



Charities Housing

PENSIONE ESPERANZA- RENTAL APPLICATION

PLEASE RETURN THIS APPLICATION TO:
598 COLUMBIA AVE, SAN JOSE, CA 95126
MONDAY THROUGH FRIDAY 9AM – 4PM
SINGLE ROOM OCCUPANCY – 1 PERSON



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

APPLICANT

Full Name _____

Phone numbers: Cell:(____)_____ Work: (____)_____ Home: (____)_____

Soc. Sec. / or ITIN Number. ____/____/____ Date of Birth ____/____/____ Email: _____

Driver's license or government issued Identification Number: _____ Expires ____/____/____ State _____

Current address: _____ City: _____ State _____ Zip _____

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 Are you expecting any future additions to your family due to pregnancy adoption, foster child(ren) or 50% custody of child(ren)? If yes, explain: _____

___ 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
	\$	\$	\$	\$	\$	\$

___ 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

____ 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 _____

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.

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), UD report(s), and criminal background report(s) at the 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.

____ - (____) _____ (____) _____
Date Time Applicant 1 Signature Phone (day) Phone (eve)

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

Date/Time Application Received _____

Pensione Esperanza Qualification Criteria

Thank you for your application to rent an apartment at Pensione Esperanza. 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 Criteria. Please reference the Tenant Selection Criteria for details on the information below. **The Tenant Selection Criteria will be available for review at the rental office. A copy will be provided upon request.**

WHEN AND HOW DO YOU APPLY FOR AN APARTMENT?

Applications: Maximum of one occupant per unit. Applications must be complete to be considered. Use blue or black ink only. **Incomplete applications will not be accepted. Do NOT use white-out, cross mistakes with one line, initial and write corrected information next to it.**

How to submit your application:

Pick-up and drop off applications at Pensione Esperanza, 598 Columbia Ave, San Jose, CA 95126 or

Download an application from www.charitieshousing.org;

- Pick up an application in person starting November 28, 2016 between 9:00 am and 4:00 pm, Mon – Fri.
- **Faxed or emailed applications will not be accepted.**

At Housing Interview appointment:

- **Release for Credit and Criminal Background check for each adult applicant**
- **Photocopy of government-issued Photo ID for each adult applicant**
- **Photocopy of Social Security Card or Tax ID for each adult applicant**
- **Money order in the amount of \$30.00 for each adult applicant**
- **Proof of assets and income**

APPLICATION SCREENING

For all adults in the household processing an application will include: Credit Investigation, Unlawful Detainer Report, Landlord References, Criminal Background Investigation including sex offender, Employment, Asset or Income Verification, and Verification of Special Needs(s). Charities Housing reserves the right to change the credit and criminal reporting agencies at any time.

*Special Violence Against Women's Act of 2013 (VAWA): It reflects the statutory changes made by the 2013 reauthorization and emphasizes the importance of providing housing protection and rights to victims of domestic violence, sexual assault and stalking. The definition of VAWA to include violence committed by intimate partners of victims, and by providing that tenants cannot be denied assistance because an affiliated individual of theirs is or was a victim of VAWA crimes. In service of the VAWA requirements, this property has:

- Established an Emergency Transfer plan to provide emergency transfers when requested, under the plan.
- Where a victim of VAWA has requested a lease bifurcation, has established a reasonable time to establish eligibility or to find new housing when the household has to be divided as a result of a VAWA crime.
- VAWA protections are extended to applicants. Applicants cannot be denied housing because they are a victim of a VAWA crime.
- Applicants and in place tenants are to be notified of their rights under VAWA.

Application Fee: There is an application fee per person. This fee covers the cost of the credit, unlawful detainer reports and criminal background check. The application fee entitles an applicant to a copy of their credit report. Application fees are based on actual costs incurred by the site to run credit and background reports. Please contact the rental office to inquire about the cost. The application fee is waived for certain special needs units. For more information, contact the property manager.

Applications will be rated on a score system to qualify for housing. **Credit and Tenant performance** information received during the screening process will affect the applicant score. All applicants are expected to have a passing score of 70 points out of 100 to be considered for housing. Applicants with no credit history will receive a maximum of 80 points to fairly outweigh positive and/or negative trades as would an applicant with established credit history.



A Credit Report: A credit report will be obtained to evaluate financial responsibility. Credit will be rated on a scoring point system. The following criteria will be rated:

- a. Collections
- b. late accounts,
- c. negative accounts
- d. Public records and bankruptcy filed within the last 3 years.
- e. Total negative Tax Liens over \$500 will be denied.

NOTE: Applicant utility accounts must be current to qualify for a rental unit – NO EXEPTION

Exception may be made for extraordinary unpaid medical expenses, student loans and paid collections. Exceptions may only be approved by the Regional Manager.

Tenant Performance: An applicant's score may be impacted by negative tenant performance information provided to the credit reporting agency.

Rental History: 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. Two years of rental history will be verified with all applicable landlords.

The landlord must have an "arm's length" relationship with the applicant. A negative landlord reference, by itself, is grounds for denial.

Household/Family members and/or personal friends are not an acceptable landlord reference. Two professional character reference may be used in lieu of rental history for applicants with no prior rental history.

Unlawful Detainer Report: An Unlawful Detainer Report (U.D.) will be processed through the U.D. Registry, Inc. Applicants will be disqualified if they have any evictions filing within the last 7 years.

Criminal Background Investigation: A criminal background investigation will be obtained on each applicant. As criminal background checks are done county by county and will be ran for all counties in which the applicant lived. Applicants will be disqualified for tenancy if they have been convicted of a felony or a misdemeanor. Background reports will include information on:

- Crimes against persons, including but not limited to: homicide, assault, kidnapping, sex crimes (forcible & non-forcible), child endangerment and spousal abuse.
- Crimes against property, including but not limited to: arson, bad check, burglary/breaking and entering, forgery, embezzlement, extortion, fraud, robbery, larceny, vandalism/destruction of property and theft of motor vehicle.
- Crimes against society, including but not limited to: disorderly conduct, sale or procession of drugs/ narcotics, sex crimes, trespass of real property, weapon possession, resisting arrest and terrorism.

Sex Offender: The State's Offender Registry will be checked. Applicants will be disqualified for tenancy if any household member is listed as register sex offenders regardless of when the incident occurred.

Other Reasons for declining an applicant:

- Management reserves the right of disqualification to ensure agreeable and pleasant surroundings for all residents. An applicant can be disqualified if they display, or have displayed, blatant disrespect, disruptive, or anti-social behavior towards property, other residents, or management at any time during this process or in the past three years.
- An applicant must complete all the forms requested in a timely manner or be automatically passed over for the next applicant in chronological order. It is in the best interest of each applicant to furnish all required documentation at their earliest convenience.

I have read and understand the information provided above. All applicant(s) ages 18 and older must execute this form:

Name: _____ Signature: _____ Date: _____





PENSIONE ESPERANZA
598 Columbia Avenue, San Jose, CA 95126
T: (408) 920-0247

OCCUPANCY STANDARDS

SRO: 1- person

2017 - INCOME AND OCCUPANCY TABLE APPLIES TO ALL APPLICANTS

<i>Monthly Rent</i>	<i><u>Minimum Annual Income Levels</u></i>	<i><u>Maximum Annual Income Levels</u></i>	<i>% Area Median Income</i>
\$696	\$16,704	\$29,260	35%
\$800	\$19,200	\$33,440	40%

**The above income limits may be revised periodically by HUD/ TCAC.*