



Hickory Management Services

a special services real estate company

935 John St. Kalamazoo, MI 49001 P. 269-342-1488 F. 269-385-2089 www.hickorymanagement.com



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 eviction background but use consistent criteria for determination. Those criteria include the number of evictions, the length of time since last eviction, amount of money owed, type of damage left, effort to reconcile past debt with housing provider, any certificates you provide demonstrating your reconciliation or training in living standards, and your truthfulness as to your eviction history. We do not reject applicants who found it necessary to move due to domestic abuse. We do consider multiple events as a negative. We require answers to the following questions, but only if applicable:

1. Have you been evicted? _____
2. How many times have you been evicted? _____
3. When was the last time you were evicted? _____
4. Were you evicted for non- payment? _____
5. Were you evicted for reasons other than non-payment? _____
6. What was the reason? _____
7. Did you take steps to reconcile your debt with the housing provider? _____
8. Did you pay your debt, or have you maintained a current payment schedule? _____
 - a. If you have a payment agreement, what is the current balance? _____
 - b. If you have a current payment agreement, what are the terms? _____
9. Did you leave the premises in good condition and free of debris? _____
10. Was a court officer required to move you out? _____
11. Did you move for reasons of domestic abuse? _____
12. How many times did you terminate your lease due to domestic abuse? _____
 - a. If you did leave for domestic abuse, did you pay the rent to the day of vacating? _____
 - b. If you did leave for domestic abuse, did you leave the premises in good condition? _____
 - c. If you did leave for domestic abuse, did you leave the premises free of debris? _____



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13. Did you add to your family by inviting in any additional occupant(s) during any of the previous lease terms? _____
- a. If you added to the occupant count, did the housing provider know and approve? _____
- b. If you added to the occupant count, was the applicant an adult (18 yrs. or older)? _____
- c. If you added to the occupant count, did the occupant(s) agree to and actually pay rent? _____
14. During the term of any previous occupancy, did you bring an unapproved pet into the unit? _____
- a. If you brought a pet into the unit, what was the breed? _____
- b. If you brought a pet into the unit, did you seek your housing provider's approval? _____
- c. If you brought a pet into the unit, did you provide renter's liability insurance? _____
15. Did you take any class providing training on good living and citizenship practices as an occupant of a leased unit? _____
- a. Did you complete the program? _____
- b. 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

To securely turn in your app and supporting documents to HMS, please call 269.342.1488 to get instructions.