



Addendum to the Application in Compliance with Chapter 18A Human Rights Ordinance

"The rental or lease of this property must comply with the City of Kalamazoo ordinance regulating the use of criminal background checks as part of the tenant screening process to provide individuals with criminal backgrounds a fair opportunity. For additional information please contact the City of Kalamazoo Civil Rights Board."

Screening Criteria: HMS determines the eligibility of an applicant based on the questions below. We do not automatically eliminate an applicant based on criminal background but use consistent criteria for determination. Those criteria include the severity of the crime, the length of time since incarceration, the length of time on parole, the report you provide regarding rehabilitation, any certificates you provide demonstrating your recovery, and your truthfulness at to your crime information. We do not automatically reject applicants with a criminal sexual conviction where the action was between consenting underage teenagers. We do reject all applicants that had anything to do with methamphetamines whether manufacture or use. We require answers to the following questions, but only if applicable:

1. Have you murdered anyone? _____
2. Have you committed great bodily harm to anyone? _____
3. Have you used a firearm or other device in private or public to threaten anyone? _____
4. Have you committed any acts of terrorism including threats to hurt or kill anyone? _____
5. Have you sold drugs of any kind to anyone? _____
 - a. Have you used, distributed or manufactured methamphetamines? _____
 - b. Did any drug involvement result in physical harm to anyone? _____
6. Have you spent time in prison? _____
 - a. What crime did you commit? _____
 - b. How long were you incarcerated? _____
 - c. When did you get out? _____
 - d. Are you on parole? _____
 - e. When does that end? _____
7. Are you in a half-way facility? _____
 - a. When does that program end? _____
8. Did you complete a rehabilitation program? _____
9. Did you attach your certificate with this application? _____

I understand that the answers to these questions are directly related to the screening criteria used by HMS and are not an immediate rejection of the applicant.

Print Name

Signature

Date