

When And How Do You Apply?

Applications will be accepted when a vacancy is expected. All applications received during the application period will be processed in chronological order (first come, first serve), until an applicant is selected for occupancy.

- Each adult (18 years old and over) must complete an application. The completed and signed application(s), copies of the Social Security Card or Tax Payer ID number, picture identification such as California Drivers License or California ID for all adult members of the household may be hand delivered or mailed to the Sunset Square business office at 2080 Alum Rock Ave., San Jose, CA 95116.

Tenant Selection Criteria

- The Tax Credit Program has strict guidelines for full time students. Household Eligibility must be determined at the time of application.
- A credit report will be processed. An applicant will be disqualified if they receive a report of derogative credit. Derogative credit includes: collection, negative current accounts, public record debt, and late accounts. A passing grade of 70 points is required. A copy of the report card is available. An exception may be made for unpaid medical bills. Exceptions to this rule must be approved by the property manager, in writing.
- An Unlawful Detainer Report will be processed. An applicant will be disqualified if they have been evicted by an unlawful detainer action in the past 7 years.
- Landlord references will be checked. In cases where the applicant has not lived in the same location for more than one year, previous landlords will also be checked. In order for a landlord reference to be acceptable, the tenancy must have been for duration of at least six (6) months, and the landlord must have an “arms length” relationship with the applicant. Family member and/or personal friends are not an acceptable landlord reference. An exception may be allowed for an applicant who has been paying market value rent for the past year or more, and can substantiate it with canceled checks, or other acceptable documentation. A negative landlord reference, by itself, is grounds for denial. Management reserves the right of disqualification for negative landlord references in order to ensure agreeable and pleasant surroundings for all residents. Any applicant may request that their application be reviewed by the property manager for exceptions to these general rules.
- In the event the applicant reports on the application that they have been convicted of a felony, a criminal background check will be processed to determine the nature of the conviction and to determine if they should be disqualified for tenancy. Applicants may be disqualified for tenancy if they have been convicted of any of the following: any felony, assault & battery, resisting arrest, weapons possession, theft, sex crimes, rape, molestation, spousal abuse, fraud, computer crimes, child endangerment, drugs, disturbing the peace, or any active warrant.

Tenant Selection Criteria

- The Household must qualify under low-income limits of 60%, 50% or 30% of Area Median Income (chart at end of this document). No household whose income exceeds 60% of AMI will be accepted.
- Income is verified to determine the ratio of gross income to rent. The following table lists the minimum required gross income based on unit size, percentage of Area Median Income (AMI), and monthly rent to qualify for the various units at Sunset Square.

Unit Size	%AMI	Monthly Rent	Minimum Gross Monthly Income Required
Studio	45	\$750.00	\$1,425.00
1 bedroom	30	\$594.00	\$1,129.00
1 bedroom	45	\$850.00	\$1,615.00
1 bedroom	50	\$850.00	\$1615.00
2 bedroom	50	\$1025.00	\$1950.00
3 bedroom	50	\$1,350.00	\$2,565.00

- Occupancy Standards: Studio: 1-2 persons
 1 bedroom: 1-3 persons
 2 bedrooms: 2-5 persons
 3 bedrooms: 3-7 persons
- Any applicant may be disqualified for tenancy if they display. Or have displayed, blatant disrespect, disruptive, or anti-social behavior towards management, property, or other resident at any time in the past three years.
- Any time an applicant is turned down, they will receive that reason in writing. If they do not agree with this notice for any reason they may appeal the decision by writing to the Resident Manager and requesting a review by or a meeting with the Property Manager. In the interest of minimizing vacancies, no unit will be held for an applicant once the “Notice of Applicant Disqualification” has been mailed out.
- All exceptions to these policies and procedures must be approved by the Property Manager, in writing, in order to be honored. Where errors have been made by the Resident Manager administering these policies and procedures, the file must be submitted to the Property Manager for disposition. The Resident Manager will submit all requests for exceptions to the Property Manager, by facsimile, and a return response will be within five working days. Any written response from the Property Manager may be copied for the applicant. The most commonly approved exceptions are listed below:
 1. Any family or person with a bankruptcy.
 2. A head of household who has recently been released from armed services and does not fit the normal historical criteria requirement.
 3. Persons that have not had the time away from their parents or guardians to develop a positive track record from landlords or credit.
 4. A lack of credit history may not be declared bad credit. If a family pays all bills in cash, and can demonstrate this fact then no credit, may be classified as good credit.

Tenant Selection Criteria

5. Cosigners may be offered or used by management to support an application that might otherwise be declined for lack of credit and/or landlord references. The process for approving an applicant with a co-signer is the following:
- a. A co-signer can only be approved by the property manager.
 - b. Before a co-signer can be considered, the manager must process the original applicant's application for landlord references, credit, employer and criminal background verification.
 - c. There must be any negative landlord or credit references for the co-signer or the applicant.
 - d. The applicant can offer the name of a responsible person who will guarantee the terms of the rental agreement for a minimum of one year. A responsible person will have an exemplary credit record (no negative accounts), stable living (such as owning their own home, or other property) and employment or substantial investment income.
- **Security Deposits** – The amount of the security deposit shall be equal to one month's rent.

I have read and received a copy of the Sunset Square Apartments Tenant Selection Criteria.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Applicant

Date

Family Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons
AMI*	\$78,600.00	\$89,800.00	\$101,100.00	\$112,300.00	\$121,300.00	\$130,300.00	\$139,300.00
50%	\$39,300.00	\$44,900.00	\$50,550.00	\$56,150.00	\$60,650.00	\$65,150.00	\$69,650.00
45%	\$35,370.00	\$40,410.00	\$45,495.00	\$50,535.00	\$54,585.00	\$58,635.00	\$62,685.00
30%	\$23,580.00	\$26,940.00	\$30,330.00	\$33,690.00	\$36,390.00	\$39,090.00	\$41,790.00

APPLICATION TO RENT

AN APPLICATION TO RENT IS REQUIRED FOR ANY OCCUPANT 18 YEARS OF AGE OR OVER

APPLICATION TO RENT PROPERTY AT: **SUNSET SQUARE APARTMENTS**
2080 ALUM ROCK AVE, SAN JOSE, CA 95116
(408) 251-4180

Full name of Applicant _____

Phone numbers _____

Soc. Sec. Number _____ Date of Birth _____

Driver's license Number _____ Expires _____ State _____

Present address _____

City _____ State _____ Zip _____

Name of current landlord/manager _____ Address _____

Landlord/manager's phone (____) _____ How long at present address _____

Reason for leaving _____

Previous landlord/manager _____ Address _____

Landlord/manager's phone (____) _____ How long at previous address _____

Reason for leaving _____

Previous landlord/manager _____ Address _____

Landlord/manager's phone (____) _____ How long at previous address _____

Reason for leaving _____

Co-Applicant Full name _____

Phone numbers _____

Soc. Sec. Number _____ Date of Birth _____

Driver's license Number _____ Expires _____ State _____

Present address _____

City _____ State _____ Zip _____

Co-Applicant current landlord/manager _____ Address _____

Landlord/manager's phone (____) _____ How long at present address _____

Reason for leaving _____

Previous landlord/manager _____ Address _____

Landlord/manager's phone (____) _____ How long at previous address _____

Reason for leaving _____

Previous landlord/manager _____ Address _____

Landlord/manager's phone (____) _____ How long at previous address _____

Reason for leaving _____

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

Name _____ Relationship _____ Birth date ____/____/____ Soc. No. ____/____/____

Name _____ Relationship _____ Birth date ____/____/____ Soc. No. ____/____/____

Name _____ Relationship _____ Birth date ____/____/____ Soc. No. ____/____/____

Name _____ Relationship _____ Birth date ____/____/____ Soc. No. ____/____/____

Applicant Present employer _____ Supervisor _____ How long with this employer _____

Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____

Position or title _____ Gross income \$ _____ per. _____

Prior employer _____ Supervisor _____ How long with this employer _____

Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____

Position or title _____ Gross income \$ _____ per. _____

Other Income \$ _____ per _____ Source _____ Auto make _____ Model _____ Year _____ License No. _____

In case of emergency, person to notify _____ Address _____ Phone (____) _____ Relationship _____

Applicant Credit Information

Name of creditor	Account number	Monthly payment	Balance due

Applicant Bank Account Information

Name of Bank	Address/branch	Account number	Type of account

Co-Applicant Present employer _____ Supervisor _____ How long with this employer _____
 Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____
 Position or title _____ Gross income \$ _____ per _____

Prior employer _____ Supervisor _____ How long with this employer _____
 Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____
 Position or title _____ Gross income \$ _____ per _____

Other Income \$ _____ per _____ Source _____ Auto make _____ Model _____ Year _____ License No. _____

In case of emergency, person to notify _____ Address _____ Phone (____) _____ Relationship _____

Co/applicant Credit Information

Name of creditor	Account number	Monthly payment	Balance due

Co/applicant Bank Account Information

Name if Bank	Address/branch	Account number	Type of account

Does either applicant plan to use liquid filled furniture? ☐ No ☐ Yes Type _____

Pet(s) (number and type) _____

Has either applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ No ☐ Yes

If yes, please explain _____

The property 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 provided, including obtaining credit report(s) at the actual cost of \$ 30.00 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 into for any misrepresentation made above. Credit report is available to applicant only through the credit reporting agency.

 Date Time Applicant Signature Phone (day) Phone (eve)

 Date Time Co/Applicant Signature Phone (day) Phone (eve)

**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 (Sunset Square Apartments) by and through its independent contractor, **KROLL FACTURAL DATA** located at **5200 Hahns Peak Drive, Loveland, CO 80538** to procure a consumer report and/or investigative consumer report on me.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, discerned through employment and education verifications; personal references; personal interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

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. § 1681 et. seq. and Cal. Civ. Code §1786.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Sunset Square Apartments 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 hereby release Sunset Square Apartments, **KBA** and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs or others making such claim or demand on my behalf, for providing a consumer report and/or investigative consumer report hereby authorized.

I understand that this Notice/Authorization/Release form shall remain in effect for the duration of my employment with said Company. Additionally, I give permission to investigate any incidents of workplace misconduct or criminal activity for which I am alleged to have been involved during my employment.

Further, I certify that the information contained on this Notice/Authorization/Release form is true and correct and that my application or employment will be terminated based on any false, omitted or fraudulent information.

Signature: _____

Printed Name: _____ Date: _____
First Middle Last

Other Names Used (alias, maiden, nickname) _____ YEARS USED _____

Current Address: _____
Street /P. O. Box City State Zip Code County Dates

Former Address: _____
Street /P. O. Box City State Zip Code County Dates

Social Security Number: _____ Daytime Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____ Date of Birth*: _____ Gender* _____

• Please provide me with a copy of my background investigation report. Yes ☐ No ☐

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