



# Harbor Cove Apartments and Beach Club

9321 Harbor Cove Circle  
Whitmore Lake, MI 48189  
734-449-5520  
1-800-649-3777 TTY

November 1, 2017

This Selection Plan is for new applicants and existing residents wishing to add adult individuals to their household living at Harbor Cove Apartments and Beach Club.

## **Management Agent**

This property is managed by Legacy LLC, 950 Corporate Office Drive Suite 200, Milford, MI 48381. For any questions, please call 248-769-7370.

## **Purpose of Plan**

The purpose of this Resident Selection Plan is to establish guidelines for the selection of residents from a pool of applicants in accordance with state/federal civil rights and fair housing legislation, and to preclude admission of applicants whose habits and practices would have a detrimental effect on other residents, the property, or the neighborhood environment.

## **Availability of Plan**

This Resident Selection Plan is available to the public upon request. It may be reviewed in the site rental office at the address listed above during normal office hours.

## **Modification of Plan**

Management will review this Resident Selection Plan at least once annually to ensure that it reflects current operating practices. If the property feels the plan needs to be modified in any way, a notice of such modification will be provided by public forum to other interested persons.

## **Non-Discrimination**

It is the policy of this property to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

The property will not discriminate on the basis of race, color, sex, religion, age, handicap, disability, or national origin in the leasing, rental, or use or occupancy thereof. In addition, the property will not:

- Deny to any applicant the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- Provide housing which is different from that provided others;

- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services; or
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the program.

The property shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

### **Section 504 of the Rehabilitation Act of 1973**

It is the policy of this property to assure that qualified individuals with handicaps or disabilities are not discriminated against on the basis of their handicap or disability. The property also assures that these individuals will have equal opportunity to receive and enjoy the benefits of living at the property.

#### **Reasonable Accommodations**

The property will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehab Act of 1973, the property will make reasonable accommodation for individuals with handicaps or disabilities (applicants or residents). Such accommodations may include changes in the method of administering policies, procedures, or services at this property where such modifications would be necessary to afford full access to the housing program for qualified individuals with handicaps.

In reaching a reasonable accommodation with, or performing structural modifications for otherwise qualified individuals with disabilities, the property is not required to:

- Make structural alterations that require the removal or altering of a load-bearing structural member;
- Provide support services that are not already part of its housing programs;
- Take any action that would result in a fundamental alteration in the nature of the program or service;
- Take any action that would result in an undue financial and administrative burden on the property, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).

#### **Information Regarding Handicaps**

The property ensures that any questions related to handicapped information on the application for housing have to do with program eligibility. It is not required that any information regarding a possible handicap be revealed other than for program eligibility requirements.

#### **Neutral Policies**

The property will make reasonable adjustments to rules, policies, practices, and procedures in order to enable an applicant or resident with a disability to have an equal opportunity to use and enjoy the

unit and the common areas of a dwelling, or to participate in or have access to other activities conducted or sponsored by management.

### **Auxiliary Aids to Ensure Effective Communication**

The property will seek to effectively communicate with applicants, residents, and members of the public who are individuals with handicaps or disabilities. The property requests 7 days' notice in order to make any service, meeting, interview, appointment, or any business accessible through the use of auxiliary aids. Requests for auxiliary aids may include visual alarms, tactile signs, visual doorbells, readers, interpreters, large print or Braille applications, leases, and other information/communications, recordings of such information, and a community room television that provides closed-captioning service.

### **Assistance Animals**

Management will allow assistive animals which are defined as animals that are used to assist, support, or provide service to persons with disabilities. Assistance animals – often referred to as “service animals”, “assistive animals”, “support animals”, or “therapy animals” – perform many disability-related functions including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection, or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.

### **Reasonable Modifications**

In accordance with the Fair Housing Act, management will permit residents with handicaps or disabilities to make reasonable modifications to their individual units or common areas at the residents own expense. When the resident vacates the unit, s/he must agree to restore the premises to the condition that existed before the modification, if requested by the property. The property will not require this restoration if the modification benefits the property or is needed by another resident. To ensure that funds will be available to pay for restorations at the end of the tenancy, management will negotiate as part of the restoration an agreement requiring that the resident pay into an interest bearing escrow account, a reasonable amount of money, not to exceed the cost of the restorations. Management will require that the work be done utilizing licensed contractors, and that any required building permits will be obtained.

### **Mitigating Circumstances and Equal Access**

Section 504 and Fair Housing regulations state that consideration for mitigating circumstances shall be given to all persons applying for occupancy. If an applicant feels there is a mitigating circumstance or reasonable accommodation to be considered for determining occupancy, they should contact the property immediately to schedule a meeting. Management will provide assistance to insure equal access to a resident's documents. An individual with disabilities is responsible for providing her/his own transportation to and from the location where all documents are kept.

### **Privacy Act of 1974/ACT 5 U.S.C 552a**

It is the policy of the property to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and to ensure the protection of such individuals' records maintained by the property.

Management has established safeguards to deter any of its agents or employees from disclosing or inappropriately inspecting any documents.

**Consent to Disclose an Individual’s Information to Another Person or Entity**

The Privacy Act prohibits the disclosure of an individual’s information to another person without the written consent of such individual.

**Information on Handicaps/Disabilities**

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on an applicant’s/ resident’s handicap or disability will be treated in a confidential manner.

**Investigations into Fraud/Criminal Activities**

This privacy policy is not intended to preclude the cooperation of management/agent with local, state, or Federal investigations into fraud or criminal activity. With proper identification, the property is permitted to advise the investigating officer whether or not an individual is a resident, how long an individual has been a resident, and any other appropriate answers to questions related to the investigation. The property will not make files, forms, or documents available to the investigating officer unless a court order for such action is provided.

**PROOF OF IDENTITY/AGE RESRTICTIONS**

All Applicants 18 years of age or older must provide documentation of their identity in the form of a picture ID (Driver’s License, State ID, School ID, etc.). Applicants must be at least 18 years of age at the time of application submission.

**APPLICATION INTAKE AND PROCESSING** - All persons wishing to be admitted to the property, or placed on the property’s waiting list, must complete an application. Initial applicants are required to complete an application package prior to being considered for admission.

- A. The date and time the application package is initially received by the on-site office is the determining factor for waiting list and/or admission position.
- B. No preference for units will be given.

Applicants can submit applications by mail, email, fax or in-person. If an applicant(s) need further assistance or reasonable accommodations Harbor Cove Apartments and Beach Club will provide any reasonable request to assistance in the application process. Example, but not limited to: verbal submission through staff, translator (by availability) or TDD.

**Applicant Screening Policy**

Certain key questions relating to the applicant’s eligibility and resident history will be asked, including Social Security numbers, and the names, addresses and telephone numbers of current and former landlords. Failure to provide this information will result in cessation of application processing. Property staff will assist applicants, as needed, in understanding the application process and completing forms. Applicants will be instructed on what aspects of their background will be checked. An applicant has the right to voluntarily withdraw from the application process at any time.

## **MISINFORMATION/FRAUD**

The applicant will be rejected if it is determined that they purposely mislead, misinformed, misrepresented or committed fraud in completing the application, associated documents or application process. This includes but is not limited to criminal background information. If a determination is made to deny admission to the applicant, the property must notify the applicant (s) of the proposed denial of admissions, provide the subject of the record and a copy of the information the action is based on. Management will also provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

### **Prohibited Screening**

- The owner will comply with all applicable federal, state or local fair housing and civil rights laws and with all applicable civil rights related program requirements;
- The owner will not discriminate in its screening process based on race, color, religion, sex, national origin, age, familial status, or disability;
- The property will uniformly require all applicants to furnish evidence of ability to meet the obligations of tenancy, but will not impose greater burdens on persons with disabilities. Persons with disabilities may meet the requirements of the lease with the assistance of others such as attendant care providers;
- The owner will not require physical examinations or medical testing as a condition of admission;
- The owner will not require a donation, contribution or membership fee as a condition of admission;
- The owner will not make an inquiry to determine whether an applicant has a disability, or to make inquiry as to the nature or severity of a disability.

## **Procedures to determine an applicant's eligibility**

### **Screening for Credit History**

Management will screen all applicants for their credit activity using a statistical scoring model through AmRent which takes into account activity for the past 7 years. Management will not reject an applicant for a lack of a credit history or medical. Any non-telecommunication accounts or rental debt that shows delinquency, with a qualifying score will be an automatic denial.

### **Screening for Rental History**

Applicants with an unfavorable landlord history in the last 5 years will be declined. An unfavorable landlord history may be defined as any of the following items:

- Legal action for non-Compliance with rental/occupancy agreements
- Legal notices for non-payment of rent
- Outstanding balance owed to previous landlords
- Eviction by a previous landlord (for any cause)
- Fraudulent landlord information

### **Record of Eviction**

Management will check court records for evidence of evictions or judgments against the applicant, to determine the applicant's past history of meeting financial obligations, and their future ability to make timely rent payments. If it is determined by management that the applicant is not credit worthy, or has landlord court records within the last twelve months, the applicant will be rejected.

An applicant will in no way be held accountable by the property for the rental delinquency or other problems of a former household of which the applicant was a member, but not a leaseholder.

### **Screening for Marijuana Use**

The Controlled Substances Act (CSA) categorizes marijuana as a Schedule 1 substance and therefore the manufacture, distribution, or possession of marijuana is a federal criminal offense. Because the CSA prohibits all forms of marijuana use, the use of marijuana for recreational purposes or medical purposes is illegal under federal law even if it is permitted under state law. In addition, the property will terminate the tenancy for any household with a member who the property determines is illegally using a controlled substance, or whose illegal use, or pattern of illegal use, of a controlled substance is determined by the property to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

### **Screening for Drug Abuse and Other Criminal Activity**

If applicant meets the property credit screening criteria, the property will then process the criminal background check through AmRent (see attached). The applicant will be denied if they have engaged in the following criminal activity:

- Any household member is currently engaging in illegal drug use.
- Management determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.)
- Management determines that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Other criminal activity as outlined in the attached document.

### **Screening for Sex Offender Status**

Management will deny admission to any member of the household that is subject to a lifetime registration requirement under a state sex offender registration program. During the admission screening process, management will perform the necessary criminal history background checks in the state where the housing is located, and in every state where all household members are known to have resided. Management will use AmRent when screening for sex offender status.

If management learns that a lifetime sex offender was erroneously admitted, the property will offer the family the opportunity to remove the ineligible family member from the household. If management learns that a tenant is committing criminal activity while living on the property, management will terminate tenancy.

### Misrepresentation of Information

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history, or behavior in a manner that would affect eligibility, applicant selection criteria qualification, the application shall be rejected.

### New Additions to the Household

In order to add adult family members to the household the person or persons must complete an application package and are subject to the same criminal screening criteria as all incoming residents. If they do not pass the criminal screening criteria, they will not be allowed to move in to the household.

### Appeal Process

All denied applicants have 14 days to respond in writing as stated in the adverse action letter, or to request a meeting to discuss their rejection. Appeal letters should be sent to the management agent address on the cover page of this plan or emailed to [appeals@legacy.services](mailto:appeals@legacy.services). An appeals committee who was not involved in the initial decision to deny admission will conduct any meeting with the applicant. A written response will be sent to the applicant within 5 days following the review meeting with the final decision.

### Occupancy Standards

The household size cannot exceed the household size limits for the type of units provided at the development as established by local requirements. Pittsfield Township has adopted the International Property Maintenance Code 2012 (IPMC 2012) See attached.

<u>Type of Unit</u>	<u>Sq. Footage</u>	<u>Minimum Person</u>	<u>Maximum Persons</u>
1 Br, 1 Bath	140	1	3
1 Br, 1 Bath Dlx	140	1	3
2 Br, 1 Bath	112 + 138	1	5
2 Br, 2 Bath	132 + 148.5	1	5
2 Br, 2 Bath Dlx	180 + 156	1	7
2 Br, 2 Bath Loft	161 + 121	1	6
2 Br, 2 Bath Dlx Loft	252 + 117	1	8
3 Br, 2 Bath Dlx	156 + 160 + 288	1	9

### INCOME QUALIFICATIONS

Total household monthly income must be at least 2.5 times the monthly rental rate to ensure that the applicant(s) have the ability to pay the rent

Applicant must have been receiving current source of income for at least 120 days prior to application. (Unless transferring within the same property.)

### TRANSFER POLICY

### **Requests from Residents**

Once an applicant has become a resident, a transfer of units may be warranted. There are **Efficiency, 1, and 2 bedroom** sizes at this property. If a resident has an increase in family size, or has a medical/health condition that warrants a larger unit or **a unit that has special design features for a person with disabilities**, a transfer may be requested. On occasion there may be other requests for transfers that the property will consider on a case-by-case basis. All transfer requests must be made in writing, and must state the reason for the request. The request will then be forwarded to the property manager/owner for final approval.

### **Acceptable Reasons for Transfers**

Current residents may qualify for a unit transfer for one of the following conditions:

- Verified Medical and/or health conditions, including inability to use stairs, or the need for a live-in attendant;
- Family size increases or decreases, or composition changes;
- There is a need for a unit with special design features for a person with disabilities; or
- Other potential conditions not related to health, which will be reviewed on a case-by case basis by management

The resident initiated transfers must also qualify under the following except for medical reasons, household size, or transfer to an accessible unit:

INSERT PROPERTY REQUIREMENTS FOR RESIDENT INITIATED TRANSFERS:

#### **EXAMPLES:**

- Current on account for previous six months
- All damages in current unit are paid
- Current unit will be inspected before a transfer will be allowed
- Resident has no complaints in the previous twelve months
- Lease timeframe remaining on current apartment will carry to the new unit plus twelve months.
- Transfer fee of \$200 is due at transfer date.

### **Security Deposit for Transfers**

When a resident transfers to a new unit, the owner will require a new security deposit on the new unit and the previous security deposit will be refunded within thirty days less any damages or unpaid rent if applicable.

## Decision Criteria

Name: \_\_\_\_\_

Date: 7/1/2017

### Custom Decision Script Criteria

Decision Criteria	Custom Message
Criminal record(s): Sex Offender Registration (9601)	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Threat/Terrorizing Related Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Murder, Homicide, Manslaughter Related Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Sexually Oriented Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Abuse/Assault and Battery Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Abuse/Assault and Battery Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Theft, Robbery, B & E Related Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Domestic Violence Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Domestic Violence Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Abduction/Kidnapping Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Endangering, Neglect, Non-Support Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Arson Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Arson Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Prostitution, Solicitation Related Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Firearms, Weapons, Explosives Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Firearms, Weapons, Explosives Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Narcotics Drug Related Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Gang Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Gang Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Escape Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Escape Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Pornography Related Offenses	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Stolen Property Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Stolen Property Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Trespassing, Prowling Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Trespassing, Prowling Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Possess Drugs or Paraphernalia Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Possess Drugs or Paraphernalia Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Disorderly Conduct, Harassment Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter

Criminal Offense Description: Felony - Disorderly Conduct, Harassment Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Corruption of Minors Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Corruption of Minors Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Criminal Mischief, Prop. Damage Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Criminal Mischief, Prop. Damage Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Drunk Driving, Pub. Intoxication Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Drunk Driving, Pub. Intoxication Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Bond, Probation, Protection Order Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Bond, Probation, Protection Order Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Contempt, Obstructing Justice Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Contempt, Obstructing Justice Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Traffic, Vehicle Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Traffic, Vehicle Related Offenses older than 84 months	Warning- Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Felony - Offense not Categorized	Warning - Unknown felony offense-Send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal record(s): Probable Felony based on State DOC codes	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Environmental, Animal Related Offenses within the past <=84 months	Applicant does not meet property criteria - No further screening required. Send Adverse Action Letter
Criminal Offense Description: Felony - Environmental, Animal Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Uncategorized - Threat/Terrorizing Related Offenses	Warning-Uncategorized Threat/Terrorizing Related Offenses.Review to determine if felony.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Murder, Homicide, Manslaughter Related Offenses	Warning-Uncategorized Murder, Homicide, Manslaughter Related Offenses.Review to determine if felony.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Sexually Oriented Offenses	Warning - Uncategorized Sexually Oriented Offenses. Review to determine if felony.If felony=Send Adverse Action Letter.
Criminal Offense Description: Felony - Abuse/Assault and Battery Related Offenses within the past <=84 months	Warning - Uncategorized Assault Battery. Review to determine if felony within 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Felony - Abuse/Assault and Battery Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Uncategorized - Theft, Robbery, B & E Related Offenses	Warning - Uncategorized Theft, Robbery, B & E Related Offenses. Review to determine if felony.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Domestic Violence Related Offenses within the past <=84 months	Warning - Uncategorized Domestic Violence Related Offenses. Review to determine if felony within 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Domestic Violence Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Uncategorized - Abduction/Kidnapping Offenses	Warning - Uncategorized Abduction/Kidnapping Offenses. Review to determine if felony.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Endangering, Neglect, Non-Support Related Offenses within the past <=84 months	Warning-Uncategorized Endangering, Neglect, Non-Support Related Offenses.Review: if felony within 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Endangering, Neglect, Non-Support Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Uncategorized - Arson Related Offenses within the past <=84 months	Warning - Uncategorized Arson Related Offenses. Review: if felony within 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Arson Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Uncategorized - Prostitution, Solicitation Related Offenses	Warning - Uncategorized Prostitution, Solicitation Related Offenses. Review to determine if felony.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Firearms, Weapons, Explosives Related Offenses within the past <=84 months	Warning-Uncategorized Firearms, Weapons, Explosives Related Offenses. Review: if felony within 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Firearms, Weapons, Explosives Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review
Criminal Offense Description: Uncategorized - Narcotics Drug Related Offenses	Warning - Uncategorized Narcotics Drug Related Offenses.Review: if felony within 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Gang Related Offenses within the past <=84 months	Warning - Uncategorized Gang Related Offenses. Review to determine if felony with 84 months.If felony=Send Adverse Action Letter.
Criminal Offense Description: Uncategorized - Gang Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to <a href="mailto:crc@legacylately.com">crc@legacylately.com</a> for review

	Criminal Offense Description: Uncategorized - Escape Related Offenses within the past <=84 months	Warning - Uncategorized Escape Related Offenses. Review to determine if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Escape Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Pornography Related Offenses	Warning - Uncategorized Pornography Related Offenses. Review to determine if felony.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Stolen Property Related Offenses within the past <=84 months	Warning - Uncategorized Stolen Property Related Offenses. Review to determine if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Stolen Property Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Trespassing, Prowling Related Offenses within the past <=84 months	Warning-Uncategorized Trespassing, Prowling Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Trespassing, Prowling Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Possess Drugs or Paraphernalia Related Offenses within the past <=84 months	Warning-Uncategorized Possess Drugs or Paraphernalia Related Offenses. Review:if felony within 84 months.If felony=Send Adverse Action Letter
	Criminal Offense Description: Uncategorized - Possess Drugs or Paraphernalia Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Disorderly Conduct, Harassment Related Offenses within the past <=84 months	Warning-Uncategorized Disorderly Conduct, Harassment Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Disorderly Conduct, Harassment Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Environmental, Animal Related Offenses within the past <=84 months	Warning-Uncategorized Environmental, Animal Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter
	Criminal Offense Description: Uncategorized - Environmental, Animal Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Corruption of Minors Related Offenses within the past <=84 months	Warning-Uncategorized Corruption of Minors Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter
	Criminal Offense Description: Uncategorized - Corruption of Minors Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Criminal Mischief, Prop. Damage Related Offenses within the past <=84 months	Warning-Uncategorized Criminal Mischief, Prop. Damage Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Criminal Mischief, Prop. Damage Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Drunk Driving, Pub. Intoxication Related Offenses within the past <=84 months	Warning-Uncategorized Drunk Driving, Pub. Intoxication Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Drunk Driving, Pub. Intoxication Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Bond, Probation, Protection Order Related Offenses within the past <=84 months	Warning-Uncategorized Bond, Probation, Protection Order Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Bond, Probation, Protection Order Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Contempt, Obstructing Justice Related Offenses within the past <=84 months	Warning-Uncategorized Contempt, Obstructing Justice Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Contempt, Obstructing Justice Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Uncategorized - Traffic, Vehicle Related Offenses within the past <=84 months	Warning - Uncategorized Traffic, Vehicle Related Offenses.Review:if felony within 84 months.If felony=Send Adverse Action Letter.
	Criminal Offense Description: Uncategorized - Traffic, Vehicle Related Offenses older than 84 months	Warning -Uncategorized-review to determine if felony. If felony send to crc@legacylately.com for review
	Criminal Offense Description: Offense not Categorized	Warning - Unknown Offense - Review to see if Felony and what type
	Criminal record(s): Suppressed Sex Offender record(s)	Warning - State FCRA regulation requires suppression of sex offender record. Review criminal section of report & check state or national registry for details
	Error Code Returned from AmRent(999 )	Warning - Error Returned from AmRent - Contact Customer Support 1-800-324-3681
		Applicant meets property criteria
		Applicant meets property criteria if all warnings are cleared.

*Township of Pittsfield, MI  
Thursday, October 26, 2017*

## Chapter 6. Building Regulations

### Article IV. Property Maintenance

#### § 6-19. Adoption of International Property Maintenance Code.

The International Property Maintenance Code, 2012 Edition, as published by the International Code Council, is hereby adopted by reference as the Property Maintenance Code of Pittsfield Charter Township.

## CHAPTER 4

# LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

### SECTION 401 GENERAL

**401.1 Scope.** The provisions of this chapter shall govern the minimum conditions and standards for light, ventilation and space for occupying a structure.

**401.2 Responsibility.** The owner of the structure shall provide and maintain light, ventilation and space conditions in compliance with these requirements. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not comply with the requirements of this chapter.

**401.3 Alternative devices.** In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the *International Building Code* shall be permitted.

### SECTION 402 LIGHT

**402.1 Habitable spaces.** Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court. The minimum total glazed area for every habitable space shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

**Exception:** Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m<sup>2</sup>). The exterior glazing area shall be based on the total floor area being served.

**402.2 Common halls and stairways.** Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a 60-watt standard incandescent light bulb for each 200 square feet (19 m<sup>2</sup>) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with a minimum of 1 footcandle (11 lux) at floors, landings and treads.

**402.3 Other spaces.** All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures.

### SECTION 403 VENTILATION

**403.1 Habitable spaces.** Every habitable space shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section 402.1.

**Exception:** Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m<sup>2</sup>). The ventilation openings to the outdoors shall be based on a total floor area being ventilated.

**403.2 Bathrooms and toilet rooms.** Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.

**403.3 Cooking facilities.** Unless approved through the certificate of occupancy, cooking shall not be permitted in any rooming unit or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the rooming unit or dormitory unit.

#### Exceptions:

1. Where specifically approved in writing by the code official.
2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.

**403.4 Process ventilation.** Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

**403.5 Clothes dryer exhaust.** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

**Exception:** Listed and labeled condensing (ductless) clothes dryers.

### SECTION 404 OCCUPANCY LIMITATIONS

**404.1 Privacy.** Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

**404.2 Minimum room widths.** A habitable room, other than a kitchen, shall be a minimum of 7 feet (2134 mm) in any

## LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

**404.3 Minimum ceiling heights.** *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and *habitable basement* areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

### Exceptions:

1. In one- and two-family dwellings, beams or girders spaced a minimum of 4 feet (1219 mm) on center and projecting a maximum of 6 inches (152 mm) below the required ceiling height.
2. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over a minimum of one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

**404.4 Bedroom and living room requirements.** Every *bedroom* and *living room* shall comply with the requirements of Sections 404.4.1 through 404.4.5.

**404.4.1 Room area.** Every *living room* shall contain at least 120 square feet (11.2 m<sup>2</sup>) and every *bedroom* shall contain a minimum of 70 square feet (6.5 m<sup>2</sup>) and every *bedroom* occupied by more than one person shall contain a minimum of 50 square feet (4.6 m<sup>2</sup>) of floor area for each occupant thereof.

**404.4.2 Access from bedrooms.** *Bedrooms* shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other *habitable spaces*.

**Exception:** Units that contain fewer than two *bedrooms*.

**404.4.3 Water closet accessibility.** Every *bedroom* shall have access to at least one water closet and one lavatory without passing through another *bedroom*. Every *bedroom* in a *dwelling unit* shall have access to at least one water closet and lavatory located in the same story as the *bedroom* or an adjacent story.

**404.4.4 Prohibited occupancy.** Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

**404.4.5 Other requirements.** *Bedrooms* shall comply with the applicable provisions of this code including, but not limited to; the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical

receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

**404.5 Overcrowding.** Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

TABLE 404.5  
MINIMUM AREA REQUIREMENTS

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room <sup>a, b</sup>	120	120	150
Dining room <sup>a, b</sup>	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.093 m<sup>2</sup>.

a. See Section 404.5.2 for combined living room/dining room spaces.

b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

**404.5.1 Sleeping area.** The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. All sleeping areas shall comply with Section 404.4.

**404.5.2 Combined spaces.** Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

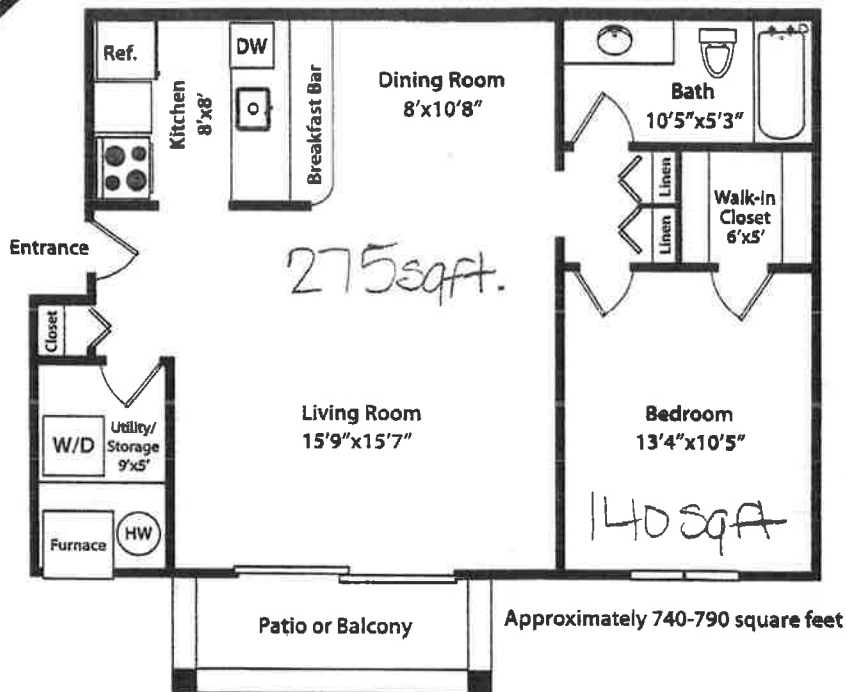
**404.6 Efficiency unit.** Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m<sup>2</sup>). A unit occupied by not more than two occupants shall have a minimum clear floor area of 220 square feet (20.4 m<sup>2</sup>). A unit occupied by three occupants shall have a minimum clear floor area of 320 square feet (29.7 m<sup>2</sup>). These required areas shall be exclusive of the areas required by Items 2 and 3.
2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
3. The unit shall be provided with a separate *bathroom* containing a water closet, lavatory and bathtub or shower.
4. The maximum number of occupants shall be three.

**404.7 Food preparation.** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.



## 1 Bedroom / 1 Bath



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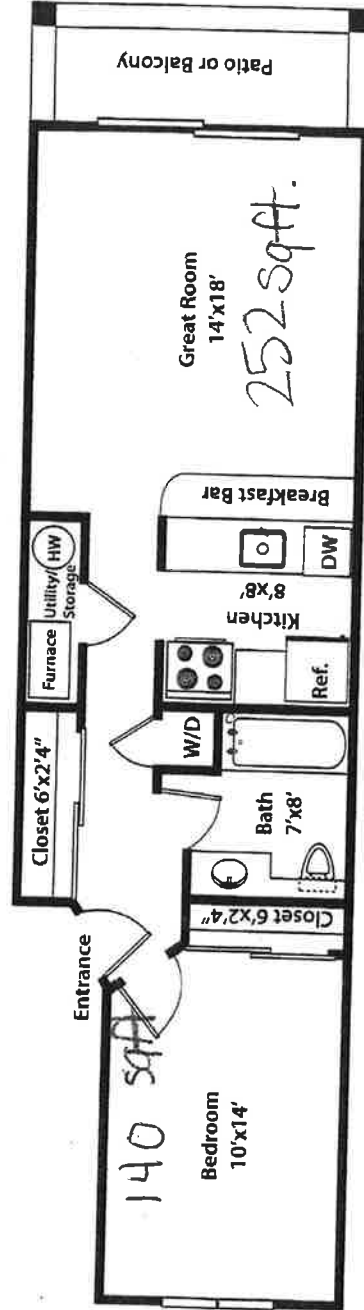
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Max Occupancy: 3

*Love Where You Live*



## 1 Bedroom / 1 Bath Deluxe



Approximately 700 square feet

Max Occupancy: 3

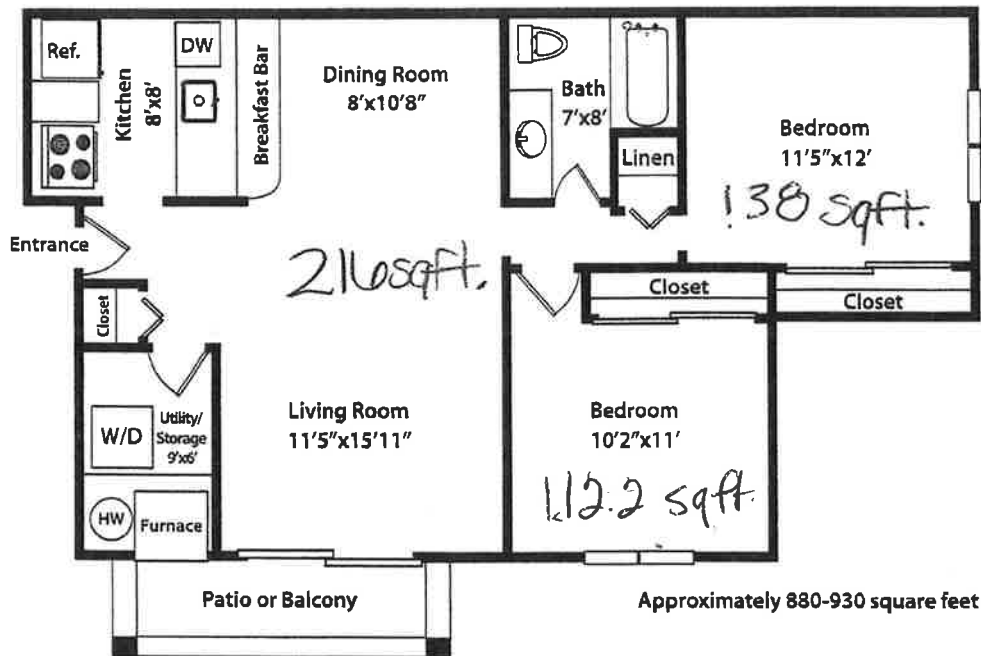
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## 2 Bedroom / 1 Bath



\$ \_\_\_\_\_

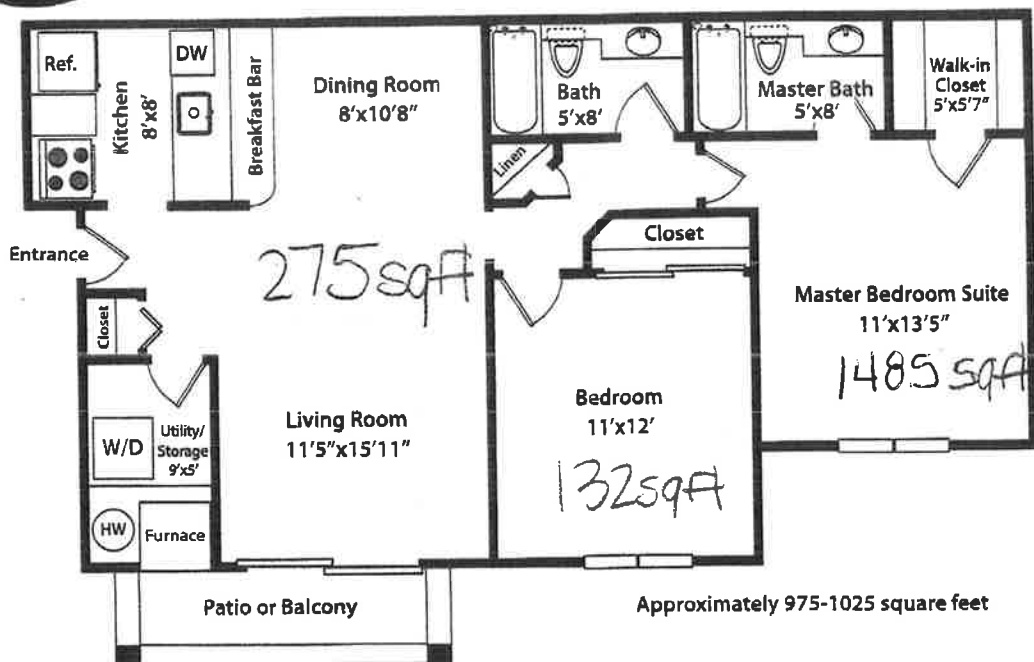
Max occupancy: 5

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*Love Where You Live*



## 2 Bedroom / 2 Bath



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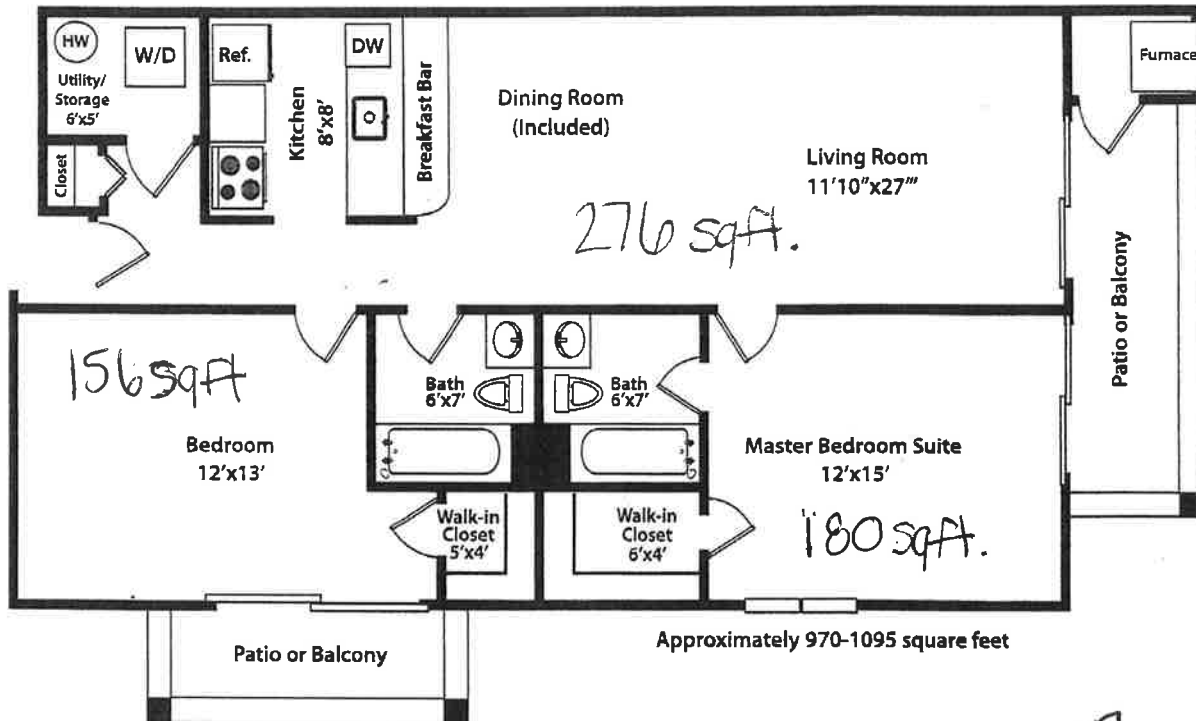
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Max Occupancy: 5

*Love Where You Live*



## 2 Bedroom / 2 Bath Deluxe



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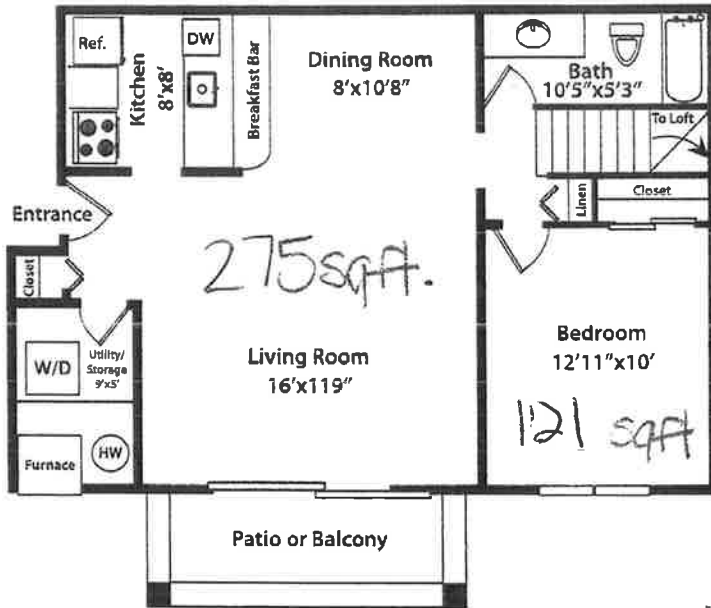
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Max Occupancy: 7

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## 2 Bedroom / 2 Bath Loft



Approximatel 1160-1210 square feet

Max Occupancy: 6

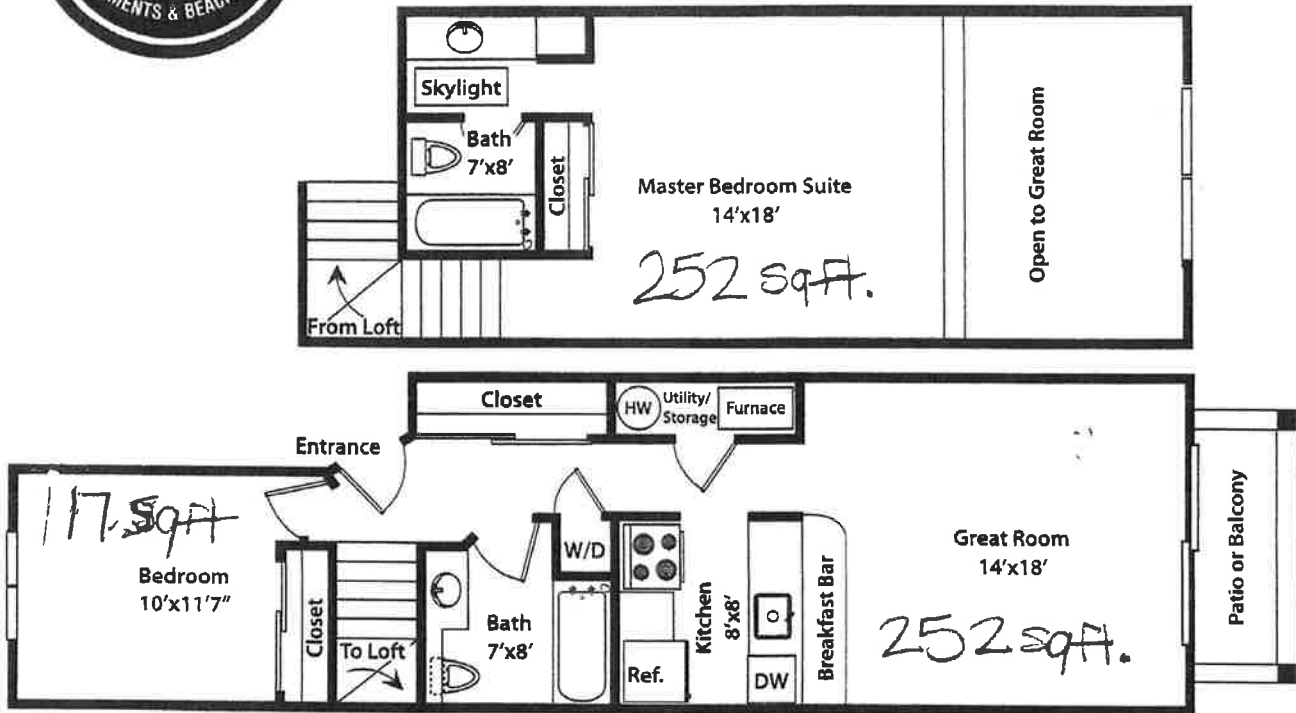
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## 2 Bedroom / 2 Bath Deluxe Loft



Approximately 1120 square feet

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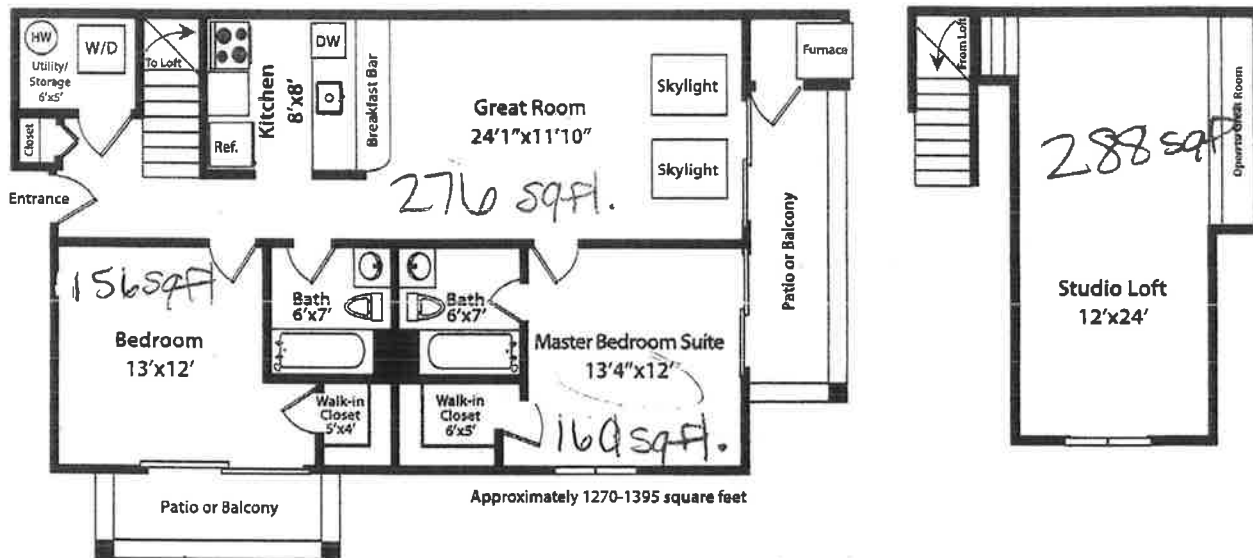
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Max Occupancy: 8

*Love Where You Live*



## 3 Bedroom / 2 Bath Deluxe Loft



Max Occupancy: 12

\$ \_\_\_\_\_

Today's Date \_\_\_\_\_

*Love Where You Live*