

## **Rental Application Fee Disclosure Statement**

### **Rental Application Fee: \$50**

As part of your rental application, a rental application fee will be collected to facilitate the screening and background check. This Rental Application Fee Disclosure Statement outlines certain information related to your rental application fee.

You are notified and agree to the following:

1. Prior to paying the rental application fee, you downloaded and received a copy of this Disclosure Statement found on the Application Process and Disclosure page on our website.
2. You reviewed the screening criteria found on the Application Process and Disclosure page on our website and understand that your application will be judged based on that criteria.
3. We have disclosed the rental application fee to you, including any advertisement and posting related to the available rental unit and the actual rental application fee charged is consistent with those disclosures.
4. In the event the property you applied for is no longer available, due to another applicant placing a holding deposit on the home, you agree the rental application fee is non-refundable. Your application can still be applied to any of the other available properties.
5. Once an application is submitted, you are eligible to place the holding deposit. For any prospect who requires 3rd party approval of a unit will need to have the unit approved by that party prior to placing a holding deposit to secure a unit. The holding deposit will be applied to your security deposit once the household is approved. Holding deposits can be paid in our office Monday- Friday 9am-5pm (excluding holidays) via money order or cashiers check, can be paid online through the portal using a credit card or banking account (please ensure your move-in date is at least 14 days out from payment being received online), or can be left in an envelope in the drop box located near the front door of our office; please ensure the envelope has your name, the property applying for, time and date you are dropping it off.

6. The screening process for our rental units includes a review of the referenced criteria which is completed through a third party. The name and contact information for the screening agency is listed below:

AmRent  
250 E Broad St  
Columbus, OH 43215  
800-324-3681

7. The rental application fee listed above consists of the below charges. Applicant acknowledges that we may incur such costs which are reasonable and necessary to complete the screening and background check process.

AmRent (Criminal, Credit, and Cross ID Check)	\$12.40
Online Application Software	\$7.95
Office Administration (rental history check and income verification)	\$29.65

8. In the event you are not offered the rental unit applied for, you will receive a notice explaining the reason or reasons that the rental unit was not offered to you along with a list of resources that you may use to assist with future application processes.

**"Within thirty (30) days of receipt of a denial, the applicant may, if a person believes the City of Grand Rapids rental application fee ordinance has been violated, complete and file a complaint form with the City of Grand Rapids Code Compliance Department, 1120 Monroe Avenue NW, Grand Rapids, MI 49503"**