senior Living, are equal housing opportunity providers and comply with applicable federal, state, and local fair housing laws.

We do not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, familial status, marital status, age, disability, height, weight, source of income, or any other characteristic protected by applicable law.

EQUAL HOUSING OPPORTUNITY

_____

PRINTED NAME

_____ _____

SIGNATURE *DATE*

— FOR OFFICE USE ONLY —

DATE OF APPLICATION _____ APPLICATION RECEIVED BY _____

APPLICATION: APPROVED ☐ NOT APPROVED ☐

DATE OF APPROVAL/NON APPROVAL _____

IF NOT APPROVED, DATE OF ADVERSE ACTION LETTER ISSUED _____

CONSUMER REPORT RESULTS _____

APARTMENT # _____

APT. ADDRESS _____

DATE OF OCCUPANCY _____

DEPOSITS:

DATE	AMOUNT

COMMENTS _____

ALDUN PROPERTIES
www.aldunproperties.com

CHURCHILL PLACE

KENSINGTON PRESERVE

KENSINGTON SENIOR LIVING