

PASEO SENTER I & II AT COYOTE CREEK - ENTRY FORM FOR WAIT LIST
1898 Senter Road, San Jose CA 95112

****PLEASE WRITE CLEARLY and COMPLETE THE FORM IN INK. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Please select Bedroom Size: ☐ 1 Bdrm ☐ 2 Bdrm ☐ 3 Bdrm

Special Needs: ☐ Single Parent

INTENDED HOUSEHOLD COMPOSITION - List head of household (HH) first

Member#	Full Name	Date of Birth	Social Security	F/T Student? (Y/N)	Relationship to HH
1					
2					
3					
4					
5					
6					

PHONE NUMBERS

Home: _____	Cell: _____	Home: _____	Cell: _____
Home: _____	Cell: _____	Home: _____	Cell: _____

LAST 2 YEARS OF RENTAL HISTORY – Most current first

Addresses	From/To dates Lived at Address	Landlord/Manager Contact #

GROSS INCOME - What is your best estimate of your household's **total** gross monthly income? This is your income before taxes or any other amounts are deducted. You must count the income of every person who will live with you (not including live-in aide unless they are a member of your household).

Member#	Employment/Self-Employed	T-TANF	Child Support	EDD	SSI/SSA	Pension	Other
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$

ASSETS – List all assets for all household members. Type of assets include checking, savings, Des, stocks, bond, funds, cash cards, trust, retirement, 401K, real state property, etc.

Member#	Type of Asset	Name of Branch	Current Value of Asset
			\$
			\$
			\$
			\$

1. Does anyone in the household expect income form a new source in the next few months?

☐ Yes ☐ No If yes, please explain: _____

2. Does anyone regularly pay some of your bills such as utilities, rent, phone, electric/gas, etc.?

☐ Yes ☐ No If yes, please explain: _____



3. Have you or any member of your household ever been evicted from a rental housing?
☐ Yes ☐ No If yes, please explain: _____
4. Has any household member been convicted of a misdemeanor or felony illegal manufacture or distribution of a controlled substance including marijuana?
☐ Yes ☐ No If yes, please explain: _____

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

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

Address _____

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

Address _____

Drop-off in person or mail your completed and signed entry to:

Paseo Senter I & II at Coyote Creek - 1898 Senter Road, San Jose, CA 95112

All completed entry must be returned in person or via U.S. Mail to the management office by November 3, 2017. If sending by U.S. Mail, the entry form must be postmarked by **November 3, 2017**. Paseo Senter I & II at Coyote Creek is not responsible for lost or delayed mail. Even if postmarked by November 3, 2017, if not received via U.S. Mail by **November 8, 2017**, the entry will not be accepted. **Applicants will be notified of the status of their entry via U.S. mail.**

Note: Applicants will complete an official application when they are called for a housing interview. All applicants will be screen for credit, background, unlawful detainer before proceeding with the housing eligibility interview. The property's Tenant Selection Plan is available in the rental office.

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.

Applicant's Full Name

Applicant's Signature

Date

Applicant's Full Name

Applicant's Signature

Date

Applicant's Full Name

Applicant's Signature

Date

Applicant's Full Name

Applicant's Signature

Date

Applicant's Full Name

Applicant's Signature

Date

Applicant's Full Name

Applicant's Signature

Date

Entry forms are recorded according to the date/time of receipt. Incomplete entry forms will be rejected.

Date/Time Application Received _____



PASEO SENTER I & PASEO SENTER II
1898 & 1908 Senter Road
San Jose, CA 95112
T: (408) 947-9100

OCCUPANCY STANDARDS

3 Bedroom: 4 persons to 7 persons

2017 MAX INCOME LIMITS APPLIES TO ALL APPLICANTS

AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
45%	\$ 38, 745	\$44, 280	\$49, 815	\$49, 815	\$59, 760	\$64, 170	\$68, 580

2017 RENT LIMITS

AMI	1 Bedroom	2 Bedroom	3 Bedroom
45%	\$983	\$1,174	*\$1,357

**Minimum Income = 2 times the monthly rent.*

**Section 8 voucher holders/ FSP/McKinney units - No minimum income is required. Rent for McKinney units is calculated according to HUD Manual 4350.3 at 30% of adjusted household income.*

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

Paseo Senter I and Paseo Senter II Application Screening Criteria Appendix 4

Thank you for your application to rent an apartment at Paseo Senter I and Paseo Senter II. 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.**

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.

WHEN AND HOW DO YOU APPLY FOR AN APARTMENT?

Applications: 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.**

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 EXCEPTION

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: _____

Name: _____ Signature: _____ Date: _____

