

DWELLING PLACE OF GRAND RAPIDS, INC.

Housing Application Denial Appeal

(Please complete and return to address below)

DATE: _____

1.) Your full name and complete mailing address:

2.) A daytime contact telephone number: _____

3.) Property from which you were denied: _____

4.) Date and description of why you were denied. *(Please attach a copy of the denial you received)*

5.) Dwelling Place will only grant exceptions to established screening criteria where there is evidence of mitigating or extenuating circumstances that would warrant an exception to the screening criteria *(See policy attached)* **THIS IS VERY IMPORTANT SO PLEASE READ THE POLICY BEFORE COMPLETING THIS FORM.** Simple stating that you would like a chance will not be adequate to grant approval on an appeal. Please state why your case warrants an exception. *(Use back of form if more space is needed)*

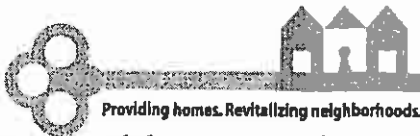
6.) If criminal history report(s) is more than 90 days old, please attach updated criminal history report(s) which can be obtained from GRPD *(See enclosed Waiver of Liability and Release of Claims form)*, and any supporting documents *(i.e. proof of participation in treatment program, money management course, etc.)* that you wish to be reviewed and considered. No appeal will be considered in which required documentation is not included with the appeal.

Your appeal should be addressed to: Dwelling Place of Grand Rapids Inc.
101 Sheldon Blvd. SE, Suite 2, Grand Rapids, MI 49503
Attn: KAREN LEWIS

Your appeal will be reviewed within the next 30 days. You may be contacted if further information is needed. You will receive a written response from the Appeals Committee within 45 days of your appeal. If you have additional questions regarding this, please feel free to call us at 454-0928 or write to the above address.

Signature _____
Applicant

Signature _____
Co-Applicant *(if applicable)*



Dwellingplace

101 Sheldon Blvd. SE Grand Rapids, Michigan 49503
Ph (616) 454-0928 Fax (616) 454-5249

Date _____

WAIVER OF LIABILITY AND RELEASE OF CLAIMS

I hereby authorize the Grand Rapids and/or Michigan State Police Departments to release any information that it may have in its records or may obtain from other sources under my name and birth date, including my fingerprints, to DWELLING PLACE OF GRAND RAPIDS, and I hereby release and forever discharge the City of Grand Rapids and/or Michigan State Police Departments and its agents, officers, and employees from any and all actions, causes or actions, claims and demands for, upon or by reason of any damage, loss or injury, which may be sustained by me in the nature of libel, slander, invasion of privacy or other results from errors or omissions in the information given or from the use of the information, whether by reason or unauthorized use, negligence or otherwise.

NAME _____
(Printed)

NAME _____
(Signature)

MAIDEN NAME OR ANY OTHER
NAMES USED _____
(If Applicable)

ADDRESS _____

DATE OF BIRTH _____

RACE _____ SEX _____

DRIVER'S LICENSE # _____

SS# _____

STATE OF MICHIGAN)

COUNTY OF KENT)

ON THIS ____ DAY OF _____, 200__ BEFORE ME PERSONALLY APPEARED __

_____ WHO, BEING DULY SWORN SAYS THAT HE/SHE SIGNED
THE ABOVE LIABILITY AND RELEASE OF CLAIM.

NOTARY PUBLIC, KENT COUNTY MICHIGAN

MY COMMISSION EXPIRES: _____

/kl/3/4/04.waiver firm.doc



DWELLING PLACE OF GRAND RAPIDS, INC.
POLICY FOR APPEALS RELATED TO HOUSING APPLICATION DENIALS AND/OR
REMOVAL FROM THE "BARRED LIST"

Revised December 20, 2007

To ensure compliance with all federal, state and local laws related to fair housing, as well as within applicable regulation compliance, Dwelling Place establishes screening criteria for each property that it manages. Dwelling Place provides regular, formal fair housing training to all of its staff to ensure that all housing applicants and other customers are treated in a fair and consistent manner related to housing. Consequently, Dwelling Place offers property managers very little flexibility when applying screening criteria for housing applications relating to extenuating circumstances.

Dwelling Place does recognize, however, that cases sometimes present themselves in which there are mitigating, extraordinary or extenuating circumstances that, when considered, would reasonably predict that an applicant may be a successful and stable resident, able to abide by all terms of the rental agreement. To ensure that these cases can be given proper consideration, all applicants are offered the opportunity to appeal a denial of their rental application.

Similarly, individuals who may have been previously barred from Dwelling Place premises for violating building policies or because of criminal history are also afforded the opportunity to appeal their status.

To consider these requests, Dwelling Place must carefully evaluate each appeal on a case-by-case basis against a set of established criteria that will help to determine the likelihood of an appellant's ability to abide by the terms of the rental agreement and/or other building policies. Dwelling Place must also ensure that it applies these criteria consistently in all cases.

An Appeals Committee has been formed to review written appeals which are properly submitted. The committee's composition, schedule and evaluation criteria are described below.

Appeals Committee Composition

The Dwelling Place Appeals Committee consists of the Chief Executive Officer, the Chief Operating Officer, and a member at-large appointed by the Chief Executive Officer. A minimum of two members must be present to constitute a quorum for action on appeals.

Appeals Committee Meeting Schedule

The Appeals Committee will meet approximately once in each calendar month throughout the year.

Appeals Committee Presentation Process

A Senior Property Manager, Property Manager and, if appropriate, a Resident Services Coordinator, will present each appeal case for consideration to the Committee, together with a recommendation following the established criteria.

Appeals Committee Criteria

- 1) In certain cases, rental applications are denied based on requirements within federal, state or local laws and/or regulations. In those cases including lifetime registrants which have had their names placed on the Criminal Sexual Conduct offenders list, appellants will be informed that no further action is possible.
- 2) In some properties, a previous rental history with some minimum period of lease is required. Generally, we do not grant exceptions to this policy since Dwelling Place offers other properties in which a minimum previous rental history is not required where applicants may apply. In certain circumstances, consideration may be given if the applicant is applying to live with a current resident who is in good standing in a Dwelling Place property.

Previous rental history is defined as one in which the appellant was the identified lessee on a formal written lease between the landlord and the lessee.

- 3) If landlord references or criminal activity is the cause of the denial or the reason for being placed on a barred list, appellants must demonstrate that they have successfully participated in and completed a "bona fide community treatment or intervention program" which specifically addresses the primary cause for denial of the application and/or for being placed on the "barred list". Applicants who are currently involved in a bona fide treatment program are eligible for this consideration if documentation can be provided that they have been successfully participating for at least a three month period.

A "bona fide community treatment or intervention program" is one that is widely recognized within the community, operated by a public or non-profit organization, and with sufficient rigor to be effective. Programs offering treatment for mental health, substance abuse, and/or management of aggressive/violent behavior must be accredited by a recognized accrediting agency or federal or state government. References from clergy, professionals and other individuals in the community, by themselves, shall not be sufficient evidence that the appellant can abide by the terms of the lease and/or building policies.

Exceptions to this requirement may be considered if the poor landlord references and/or criminal history is more than five (5) years old. For this exception to be considered, the appellant must have at least three (3) years of verifiable rental tenancy in the past five years, all of which must provide positive landlord references.

In the case of criminal history, this exception can be considered if the criminal history includes fewer than three (3) incidents, none of which were felony convictions for drugs or violent behavior and the appellant also has at least three (3) years of positive landlord references within the past five years.

- 4) If credit was the cause for denial for rental, appellants must demonstrate that they have adequately addressed credit history issues in one or more of the following ways:

- a) Proof of payment which satisfies outstanding debts.
 - b) Completed or currently participating in a credit counseling program where there is no further evidence of credit history problems since participating in the program.
 - c) Proof of established payment agreements with at least six (6) months of compliance with those agreements.
- 5) In addition to the above, appellants convicted of violent and/or drug related crimes within the previous ten (10) years may be required to demonstrate (1) one year of successful tenancy in another setting with no use/possession of a controlled substance and/or violent behavior before they will be considered for occupancy.
- 6) All appeals presentations must be accompanied by at least the following documents:
1. Appeal form completed by appellant or representative of appellant.
 2. Local and State criminal history (for applications) dated within 90 days of an appeal.
 3. Documentation of involvement in a "bona fide" community treatment or intervention program, per the criteria above, in cases where poor landlord history or criminal history is the cause for the denial.
 4. Documentation that all requirements in the criteria related to credit problems have been addressed, if credit was the basis for denial.

