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| **Policies:**  **Beta and Delta Homes** | **Section Number: 1** | **Date issued:**  **October 2008** |
| **Section:**  **Application Process** | **Page 1 of 10** | **Date Modified:**  **April 2018** |

**Application Process**

1. The Baptist Manor is a senior citizen complex providing independent living to seniors 62 years of age and older.
2. The Beta Homes are located on 13 Mile. The Beta Homes are duplex in style with attached garage, central air, laundry room. 2-bath, 2-bed, living area with door-wall and patio, dining area, and eat-in kitchen.
3. The Delta Homes are located on 13 Mile. The Delta Homes are fourplex in style with a carport, 1 or 2 bedrooms, 1 bath, with private entrance, living area with door-wall and patio, dining area, kitchen and laundry room.
4. Beta and Delta tenants must show proof of rental insurance within the first 30-days of move-in and must maintain rental insurance annually. Proof of insurance may be faxed (248-539-1522) or delivered to the Central Office at 30301 w. 13 Mile Rd., Farmington Hills, MI 48334.
5. All applications for Betas and Deltas Homes are to be returned to the Rental Office.
6. Once the application is received, the marketing director will check it for completion. The applicant is screened for criminal and credit background check, eviction check, landlord verification (if appropriate), age and income appropriate.
7. If the background checks are acceptable, the application placed on wait list with time stamped date and time completed.
8. When a unit becomes available, the marketing director communicates with the applicant for a tour of the unit.
9. Marketing Director and tenant will walk through unit for first initial inventory checklist. The tenant will receive a copy plus a blank copy. The blank copy will be due within the first 7-days of signing the lease and used incase anything was overlooked.
10. Once the lease has been executed between The Baptist Manor and the applicant, a security deposit check and first month’s rent (prorated if appropriate) is collected from tenant and move-in instructions are handed over to the tenant along with the keys.

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| **Policies:**  **Beta and Delta Homes** | **Section Number: 1** | **Date issued:**  **October 2008** |
| **Section:**  **Selection Criteria** | **Page 2 of 10** | **Date Modified:**  **April 2018** |

**Selection Criteria**

The following selection criteria apply to both the Beta and Delta Homes.

1. ***Equal Opportunity Housing***. The Baptist Manor fully adheres to the Federal Fair Housing Law (Title VII of the Civil Rights Act of 1968, as amended by the Housing and Community Development Act of 1974), which stipulates that it is illegal to discriminate against any person because of race, color Religion, sex, national origin, marital status, handicap or familial status.
2. ***Credit Standing***. Eligible applicants must have a satisfactory history of meeting financial obligations, including timely payments of rent, bills, and judgments. A history of late payments of bills and/or rent will be ground for non-selection.

*In general:*

1. If the applicant has 3 or more non-medical collections in their history in the past three years, bankruptcy in the past 3 years or a public judgment against them in the past 3 years, the application will be rejected.
2. If an applicant has processed a ‘quick-claim’ deed within the last 2 years, the applicant will be rejected.
3. If the applicant has any unsatisfied tax liens within the last 10 years, the application will be rejected.
4. If The Baptist Manor receives unsatisfactory landlord verification or if the applicant has a previous eviction on the eviction report within the last 3 years, the application will be rejected.
5. In certain circumstances, our inability to verify sufficient credit references may be ground for rejection of an application.
6. ***Information on the Application****.* If the application is not fully complete, or a tenant refuses to give any requested information, or if The Baptist Manor finds the information is falsified, the application will be rejected.
7. ***Person Information***. An applicant, who is found to have a history of criminal activity and/or sex offences or felony or misdemeanor with or without involving physical violence to person or property, will be rejected.

Applicants whose reference check reveals a history of disturbance of neighbors, destruction of property or living habits that would adversely affect the health, safety or welfare of other residents and affecting the Goodwill of the Baptist Manor will not be selected for occupancy. Reference check of unsanitary and hazardous housekeeping habits will also be grounds for denial of occupancy.

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1. ***Verification of* Income***.* An applicant is required to provide proof of his/her income to prove their ability to pay the rent, and be in compliance with the lease. The Baptist Manor reserves the right to verify the income from third party verification.
2. ***Income Requirement****.*

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|  | 1-Bedroom Unit | 2-Bedroom Unit |
| Beta Home | n/a | $3200.00 |
| Delta Home | $2200.00 | $2400.00 |

1. ***Holding an Apartment.*** If an apartment is offered to an applicant and he/she cannot sign the lease in a reasonable time (30 days), the apartment will be offered to the next available person on the waitlist.

**House Rules**

1. Each tenant is entitled to two (2) keys free of charge. Extra keys can be collected from the office @ $2.00 per key. All keys will be returned to central office at time of move-out.
2. There will be no charge for lock-outs during normal office hours 8:30 am – 4:30 pm M-F up to three (3) times. Four (4) or more lock-outs will incur a charge of $5.00, as well as, lock-outs after normal business hours, including weekends and Holidays
3. All Patios must be kept clean and neat, as well as compliant with city zoning regulation. This may include, but not limited to, furnishings, unless they are specifically designed for external use, no beer kegs, trash bins or cans, storage of potentially dangerous or flammable, poisonous or hazardous substance.
4. Garbage bags, trash cans, and litter may not be stored or kept on a porch or patio and must be promptly disposed of in the dumpsters provided through-out the complex. Regular garbage pick-up is done through the city of Farmington Hills. On your regular day your garbage bin, provided by the city, can be placed outside of your carport space or at the end of your drive-way. If you are having trouble with garbage pick-up or need a new garbage bin please call the Farmington Hills City Works Department.
5. Tenants are not allowed to use the patio or its surrounding areas as storage for garden tools and appliances, or other gardening materials.
6. Tenants are not allowed to place nor have bird feeders. Bird baths on the campus on prohibited to safe guard against the West Nile Virus.

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1. All patio furniture must be clean and in good repair
2. Oil lanterns/torches, gas cans, lighter fluid or similar flammable/combustible holding materials, or any outside fire-pits (gas or wood) are strictly prohibited on The Baptist Manor campus. Smoke damage by such materials is not normal wear and tear and tenants shall be charged appropriately.
3. Grills: Residents are not to use grills or other gas/charcoal fueled appliance while in operation or while cooling, on any patios. All grills for cooking must be kept at least 50 feet away from any building.
4. No appliance or furniture or other property of the resident should be left outside for prolonged storage.

**Interior House Rules**

1. All units should be clean and sanitary.
2. All units should not be overcrowded and must have only the appropriate amount of furniture and belongings.
3. Tenant(s) must not have excessive storage materials (empty boxes, grocery bags, etc.)
4. Tenant(s) should not line stove drip trays or oven racks with aluminum foil.
5. The door to the electric switch box should not be covered by any furniture/wall decoration.
6. Any loose or malfunctioning electric fixture should be reported to maintenance immediately.
7. Tenant(s) using oxygen shall not smoke nor permit smoking by visitors in any unit.
8. Tenant(s) shall not place paper, plastic or other combustible objects on the stove due to fire hazards.
9. Waterbeds or fluid filled furniture are not permitted into any unit of The Baptist Manor.
10. The fire safety requirement prohibits any door or window of any unit to be blocked. Doors and windows must be kept as a freely accessible and unblocked pathway.

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| **Policies:**  **Beta and Delta Homes** | **Section Number: 1** | **Date issued:**  **October 2008** |
| **Section:**  **House Rules** | **Page 5 of 10** | **Date Modified:**  **April 2018** |

1. Tenant(s) may not use the dwelling for business purposes. A home office may be permitted if maintained for personal use.
2. Tenant(s) may not turn on stove to heat the unit.
3. Tenant(s) cannot attach any shelves, screen doors or other permanent improvements in the unit or outside of the unit including external walls, hallways, windows, and doors without prior approval from The Baptist Manor.
4. Tenants should not change or remove any part of the appliances, fixtures or equipment in the unit without The Baptist Manor’s approval.
5. **The tenant agrees that the tenant, members of the household, or guest of the household will not in any way tamper with the smoke detector in the unit including, but not limited to, removing the batteries from any smoke detector.**
6. Tenants must maintain their units in a clean and orderly condition. Old food, garbage, dirty food containers attract rodents and roaches, which can be a health hazard.
7. Tenants must avoid putting tough or fibrous materials down the garbage disposal and/or inappropriate materials down the toilets.
8. Tenants must notify The Baptist Manor about mal/non-functioning fixtures.
9. Tenants may hang a reasonable number of wall hangings/shelves on the walls; however, care should be taken to use appropriate hanging fixture so as not to damage the wall excessively.

**NOTE:** The Baptist Manor shall not have any responsibility for damages or losses incurred by the resident due to failure of utilities (electricity, water supply, etc.)

1. It is prohibited to use any adhesive backed hooks to hang pictures, shelves, etc.
2. Wallpaper is prohibited in the units. Contact paper may not be applied to the walls or cupboards.
3. If paint is applied to the walls which are other than the Baptist Manor standard shade, at move-out the resident shall pay the cost of applying an extra coat of paint to bring the shade to match the Baptist Manor’s standards.
4. The Baptist Manor provides window treatments (vertical blinds). Residents may not modify window treatments without permission from The Baptist Manor.
5. If the tenant smokes or allows smoking in the unit, the tenant shall be required to pay the cost of the stain kill, if necessary, to be applied when the unit is repainted.

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| **Policies:**  **Beta and Delta Homes** | **Section Number: 1** | **Date issued:**  **October 2008** |
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1. If the tenant chooses to have the unit, or any of its fixtures changed or modified at his/her own expense, from the standard that The Baptist Manor provides, he/she shall need to seek approval first. The Baptist Manor shall then reserve the right to:
2. Agree to such a change and make the modification a part of that unit and the tenant shall have no claim to it at move-out.
3. Agree to such a change but may require that the costs of reverting the unit to The Baptist Manor’s standard at the end of the tenant’s stay shall be the tenants responsibility.
4. Refuse such modifications, with sound reasoning.
5. Tenant must break down any boxes used for moving and place them in appropriate dumpster (recycling dumpster, if one is present).
6. At move-out, after the maintenance supervisor does the termination checklist, additional charges may be incurred at that time.

**Parking**

1. Tenant(s) may not park their vehicle in another tenant’s parking spot.
2. Any damage caused to the Baptist Manor’s property by a tenant’s vehicle will be the tenant’s responsibility.
3. All vehicles must be in an operable condition, should have a valid registration and license plates. Non-compliant vehicles may be towed at owner’s expense.
4. Driving on the lawn is not permitted.
5. Visitors should park in “Visitors Parking’ only.

**Visitors and Guests**

1. Visitors must follow all house rules.
2. The Visitor’s property and behavior are the responsibility of the tenant.
3. Visitors should not disturb the peace and quiet or livability of the premises.

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1. Tenants may have guests for not more than 14 consecutive nights. No additional move-ins are allowed without first proceeding with the application process, including background checks.
2. No visiting pets of any kind.

**Drug Activity Restrictions**

The tenant(s) agrees that the tenant and members of the household or any visitors/guests must no engage in or permit:

1. Any criminal activity, including drug related criminal activity, whether in the unit or elsewhere on or near the project.
2. Any other unlawful activity in the unit or the project.
3. With respect to unlawful or criminal activity, including drug-related criminal activity, the tenant acknowledges responsibility for the actions of himself/herself, all

individuals listed on the lease, and visitors/guests while said individuals are within the confines of the tenant’s unit or on the premises.

1. The tenant acknowledges that drug-related criminal activity includes, but is not limited to:
2. Possession, usage, distribution, transportation, sale, manufacture, or storage of illegal drugs and/or drug paraphernalia.
3. Conviction of violating any state or federal laws relating to illegal drugs and/or drug paraphernalia.

**Other Criminal Activity**

The Baptist Manor may terminate the lease agreement based on the following criminal activity engaged in by the tenant, any member of the tenant’s household, or and guest/visitor under the tenant’s control:

1. Criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.
2. Criminal activity that threatens the health, safety or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises.
3. Criminal activity that threatens the health or safety of any on-site property management staff responsible for managing the premises.

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| **Policies:**  **Beta and Delta Homes** | **Section Number: 1** | **Date issued:**  **October 2008** |
| **Section:**  **House Rules**  **Move-out Requirements** | **Page 8 of 10** | **Date Modified:**  **April 2018** |

1. Drug-related criminal activity on or near the premises: Drug-related criminal activity shall mean the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute or use of a controlled substance as defined in section 102 or the Controlled Substance Act 21 U.S.C. 802.

Violations of the above provisions shall be considered a material violation of the lease and good cause for termination of tenancy. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and provided by law, proof of violation shall not require criminal convictions, but shall be by a preponderance of evidence.

In case of an eviction for criminal activity including drug-related activity, the local post office shall be notified in writing of said eviction.

**Move-Out Requirements**

1. Tenant(s) must submit a 30-day written notice to vacate. Verbal notices are not acceptable. Tenant is responsible for rent for this entire 30-day period.
2. Tenant cannot adjust Security Deposit against last month’s rent. The rent is to be collected until the 30-day notice expires or longer if appropriate. The Security Deposit will be separately reconciled and returned to the resident within 30-days of move-out.
3. Tenant(s) shall fill out and return the Security Deposit Release Form giving a forwarding address.
4. Tenant(s) shall be present for the termination inventory/move-out inspection to be jointly conducted by The Baptist Manor personnel and the resident/or his/her appointee. If the resident does not wish to be present for the inspection, a written waiver may be provided. Tenant should set up a move-out inspection date with the office.
5. All keys and when appropriate, garage opener, are to be returned to the office.
6. Move-outs should be within office hours. If move-outs are before or after office hours, the move-out date shall be considered to be the next working day after the time of the move-out. The tenant shall be responsible for rent up to and including that date.

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| **Policies:**  **Beta and Delta Homes** | **Section Number: 1** | **Date issued:**  **October 2008** |
| **Section:**  **Deceased Tenants** | **Page 9 of 10** | **Date Modified:**  **April 2018** |

1. Tenant(s) should notify the office of actual move-out. The date of the move-out shall be one of the following, whichever is later. The resident is responsible for rent up to and including this date:
2. The date of the 30-day notice period expires
3. The date of receipt of keys by the central office
4. The actual date of move-out
5. Tenant(s) should ensure that the unit is handed over to The Baptist Manor in the good, clean and fully working condition that it was given to them at move-in. Tenant shall be responsible for any damages incurred to the unit that are beyond normal wear and tear.
6. Tenant(s) should remove all belongings and clean up before leaving. Tenant(s) shall be charged for removal of any items:
7. $10.00 for smaller items
8. $25.00 for larger items or that require special trash pick-up.
9. When tenant/families are removing/disposing large items or trash from the unit, they should ensure that the trash is disposed of in dumpsters and not around the dumpsters, on the road, or outside the unit of the building.
10. There is a special dumpster provided for larger and special trash pick-up. Tenant(s) can contact the central office for details of its location. Any trash left in unauthorized places will be the responsibility of the tenant(s).

**Deceased Tenants:**

1. The tenant has chosen individual(s) who may vacate their unit in the event of serious illness, death, or other circumstances, that would make the tenant unavailable to do so themselves.
2. If this designated person chooses not to or cannot take on this mission, the family of the tenant will need to appoint and assign one member of the family as the authorized representative. This individual will coordinate and reconcile the affairs of the deceased tenant(s).
3. In order to protect the belongings of the deceased tenant(s), The Baptist Manor shall change locks of the unit ASAP and the new key may be obtained from the central office by the appointed family member.

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| **Section:**  **Rent Collection Policy** | **Page 10 of 10** | **Date Modified:**  **April 2018** |

1. Rent will be due until the new key is handed over for the unit to the central office.

**Rent Collection Policy**

1. The rent on the unit is due on the first (1st) day of each month with a grace period up to the tenth (10th).
2. Checks and money orders are acceptable modes of rental payments. Cash or credit cards are not accepted.
3. All rental payments can be hand delivered, mailed to the central office or placed in secured mail receptacle in front of central office.
4. All checks/money orders should clearly state the following:
5. Name of the tenant
6. Address of unit
7. Month and year for which the rent is due
8. Exact amount of rent payable for the month in both words and numbers
9. Date
10. Signature
11. Late Fees: Non-payment of rent in full by the tenth (10th) of the month will lead to a late fee of $25.00 for the eleventh (11th) day, followed by $1.00 per day for each subsequent day the rent is late.
12. Bad Checks: Applicable bank charges will be charged to the tenant for any returned checks. If a tenant issues a bad check once, he/she may be required to make future payments only in the form of money orders.
13. Late Rental Payments: If rent is not received by the tenth (10th) of the month, a reminder notice will be sent to the tenant. If the tenant continues paying rent late, a lease violation may be issued. Three or more such lease violations may lead The Baptist Manor to issue a notice to vacate to the tenant who is at default.