



CHARITIES HOUSING

MEMO

DATE: March 13, 2020
FOR: **ALL PARKSIDE STUDIOS HOUSING APPLICANTS**
FROM: Armand Pantaleon, Regional Manager
SUBJECT: **Submission of Parkside Studios Applications for Housing**

In light of the recent instruction from the California State Department where all are advised to limit or avoid person to person interaction to prevent possible spreading of the Corona Virus, Charities Housing Development will only accept applications for housing received via **postal mail only**.

All applications received will be placed in the waitlist in order received and will be called in for a housing interview in that order.

Please mail your completed application packet to:

**PROPERTY MANAGEMENT OFFICE
PARKSIDE STUDIOS
495 N. Wolfe Rd
Sunnyvale, CA 94085**

Should you have question regarding this, please feel free to call 408-245-1800. Thank you on your usual understanding to this matter.

Parkside Studios Application Screening Criteria

Thank you for your interest in renting an apartment at Parkside Studios. 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 (TSC). Please reference the Tenant Selection Criteria for details on the selection process. 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.

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.

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 references may be used in lieu of rental history for applicants with no prior rental history.



Parkside Studios
Application Screening Criteria

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.

Appeal Process: Anyone who does not agree with the disqualification notice for any reason may appeal the decision by completing an appeal form and submitting it to the property manager. Appeal forms are available in the rental office. Within five (5) calendar days from the day the appeal is received, management will confirm receipt of the appeal in writing. Applicants are expected to support their appeals with back-up documentation related to the reasons for denial.

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: _____





Charities Housing

Parkside Studios - RENTAL APPLICATION

PLEASE RETURN THIS APPLICATION TO:
495 N. Wolfe Road, Sunnyvale, CA 94085
MONDAY THROUGH FRIDAY 9AM – 4PM



Equal Opportunity Housing

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

IMPORTANT: Please only submit ONE application per household. Be advised that if multiple applications are received, only the first one will be accepted/processed. Thank you for your cooperation. **Use blue or black ink only. Do NOT use white-out. Write N/A if information does not apply. Do not leave any blank information. Substantive missing information in the application may be grounds for rejection.**

I/ We understand that this property has a non-smoking policy, but Charities Housing cannot guarantee a smoke free environment Yes No

Lives/works in City of Sunnyvale? Yes No

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)	Date of Birth	Social Security Number	Phone Number (Cell/Home)	Student Yes or No
HH#1:	HOH				
HH#2:					

E-mail address: _____

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	
Mailing Address (if different)	
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
#1	\$	\$	\$	\$	\$	\$
#2	\$	\$	\$	\$	\$	\$

_____ 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 _____

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.

Applicant's Full Name

Applicant's Signature

Date

Applicant's Full Name

Applicant's Signature

Date

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

Date/Time Application Received _____



PARKSIDE STUDIOS APARTMENTS
495 N. Wolfe Road, Sunnyvale CA 94085

OCCUPANCY STANDARDS

Studio: 1 - 2 persons

2019 INCOME LIMITS

<i>AMI</i>	<i><u>1 Person</u></i>	<i><u>2 Person</u></i>
40%	\$41,000	\$46,840
45%	\$46,125	\$52,695

2019 RENT LIMITS

<i>AMI</i>	<i><u>Studio</u></i>
40%	\$976
45%	\$1,104

**The above income and rent limits are subject to change as published by HUD, TCAC or other regulatory agencies*

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



CHARITIES HOUSING
GRIEVANCE AND APPEAL POLICY
Attachment Number Five (5)



In order to ensure consistency, fairness, and a businesslike attitude, the following appeal policy was developed.

If an Applicant or a Resident feels any representative of management has acted in a discriminatory manner, the first step should always be informal discussion of the incident. If this fails to resolve the grievance, the following steps should be taken:

1. Resident/applicant must submit their grievance or appeal in writing either by mail or in person to the rental office. The resident/applicant must state the reasons for their complaint and their desired resolution. If there are mitigating or special circumstances that are to be considered, these should also be included.
2. Resident/applicant can request an appeal form from management. The appeal form will help guide the resident/applicant through the process of submitting case relevant information and/or documentation for their specific case; however, the property's appeal form is not required. Persons filing a grievance or appeal may simply submit their concerns in writing.
3. Management will confirm receipt of appeal in writing within five (5) calendar days from the day the grievance or appeal form and back-up documentation, are received.
4. If a satisfactory resolution is not reached within fourteen (14) days following the date management confirmed receipt of the grievance or appeal, or before the expiration of a legal notice served to a tenant/household, a copy of that complaint should be directed to a Senior Regional Manager or Director of Property Management. Additional information, such as the first level response as understood by the applicant/resident, should accompany this complaint.
5. All appeals are reviewed at the Regional Manager level or higher. Depending on the circumstances of the case, appeals may require a face to face meeting with the Regional Manager or his/her appointee. Regional Managers may request additional information not included in the original appeal packet to help determine each individual case.
6. If all of the action fails to resolve the matter, the Office of Fair Housing and Equal Opportunity of The Department of Housing and Urban Development (HUD) may be asked to review the matter.
7. If you feel you have been discriminated against on the basis of a disability, you may contact the agency's 504 Coordinator, Janet Acevedo, at (408) 550-8300.

Written decisions by management will be sent by first class mail and are final.

Persons with a disability have the right to request reasonable accommodations to participate in the process. If the applicant/resident is a person with a disability, we will consider extenuating

TTY (711) VCO/HCO to voice: English (800) 855-7100 / Spanish (800) 855-7200



CHARITIES HOUSING
GRIEVANCE AND APPEAL POLICY
 Attachment Number Five (5)



circumstances where this would be required as a matter of reasonable accommodation. Please contact the property’s regional supervisor or Janet Acevedo, 504 Coordinator at (408) 550-8300.

This Grievance and Appeal policy will be an addendum to the lease; a copy of the policy will be part of the application packet. A copy of the policy shall be posted in the common area of the property.

Reviewed by:

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------

Resident or Applicant,	Date
------------------------	------