



CHARITIES HOUSING

# MEMO

DATE: April 7, 2020  
FOR: **ALL WESTWOOD AMBASSADOR HOUSING APPLICANTS**  
FROM: Armand Pantaleon, Regional Manager  
SUBJECT: **Paper Application pick-up and Application Submission**

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To comply with the Center for Disease Control and Public Health Department recommendations to reduce the spread of the Coronavirus/COVID-19, paper applications will be placed in a pick-up box outside of the office on Mondays and Friday's between 9AM – 4PM.

Applications are also available online at <https://charitieshousing.org/available-housing/>

Completed applications will be accepted by U.S. Postal service 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** to:

**PROPERTY MANAGEMENT OFFICE  
WESTWOOD AMBASSADOR  
2606 Newhall Street  
Santa Clara, CA 95050**

Should you have question regarding this, please feel free to call us at (408) 554-9367.

Thank you on your usual understanding to this matter.



Charities Housing

# WESTWOOD AMBASSADOR - RENTAL APPLICATION

PLEASE RETURN THIS APPLICATION TO:  
2606 NEWHALL STREET, 95050



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 on the application may be grounds for rejection.**

Applications are recorded according to the date/time of receipt:

Date/Time Application Received \_\_\_\_\_

Unit Type:  1 bed (1-3 persons). Do you have a Housing Choice Voucher?  Yes  No - If yes, how many bedrooms are you approved for? \_\_\_\_

**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:	<b>HOH</b>				
HH#2:					
HH#3:					

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
	\$	\$	\$	\$	\$	\$

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 Name	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 \_\_\_\_\_

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. By signing below, you acknowledge that information on this application may be used for research purposes, but only for research that has been reviewed and approved by an Institutional Review Board, and provided that the results of the published research do not allow any individual to be identified.

\_\_\_\_\_  
Applicant's Full Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Full Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Full Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Westwood Ambassador Application Screening Criteria

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Thank you for your interest in renting 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 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 Need(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 each adult 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 minimum 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 three (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.



## Westwood Ambassador Application Screening Criteria

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**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 seven (7) years.

**Criminal Background Investigation:** A criminal background investigation will be obtained on each applicant. Criminal background checks are done county by county and will be run 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 possession of drugs/narcotics, sex crimes, trespass of real property, weapon possession, resisting arrest and terrorism.

**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.
- 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.
- 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.

Persons with disabilities may request an accommodation to participate in the program. You may request it from the manager or by calling (408) 550-8300.

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: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Westwood Ambassador**  
2606 Newhall Street, Santa Clara CA 95050

**OCCUPANCY STANDARDS:**

1 Bedroom: 1 to 3 persons

**2020 Max Income Limits**

Income Limits	1 Person	2 Person	3 Person
50%	\$55,300	\$63,200	\$71,100
80%	\$78,550	\$89,750	\$100,950

**2020 Rent Limits**

Program	1 Bedroom
Low HOME (50%)	\$1,416
High HOME (80%)	\$1,801

*\*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.*

