



WESTWOOD AMBASSADOR
2606 NEWHALL ST., SANTA CLARA, CA 95050
TEL: (408) 554-9367

TTY: (711) VCO/HCO TO VOICE:
ENGLISH (800) 855-7100
SPANISH: (800) 855-7200

General Information & Application Instructions

Thank you for your application to rent an apartment at **WESTWOOD AMBASSADOR**. As you go through the application process, please note that you bear the responsibility of providing any and all information required to determined eligibility.

This document is not intended to take the place of the Tenant Selection Plan. Please reference the Tenant Selection Plan for details on the information below. The Tenant Selection Plan will be available for review at your request and will be furnished at the time of a housing interview.

Application:

A completed housing application must be submitted within the waiting list opening period to be considered for housing. Please keep the following information in mind:

- **The application is to be filled-out in blue or black ink only.**
- **Incomplete application will be rejected.**
- **Do NOT use white-out.** If you make a mistake on the form, cross-it out with one line, write the correct information next to it and place your initials by the correction.

Application Period:

Applications will be available at the management office and on the web as follow:

- Online at www.charitieshousing.org: Starting July 22, 2016
- At the rental office: Starting July 25, 2016 through August 8, 2016.

Rental Office Address

Westwood Ambassador, 2606 Newhall St., Santa Clara, CA 95050
Office hours: Mondays & Fridays from 9am- 4pm.

Applications will be accepted starting July 25, 2016 and not a day earlier!!

All completed applications must be returned in person or via U.S. Mail to the management office by August 8, 2016. If sending by U.S. Mail, the application must be postmarked by August 8, 2016. San Tomas Gardens is not responsible for lost or delayed mail. All applications postmarked after August 8, 2016 will not be accepted. In person applications will not be accepted after August 8, 2016.
Faxed or emailed applications will not be accepted.

Documents to Submit with your Application:

- Completed application form with signatures from each adult applicant
- Signed copy of Application Screening Criteria must be returned (This document will be attached to the application packet)

Occupancy Standards:

| <u>Bedroom Size</u> | <u>Minimum Occupancy</u> | <u>Maximum Occupancy</u> |
|----------------------------|---------------------------------|---------------------------------|
| 1 Bedroom | 1 persons | 3 persons |

Waiting List: No more than 100 applications will be added to the wait list. The wait list will close after 100 applications are accepted or on August 8, 2016 whichever comes first. Once the limit has been reached or the date has been met, the Waiting List will be closed and a notice closing the list will be posted on the entry door of the rental office. It is important that everyone has an equal opportunity to submit an application, and therefore, no one will be given advance notice of when the property will open the Waiting List.

All applicants on the Waiting List are required to check in with the Onsite Manager every 180 days (or sooner if there is a change of address or telephone number). An applicant's failure to check in with the management may result in their name being removed from the Waiting List.



Charities Housing

WESTWOOD AMBASSADOR – RENTAL APPLICATION

PLEASE RETURN THIS APPLICATION IN PERSON TO:

2606 NEWHALL ST. SANTA CLARA CA 95050

MONDAYS & FRIDAYS 9:00 A.M - 4:00 P.M

OR MAIL TO: PO Box 28628, SAN JOSE CA 95159



Equal Opportunity Housing

TTY/VCO/HCO 711 to Voice:
English 800.855.7100
Spanish 800.855.7200

Note: Use blue or black ink only. Do NOT use white-out. Cross mistakes with one line, initial and write corrected information next to it.

I/ We understand that **this property has a non-smoking policy but Charities Housing cannot guarantee a smoke free environment** ☐ Yes ☐ No
What is your preferred size of unit? Choose only one: ☐ 1 bed (1-3 persons)

APPLICANT

APPLICANT HOUSEHOLD INFORMATION – List below all of the people you expect to live in your household at Move-in

| Full Name | Relationship to Head of Household (HOH) | Gender Male Female Leave blank if wish not to report | Date of Birth | Social Security Number | Student of Higher Education Yes or No |
|-----------|---|---|---------------|------------------------|--|
| | HOH | | | | |
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____Yes ____No Are you expecting any future additions to your family due to pregnancy adoption, foster child(ren), 50% custody of child(ren) or other family composition? If yes, explain: _____

____Yes ____No Do you have a child away at school who will live at your residence during school recesses?

RENTAL HISTORY - List 2 years of residential history below

State your current living situation: ____Own my Home ____Live with friend/family ____Renting ____Lacking nighttime Residence

| | |
|------------------------|--|
| Your Current Address | |
| Landlord/ Contact Name | |
| Landlord's Phone # | |
| From/To Dates | |
| Reason for Leaving | |

| | |
|-----------------------|--|
| Your Previous Address | |
| Landlord/Contact Name | |
| Landlord's Phone # | |
| From/To Dates | |
| Reason for Leaving | |

____Yes ____No Does every household member listed above currently live at the same address? If not, provide HH member current address: _____

____Yes ____No Have you or any member of your household ever been evicted from rental housing? If Yes, describe: _____

____Yes ____No Do you or any member of your household owe money to HUD, an apartment community, or previous landlord? If yes, list Name/Address/amount: _____

TOTAL HOUSEHOLD INCOME

List all money earned or received by each member of your household below.

| Family Member Name | Employment (Monthly Income) | Public Assistance (Monthly) | Child Support (Monthly) | SS/SSI/Pension (Monthly) | Unemployment (Weekly) | Other |
|--------------------|--------------------------------|-----------------------------------|----------------------------|-----------------------------|--------------------------|-------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ | \$ |
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| | \$ | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ | \$ |

____ Yes ____ No Does anyone regularly give you cash or help you financially in any way? If yes, explain _____

____ Yes ____ No Does anyone regularly pay some of your bills such as utilities, rent, phone, electric/gas? If yes, explain _____

ASSET INFORMATION

Below list all assets for each household member. Assets such as Checking, Savings, CDs/Stocks/Bonds, Retirement Funds, Debit Card, Cash/Deposit box, 401K, Life Insurance, etc. Please provide information below.

| Family Member | Bank Name | Account Type | Account Number | Value |
|---------------|-----------|--------------|----------------|-------|
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____ Yes ____ No Do you or any household member own any real estate or mobile home? If yes, describe _____

____ Yes ____ No Have you sold or disposed of any assets in the last two years? If yes, describe _____

____ Yes ____ No Has any member of your household been convicted of a misdemeanor, felony, illegal manufacture or distribution of a controlled substance including marijuana? If yes, explain _____

VEHICLES

Make/Model _____ Year _____ Color _____ Tag # _____ State _____

Vehicle Register to _____

Make/Model _____ Year _____ Color _____ Tag # _____ State _____

Vehicle Register to _____

ADDITIONAL CONTACT INFORMATION, in case management is unable to reach you

Person to Notify: _____ Phone (____) _____ Relationship _____
Address _____

Person to Notify: _____ Phone (____) _____ Relationship _____
Address _____

FOR MARKETING PURPOSES, Please let us know how you heard of us:

____ Newspaper Ad ____ Drove by ____ Resident Referral ____ Word of Mouth ____ Website ____ Other: _____

Note: All household members 18 and older must sign this application.

By signing this application, I certify the accuracy of the information captured herein. I authorize management to contact my present/prior landlords for information regarding my tenancy, and to access records pertaining to me which may be on file with credit bureau authorities. I authorize a criminal background check for all adult family members. I understand that all information I have listed is subject to verification and that a final decision on eligibility cannot be made until all verification are complete. I understand that it is a crime to knowingly provide false information for the purpose of obtaining or maintaining occupancy in, and/or, for the purpose of securing a lower rent in, a subsidized housing unit, and that the penalty for knowingly providing false information is up to five years in prison and/or \$10,000 fine upon conviction.

I hereby do swear and attest that all of the information herein about me is true and correct.

Print Name _____ Sign _____ Date _____

Print Name _____ Sign _____ Date _____

Print Name _____ Sign _____ Date _____

Applications are recorded according to the date/time of receipt. Incomplete applications will be rejected.



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Rent up Tel: (408)554-9763

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Application Screening Criteria

Thank you for your application to rent an apartment at **WESTWOOD AMBASSADOR**. As you go through the application process, please note that you bear the responsibility of providing any and all information required to determine eligibility.

This document is not intended to take the place of the Tenant Selection Plan. Please reference the Tenant Selection Plan for details on the information below. The Tenant Selection Plan will be available for review at your request and will be furnished at the time of a housing interview.

This document outlines the criteria each applicant is expected to meet before moving to the compliance housing interview process. The information below is obtained via a credit and background check as well as landlord and other references.

Review of Applications (Please see Tenant Selection Plan for additional detail).

All applicants begin with 100 points. Passing is 70 points or higher. Points are deducted as follows:

| | |
|------------------------------|---|
| Current collection accounts: | less than 3 years old: subtract 10 points |
| Old collection accounts: | more than 3 years old: subtract 5 points |
| Late payments: | subtract 5 points |
| Public records - unpaid debt | subtract 5 points |
| Unrated accounts: | subtract 2.5 points |
| Negative trade accounts: | subtract 5 points |
| Charge off or Profit & Loss | subtract 5 points |
| Tax Liens | subtract 5 points |

An exception may be made for unpaid medical expenses and/or student loan debt if all other credit accounts have been paid as agreed. Exceptions may only be approved by the Property Supervisor.

Unlawful Detainer Report: An Unlawful Detainer Report (U.D.) will be processed through the U.D. Registry, Inc. An applicant will be disqualified if they have been evicted from any prior residence, for any reason.

Landlord References: The purpose of verifying landlord references is to determine if the applicant has demonstrated an ability to pay rent on time and to meet the requirements of tenancy. **In order for a landlord reference to be acceptable, the tenancy must have been for duration of at least twelve (12) months, and the landlord must have an "arm's length" relationship with the applicant.** Household members 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. Current landlord references will be checked. In cases where the applicant has lived at their current address for less than one (1) year, prior landlord references may also be checked. A negative landlord reference, by itself, is grounds for denial.

Criminal Background Investigation: A criminal background investigation will be performed by Kroll Background America, Inc. on each applicant. As criminal background checks are done county by county, the On-Site Manager will select all counties which come up on the credit report, landlord references, and employment history. Applicants will be disqualified for tenancy if they have been convicted, in the last 7 years, of any of the following:



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- | | |
|-------------------------|---------------------------|
| i. Any felony | viii. Molestation |
| ii. Assault and Battery | ix. Spousal Abuse |
| iii. Resisting Arrest | x. Fraud |
| iv. Weapons Possession | xi. Computer Crimes |
| v. Theft | xii. Child Endangerment |
| vi. Sex Crimes | xiii. Drugs |
| vii. Rape | xiv. Disturbing the Peace |
- xv. 3rd party background software may check the Sex Offender Registry. This is a search of a State's registered sex offenders. Any applicant whose name is listed as a registered sex offender may be disqualified regardless of when the incident occurred.

Employment / Income: Employment and/or other income, including non-earned income must be verified by a third party to ensure that the applicants' household income falls within the income guidelines listed above.

Special needs: Any disabilities requiring reasonable accommodation must be documented. If it is determined that the applicant does not qualify for the requested accommodation, the applicant's name will be returned to their original place on the Waiting List.

Disclosure of Social Security Numbers: Applicants are asked to disclose SSN or Tax ID Number in order to make an eligibility determination. The head of household/spouse/co-head are asked to bring SSN/ITIN for all household members at least six years of age and older to the initial interview. If no SSN/ITIN has been assigned to a particular household member less than 6 years of age, the applicant must sign a certification stating that no SSN or ITIN has been assigned.

Other Reasons for declining an applicant:

- a) Management reserves the right of disqualify applicants if needed to ensure agreeable and pleasant surroundings for all residents. An applicant can be disqualified if they display, or have displayed, behaviors that contravene or would contravene the rules and regulations of the property.
- b) No pets are allowed. This policy does not apply to service and / or support animals. A form is available from the leasing office for a reasonable accommodation for a service and/or support animal.
- c) An applicant must complete/provide and return all the paperwork requested within the stated deadlines or will be automatically passed over for the next applicant in chronological order, unless the Property Supervisor gives the applicant an authorization in writing for more time. The applicant passed over will remain the next household in chronological order until they provide the information. After 10 calendar days from the initial request, this application will be considered denied unless a written extension has been given by the Property Supervisor.
- d) During construction and lottery application period, applicants are required to stay away from the construction site. Applicants who enter the construction site may have their application denied.

Exceptions:

- a) All exceptions to these policies and procedures must be approved by the Property Supervisor, in writing, in order to be honored. If any errors are made by the Onsite Manager administering these policies and procedures, the applicant's file will be submitted to the Property Supervisor for clarification and final determination.
- b) The Onsite Manager will submit all requests for exceptions to the Property Supervisor, by facsimile, and a return response will be within seven (7) business days.
- c) Any written response from the Property Supervisor may be copied for the applicant.



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- d) The most commonly approved exceptions are listed below:
- Any household or person with a bankruptcy.
 - No credit may not be declared bad credit. If a household pays all bills in cash, and can demonstrate this fact, then no credit, may be classified as good credit.
- e) Additional exceptions will be made as regulatory agreements may require.

I have read and understand the information provided above.

Applicant (s):

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____