



# Seeker Application – Phase 1

This application allows the GRHomeShare to verify your eligibility for the program. The GRHomeShare welcomes applicants with a variety of backgrounds and experiences, and seeks to facilitate safe, healthy, and affordable housing matches. The consideration of this application by GRHomeShare staff requires the payment of a \$25 application fee. See "Applicant Processing Fees" for more information.

Once completed:

**Please mail application**  
materials (completed) to:  
New Development Corporation  
205 Carrier Street NE  
Grand Rapids, MI 49505



**Please scan and email**  
application materials  
(completed) to:  
info@newdevelopmentcorp.org

Name (First, Last):		Application Date:		
Street Address (Physical):		City:	State:	Zip Code:
Mailing Address (if different from above):		City:	State:	Zip Code:
Home Phone Number:	Cell Phone Number:	Email Address:		
Date of Birth:	Age:	Sex:	Marital Status:	
Number of People Seeking Housing Together:		Relationship to Seeker:		
How did you hear about GRHomeShare:				
Do You Live in the Grand Rapids City Limits:	Housing Needed From:	Housing Needed Until:		

### Please check the reason(s) you are interested in GRHomeShare

- Obtain Affordable Housing
- Language/Cultural Immersion
- Avoid Alternative Residence
- Sense of Security/ Well Being
- Connection to Community
- Ability to Afford Education/Training

Other: \_\_\_\_\_



Current/ Past Employment	Education
Occupation:	Institution:
Employer:	Field of Study:
Start Date:	Degree:
Supervisor:	Graduation Date:
End Date(if applicable):	

### Rent / Income / Transportation

Desired Monthly Rent w/ Utilities Included:	
Maximum Monthly Rent w/ Utilities Included:	
Your Estimated Monthly Income Gross:	
Your Source(s) of Income:	
Can you provide proof of Income:	
Do you have an operable vehicle:	
Do you utilize public transportation:	

### Personal History

As part of our application process, we do background/reference checks and a personal interview. In the interest of our participants and the maintenance of a sustainable program, applicants subject to lifetime sex offender registry requirements or who have ever been convicted of the manufacture, distribution, sale, or possession of methamphetamines or heroin are ineligible for the GRHomeShare Program. All other offenses are weighed on the basis of severity, date, and relevance to the safety of our participants. To begin this process:

Do you have any pending criminal charges:	
Have you had any criminal convictions:	
Have you ever been evicted:	



If yes to any of these questions please explain:

Empty box for explanation.

### Provider Assistance

At times home providers are in need of help with household activities. Your application will NOT be affected if you choose not to provide assistance.

Please indicate which services you are willing to provide:

- Housekeeping
- Groceries / Errands
- Cooking
- Yard Work/Snow Removal
- Heavy Lifting
- Computer/Tech Assistance
- Trash Removal / Mail
- Other: \_\_\_\_\_

Additional Comments:

Empty box for additional comments.

Approximately how many hours per week would you be comfortable providing the above assistance: \_\_\_\_\_

### Housing History

Please list all locations you have resided in the last 5 years			
Dates	Address	Rent/Own/Share	Reason for Moving
to			
to			
to			
to			
to			



## References

Please provide the names of at least 2 persons how have known you for 1 year or longer and who are unrelated to you. Please contact your references and let them know they can expect a phone call or email from the GRHomeShare program. Ask your references to provide the best day and time that they can be reached on weekdays. Progression through the program is dependent upon a completed reference check.

Name of character references	Relationship to you	Phone number or email address	Best day and time to be reached
1.			
2.			
3.			

Is there anything else that you feel we should know about you to help create a successful GRHomeShare match?

How did you hear about GRHomeShare?

I give permission for GRHomeShare staff and volunteers to contact the above named individuals to obtain reference information regarding my request for GRHomeShare. I understand that this information is needed to determine my eligibility for the GRHomeShare program. I waive any rights to review the information provided about me.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## Clarification Agreement of Non-Liability

The staff of the GRHomeShare will use their training and experience to bring together those persons who have housing and those persons who are seeking housing.

I understand that the GRHomeShare acts only as a facilitator providing the opportunity for the involved parties to come together and work out their own housing arrangements. GRHomeShare makes no promises, guarantees, warranties or claims regarding seekers or providers of housing. I understand that it is my responsibility to determine whether any individual referred to me may be compatible. All final decisions regarding GRHomeShare rest with the seekers and providers of housing.

I understand that the final decision on any living arrangement that I make is voluntary and the decision will be made solely by the parties in the living arrangement. I do not hold GRHomeShare or personnel legally responsible for my living arrangements, nor will they assume any liability for claims, damages, or other consequences which may arise from this arrangement.

Further, I understand that the GRHomeShare recommends that any housing arrangements should be set forth in a written agreement. I acknowledge receipt of a sample GRHomeShare agreement. The agreement includes provisions for 30 day notice to be given by seeker or provider of housing before terminating this arrangement. (The thirty day notice provision will not apply in the event of theft, property damage to owner's residence and/or belongings, abuse or any other situation which the parties and a representative from GRHomeShare deem unmanageable.)

While the seeker/provider may personally decide whom they wish to share their housing, based on their own preferences, GRHomeShare will not make any decision/referral based on an individual's race, color, religion, national origin, ancestry, age, gender, marital status, disability, sexual orientation or gender identity.

I further state that I am of lawful age and legally competent to sign this disclaimer. I have read and understand the above agreement.

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GRHomeShare Applicant Signature

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Date



## Background Consent Form

TO: Michigan Department of State Police  
Freedom of Information Unit  
7150 Harris Drive  
Lansing, MI 48913

As a prospective GRHomeShare participant, I understand that it is policy to secure conviction criminal history information as part of the screening process.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Maiden name/Names previously used: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Sex:  Male  Female

Driver's License Number: \_\_\_\_\_

I understand that the above information is required by the Central Records Division, Freedom of Information Unit, Lansing, Michigan.

I authorize and consent to GRHomeShare obtaining and utilizing the above information for the sole purpose of obtaining a criminal history file search.

\_\_\_\_\_  
GRHomeShare Applicant Signature

\_\_\_\_\_  
Date



## Credit Check

Name (printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, the above-named, hereby authorize and direct any federal, state, or local agency, organization, business, or individual to release to GRHomeShare any information or materials needed to complete and verify my application and credit check for participation in the GRHomeShare Program and my continued seeking and maintenance of housing as facilitated by GRHomeShare. I understand and agree that this authorization or the information obtained with its use may be given to and used by GRHomeShare in consideration of my application, administration, and enforcement of program rules and policies.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)



## Applicant Processing Fees

All applicants will pay a **\$25 flat application fee** when submitting their Phase I application as either a seeker or a provider. Applicants applying as couples may pay a joint application of **\$40**. Once an application has been approved, applicants will pay an additional **income-base match fee** based on the following sliding scale:

If your income is:	Your match fee will be:
Less than \$15,000	\$50
\$15,000-25,000	\$100
\$25,001-\$35,000	\$150
\$35,001-\$45,000	\$200
\$45,001-\$55,000	\$250
\$55,001-\$65,000	\$300
\$65,001-\$75,000	\$350
\$75,000 and Above	\$400

Matching fees are due following the selection of a compatible candidate profile by both applicants in the match. Both the application fee and matching fee cover up to 2 matches within a year of application. Beyond one year from the date of application, any additional matches requested require the payment of a new application and matching fee, which themselves cover an additional 2 matches within a year. Please note that regardless of the match number or date of fee payment, every new match instigates a new background check if more than 60 days have passed since the last check.

Fees may be paid in exact cash, check or through the PayPal donation feature of [NewDevelopmentCorp.org](http://NewDevelopmentCorp.org). **Please make all checks out to New Development Corporation.**

My Application Fee will be paid by:

- Cash
- Check
- PayPal