

# HomeSafe -Application and Tenant Selection Criteria

HomeSafe San Jose  
70 Kentucky Place  
San Jose, CA 95116

HomeSafe Santa Clara  
611 El Camino Real  
Santa Clara, CA 95050

## PLEASE PRINT LEGIBLY

APPLICATION TO RENT PROPERTY AT: (Circle one) San Jose / Santa Clara

Full Name of Applicant \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (day) \_\_\_\_\_ (msg / cell/ pager) \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ Expires \_\_\_\_\_ State \_\_\_\_\_

Please provide 2 years of Landlord History. If additional space is needed please use the sheet provided.

Name of Current Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long at present address: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long at present address: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long at present address: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name(s) of all other occupant(s) and relationship to applicant(s)

Name	Relationship	Birth Date	Social Security No.
_____	Child	_____	_____
_____	Child	_____	_____
_____	Child	_____	_____
_____	Child	_____	_____

Sources of income:

Present Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position or Title \_\_\_\_\_ How long with this employer \_\_\_\_\_  
Gross Income \$ \_\_\_\_\_ per (circle one) hour / week / month

Other Income: List all sources of income here such as TANF, Child Support, SSI, self employment, Alimony, etc.

Source \_\_\_\_\_ What do you estimate your total gross income to be? \_\_\_\_\_  
Gross income \$ \_\_\_\_\_ per (circle one) hour / week / month

Do you own an automobile? ☐ Yes ☐ No Make / Model / Year \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

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### Applicant Bank Account Information

Name of Bank	Address/Branch	Account Number	Type of Account

List any instrument of savings, such as Certificated of deposit, retirement plans that you can access, etc.:

Name of Account/Location	Account Number	Balance	Interest Rate

Do you own Real Estate (such as a house), either alone or with someone else? ☐ Yes ☐ No

If yes, do you receive any income from the real estate? ☐ Yes ☐ No

Have you sold or disposed of any assets in the last two years? ☐ Yes ☐ No

Have you been a party to an unlawful detainer action or filed bankruptcy within the last seven years?

☐ Yes ☐ No If yes, please explain \_\_\_\_\_

The property (HomeSafe San Jose or HomeSafe Santa Clara) shall be occupied only by the person(s) named in this application. Applicant(s) represent(s) the above information to be true, correct, and complete and hereby authorize(s) verification of the information provide, including obtaining credit report(s) and criminal at the actual cost of \$25.00 to be paid by applicant(s). Applicant(s) understand(s) and agree(s) that the landlord may disqualify applicant and/or terminate any rental agreement entered for any misrepresentation made above. Credit report is available to applicant only through the credit reporting agency.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Phone Number

### **General Information:**

**Applicants must be referred by Next Door Solutions and have met Next Door Solution's Program criteria.**

When units are available, qualified applicants based on income, and preliminary screening criteria will be scheduled for interview. The following items and information must be brought to the interview:

- A photo identification, such as Driver's License or California ID
- Your Social Security Card
- Birth certificates for household members under age of 18
- Note: the regulations of the Internal Revenue Service does not allow all the members of a household to be full-time students without meeting exceptions.

Certification of income and compliance with the Housing Credit Program are essential, failure to verify any required information will disqualify applicants.

## HomeSafe -Application and Tenant Selection Criteria

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### **Tenant Selection Criteria:**

- Only **extremely low and very low-income households will be considered.** (See the income limit table to determine your eligibility.)
- The rent to be paid should not exceed 40% of the household income – and absolutely must not exceed 50% of the household income unless the applicant can demonstrate ability to pay a higher percentage of their income. **Residents must demonstrate a financial ability to pay rent.**
- Applicants who have lived in rental housing must have a positive rental history. It must be verified with landlord references that include prompt payment of rent, compliance with rules and regulations, and evidence of no evictions. References from relatives are not acceptable. However, lack of rental history will not be taken as a bad or negative rental history.
- **Credit Report:** (An unlawful detainer report is included in the credit report.) The applicant may not have any unlawful detainers, no more than 3 current active collection accounts, or more than 3 negative accounts will be accepted.
- **Criminal Record:** No felonies, or misdemeanors involving drugs or other controlled substances; no felonies or misdemeanors involving violence against others; no felonies or misdemeanors involving theft or burglary, or crimes involving a minor, in the last seven years.

HomeSafe San Jose, HomeSafe Santa Clara and Charities Housing Development Corporation will not discriminate on the basis of marital status, race, color, religion, ancestry, gender, sexual orientation, age, national origin, Acquired Immune Deficiency Syndrome (AIDS) or Aids Related Condition (ARC), physical handicap, familial status or any other arbitrary basis. We are an equal housing provider.

### **Continuing Compliance:**

Once a person has been accepted for tenancy, they will be required to re-certify income and assets annually. This process absolutely must be completed prior to the anniversary date of move-in, or a 30-day notice to terminate tenancy will be issued.

### **Income Limits HomeSafe San Jose:**

HSSJ Income Limits	Family Size				
	1 person	2 persons	3 persons	4 persons	5 persons
No. of units	4	20			
Rent	\$558.00	\$550.00	\$550.00	\$550.00	\$550.00
Max income 30%	\$22,350.00	\$25,550.00	\$28,750.00	\$31,900.00	\$34,500.00

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HSSC Income Limits	Family Size				
	1 person	2 persons	3 persons	4 persons	5 persons
No. of units	4	20			
Max Income 35%	\$28,280.00	\$32,305.00	\$36,330.00	\$40,350.00	\$43,610.00
Max Income 40%	\$32,320.00	\$36,920.00	\$41,520.00	\$46,120.00	\$49,840.00
Max Income 50%	\$37,250.00	\$42,550.00	\$47,850.00	\$53,150.00	\$57,450.00

### HSSC Unit Rents

35% Income \$575

40% Income \$600

50% Income \$650

All 24 units at HomeSafe San Jose and HomeSafe Santa Clara are to be rented to extremely low income households, which qualify at 30% - 50% of AMI.

Six of the units at HomeSafe Santa Clara and five units at HomeSafe San Jose are financed by McKinney Act Funds and the occupants cannot pay more than 30% of their adjusted monthly income according to the HUD Handbook 4350.3.

I have read and received a copy of the HomeSafe Tenant Selection Criteria.

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

\_\_\_\_\_  
Date





**NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A  
CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

**(Please print or type)**

I, the undersigned consumer, do hereby authorize **HomeSafe San Jose/Santa Clara** by and through its independent contractor, **KROLL BACKGROUND AMERICA, INC. ("KBA")**, to procure a consumer report and/or investigative consumer report on me.

I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of application for residency at HomeSafe San Jose/HomeSafe Santa Clara, for the purpose of investigating any incidents of misconduct or criminal activity for which I am alleged to have been involved during the last seven years. These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, my personal credit history based on reports from any credit bureau; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **HomeSafe San Jose/HomeSafe Santa Clara/ Charities Housing Development Corporation KBA** by and through **KBA**, including, but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to **KBA**, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681et. seq.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY**

Printed Name: \_\_\_\_\_  
First Middle Last

Other Names Used (alias, maiden, nickname) \_\_\_\_\_

YEARS USED \_\_\_\_\_

**Current**

**Address:** \_\_\_\_\_  
Street /P. O. Box, City, State, Zip Code, County, and Dates you lived there

**Former**

**Address:** \_\_\_\_\_  
Street /P. O. Box, City, State, Zip Code, County and Dates you lived there

**Social Security Number:** \_\_\_\_\_ **Daytime Telephone Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State of Issuance:** \_\_\_\_\_ **\*Date of Birth:** \_\_\_\_\_

**\*Gender** \_\_\_\_\_

\*optional

\* This information will enable us to properly identify you in the event we find adverse information during the course of our background search.

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I, \_\_\_\_\_, state that the above information is accurate and true.  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**REFERENCES:**

**Charities Housing Development Corporation** would like to contact three individual who are able to give a reference for you. Suggestions include social workers, shelter workers, counselors, etc. Please fill in the information below and sign this form.

Name	Telephone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**RELEASE OF INFORMATION:**

I, \_\_\_\_\_, give permission to **Charities Housing Development Corporation** to contact the individual listed above to receive information about me. I understand that this release will remain in effect until six months from the first interview.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date