

Paseo Senter at Coyote Creek Tenant Selection Criteria October 2022

Paseo Senter I & Paseo Senter II at Coyote Creek are two affordable housing developments located at 1898 and 1908 Senter Road in San Jose. There is a single application process for the two buildings, henceforth referred to as "Paseo Senter". Charities Housing is the property management agent. Applications that cannot be accommodated at Paseo Senter may also be considered, as available, for similar bedroom count units at other Charities Housing properties.

It is the objective of Paseo Senter to provide decent, safe, and sanitary housing at a reasonable rent for those who can demonstrate an ability to pay the rent, protect and care for persons and property, and be responsible for themselves and their guests. To ensure that Residents are selected fairly, their qualifications for tenancy will be determined by evaluating their demonstrated performance, current financial status, and the applicant(s)' ability to meet the rules and regulations of the property.

Section A: WHEN AND HOW DO YOU APPLY FOR AN APARTMENT?

1. **Outreach:** It is the responsibility of the Property Supervisor to make appropriate outreach efforts as required by the different regulatory agencies involved with the housing opportunities at Paseo Senter. Outreach efforts may be changed by those regulatory agencies without prior notice.
2. **Applications and Application Fee:** All applications must be complete to be considered, including all required attachments. Additional copies of the application are available at www.charitieshousing.org.
3. **How to submit your application:**

By mail:

1898 Senter Rd, Suite 10, San Jose, CA 95112

Applications will not be accepted at any other Charities Housing location.

What to submit

- **Completed application form including signature of each adult applicant**
- **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**
- **Photocopy of Social Security Card and Birth Certificate for each applicant under 18 years of age**
- **Money order in the amount of \$30.00 for each adult applicant**
- **For special needs units: Documentation of homeless and disabled status or single parent (see below)**
- **3 months of paystubs for each person employed**
- **Documentation of any other income including social security, pensions, and child support**
- **6 months of bank statements for each account**

About the fee

Our actual cost is \$12.00 for credit / Unlawful Detainer check and \$24.00 per county for Criminal History check plus administrative costs. The fee is non-refundable once the processing of the application has begun. We cannot accept personal checks.

There is no application fee for up to 14 units where the tenant must be both homeless and disabled. Any fees collected in error will be credited to the approved applicant's first month rent or refunded within 1 month of the applicant's request. Once all units have been filled, any application fees collected for

applications that have not started being processed will also be refunded. No application fee will be accepted when a unit is not available.

4. **Bedroom count preference:** Applicant households must meet the occupancy standards to be considered for a unit with a particular bedroom count.

1 Bedroom: 1 to 3 persons

2 Bedroom: 2 to 5 persons

3 Bedroom: 4 to 7 persons

They must also meet the minimum and maximum income requirements for that specific bedroom count (See below).

If a household indicates a bedroom count preference for which they are not eligible because of income or household size, Charities Housing retains the right to allocate them to a particular bedroom count.

Applicants must indicate one preferred unit bedroom count (1, 2 or 3 beds). If they wish, they may also indicate on the application that they wish to be considered for another bedroom count. If they have indicated they wish to be considered for another bedroom count and there are no units available at their preferred bedroom count, Charities Housing will determine which other bedroom count they are eligible for based on income and household size. The household will be processed for the first available unit of the bedroom count determined to be applicable by Charities Housing or the household may return to the Wait List for their original unit preference.

5. **Waiting List:** During rent up a Waiting List has been created – one for 15% AMI applicant, one for 25% AMI applicants and one for the 45% AMI applicants. The list will indicate the preferred bedroom count, and special needs unit (McKinney, FSP, MHP- Special Needs (see below). There are no separate Waiting Lists for Paseo Senter I & II. The Waiting List will include all those households that have completed an application for the initial lottery.

No more than fifty (50) names will be allowed on each Waiting List. Once the limit has been reached 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 his or her application, and therefore, no one will be given advance notice of when the Property Supervisor will open the Waiting List. Public notice in the San Jose Mercury News classified section will be made at least one week before opening the Waiting List to the public. 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 Onsite Manager will result in their name being removed from the Waiting List.**

6. **Paseo Senter I & II:** During rent up, applicants will be considered for the first available unit of the applicable income level and bedroom count in either property, subject to availability. Once the applicable income level and bedroom count units have been filled, the Waiting List will be used, in order, to fill other applicable units as they come online. Any household who is offered an available unit and declines in preference for a later unit, will be considered to have declined and will be returned to the Waiting List to their original position. Applicants may do this only once before they are removed from the Waiting List. In applying to Paseo Senter, the applicant agrees to accept a unit in either building subject to availability. Charities Housing reserves the right to offer a financial incentive to encourage an applicant to move in to a particular unit or building for purposes of meeting or maintaining overall occupancy levels.

7. **Transfer List:** The transfer list includes those Residents whom require a transfer for reasons of reasonable accommodation under Fair Housing Laws. In addition, existing residents may place their name on an internal transfer list to transfer to a different bedroom count unit or different

-
- income level. Priority on transfers are given to those with a reasonable accommodation need. See “Transfer Policy” for further information.
8. **Application Period:** Applications will only be accepted when the Waiting List is open, as specified by the Property Supervisor.
 9. **Notice of Available Unit for the Waiting List:** For each unit that becomes available the Onsite Manager will telephone and / or mail a “Notice of Available Unit” to the next five (5) names on the Waiting List. If the applicant fails to respond within 7 calendar days of the call or mailing of a letter, they will be removed from the Waiting List.
 10. **Special Needs:** Up to 26 units have been set aside for the following households with verifiable special needs. To qualify for these units, you must provide written documentation from a qualified third party at the time of application.
 - a) *(Currently not available)* Homeless and disabled single adults and households - “McKinney” units (4 units)
 - b) Homeless single adults and households with a mental health diagnosis who are registered in the County of Santa Clara FSP program - “FSP units” (10 units at 30% of AMI or below)
 - c) *(Currently not available)* Single parent households “MHP Special Need Units” (12 units at 45% of AMI or below)
 - Documentation of **disability** must come from a qualified professional in the appropriate area of expertise. Please do not include the medical details of your disability on the documentation.
 - Documentation of **homelessness** must come from a qualified agency. Homeless is defined as living on the streets or an emergency shelter, or transitional housing if you were previously on the streets.
 - Documentation of **single parent status** may include a copy of custody documentation or a letter from a qualified agency (e.g. Social Services, Catholic Charities or other service provider)
 11. **Order of Selection**
 - a) Current residents on the transfer list in chronological order (not applicable until 100% occupancy is achieved in both buildings following initial rent up)
 - b) Waiting List applicants with certified special need according to their order in the lottery provided that an appropriate special needs unit is available.
 - c) Waiting List applicants (with or without special needs), according to their order in the lottery and subject to the availability of their preferred bedroom count.
 12. **Seven Days to Respond:** The first five (5) applicants on the Waiting List for the particularly income/bedroom count will be given seven (7) calendar days, from date of mailing, or date of phone call to respond. **Those who do not respond within seven (7) calendar days, from the date of mailing, or date of phone call will be removed from the Waiting List.** It is the applicant’s responsibility to respond/furnish sufficient information within the deadlines set by management.
 13. **Declining an Available Unit:** Applicants receiving the “Notice of Available Unit” may choose to decline the unit within 7 calendar days of receipt of the notice and have their name remain on the Waiting List in its original place for additional opportunity. This must be done in writing. However, applicants who decline a second time (upon a second receipt of a “Notice of Available Unit”) shall have their names removed from the Waiting List.
 14. **Interview Required:** When units are available, qualified applicants based on income, and preliminary screening criteria will be scheduled for interview. All adult applicants in the household must attend. The following originals must be brought to the interview:
-

-
- a) A government-issued photo identification such as Drivers License or California ID, permanent resident card, etc.
 - b) Social Security Card or an Individual Tax Payer Identification (ITIN) card for each household member including those less than 18 years of age.
 - c) Documentation of Income and Bank Account/s (if any)

If the individual declines the unit at any time after the interview, they will be removed from the Waiting List.

15. **Written “Notice of Disqualification”:** Any time an application is disqualified the applicant(s) will receive that reason in writing and be given seven (7) calendar days to appeal.
16. **Accepting an Available Unit:** Applicants who are approved for tenancy will be issued a letter confirming the bedroom count of the unit, rent, and security and /or holding deposit and the expected move-in date. The tenant must take possession of the unit within seven (7) calendar days of receiving written or verbal notice of acceptance unless the Property/HUB Manager makes an exception. During lease up they may be required to pay the holding deposit within seven (7) calendar days of receiving written or verbal notice of acceptance.
17. **Appeal Process:** Anyone who does not agree with the disqualification notice for any reason may appeal the decision by writing an appeal to the Property Supervisor or by requesting a meeting with the Property Supervisor. An appeal form is available from the leasing office. The Property Supervisor will respond in writing within seven (7) calendar days of receiving the written appeal or meeting with the applicant. **In the interest of minimizing vacancies, no unit will be held for an applicant once the “Notice of Applicant Disqualification” has been mailed.** However, should the Property Supervisor determine that the applicant is qualified for tenancy, or if another applicant has already been accepted for tenancy for the available unit before the review process has been completed, the applicant’s name will be replaced in its original position on the Waiting List, without prejudice.

Applicants that are disqualified from tenancy shall have their names removed from the Waiting List. However, any disqualified applicant may re-apply for tenancy, without prejudice, at such time as the Waiting List is re-opened. (See Appeal Policy)
18. **Disclaimer:** No household, or person, is guaranteed a unit by being accepted on the Waiting List. Management will only be able to qualify, a household or person, after all verifications are completed and returned, along with credit, Unlawful Detainer, criminal background and landlord investigations. **An applicant should review this “Tenant Selection Criteria” and determine for themselves if they may qualify and wish to apply.**
19. **Nondiscrimination:** Paseo Senter is an equal housing provider. It does not discriminate on the basis of race, religion, color, creed, national origin, age, sex, disability, familial or marital status, source of income (e.g. TANF, SSI), gender identity or sexual orientation in the rental, lease, use or occupancy of the Project, or in connection with the employment or application for employment of persons for the operation and management of the Project. Requests for reasonable accommodations under Section 504 of the Rehabilitation Act of 1975 and / or the Fair Housing Act must be in writing and should be addressed to the Onsite Manager. The leasing office can provide a form for this request.

Section B. THE FOLLOWING INCOME AND OCCUPANCY TABLE APPLIES TO ALL APPLICANTS EXCEPT WHERE NOTED BELOW

Paseo Senter I & II				No of Units	Min. Annual Income	Maximum household income			
Bedroom Count	AMI	Rent	Deposit			TOTAL	1 person	2 person	3 person
1 bed	15%	417	\$400	5	\$8,757	\$17,700	\$20,220	\$22,755	
1 bed	25%	\$733	\$700	10	\$15,393	\$29,500	\$33,700	\$37,925	
1 bed	45%	\$1365	\$1,200	29	\$28,665	\$53,100	\$60,660	\$68,265	
Bedroom Count	AMI	Rent	Deposit	TOTAL	Minimum income	2 person	3 person	4 person	5 person
2 bed	15%	\$495	\$500	11	\$10,395	\$20,200	\$22,755	\$25,275	\$27,300
2 bed	25%	\$875	\$855	22	\$18,375	\$33,700	\$37,925	\$42,125	\$45,500
2 bed	45%	\$1,633	\$1,500	70	\$34,293	\$60,660	\$68,265	\$75,825	\$81,900
Bedroom Count	AMI	Rent	Deposit	TOTAL	Minimum income	4 person	5 person	6 person	7 person
3 bed	15%	\$566	\$550	6	\$11,886	\$25,275	\$27,300	\$29,325	\$31,350
3 bed	25%	\$1004	\$975	12	\$21,084	\$42,125	\$45,500	\$48,875	\$52,250
3 bed-	45%	\$1880	\$1,500	49	\$39,480	\$75,825	\$81,900	\$87,975	\$94,050

Note: Rents, deposits and income limits may be subject to change

Minimum Income Limits: 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 minimum income for other units is that rent may not exceed 50% of gross income.

Occupancy Standards:
1 Bedroom: 1 to 3 persons
2 Bedroom: 2 to 5 persons
3 Bedroom: 4 to 7 persons

Section C: TENANT SELECTION CRITERIA:

Processing an Application Includes for all adults in the household: 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.

1. **A Credit Report** will be processed. An applicant will be disqualified if they receive a report of derogative credit. Derogative credit is defined as a credit rating score of less than 70 points. Credit is evaluated as follows:

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: | subtract 5 points |
| Tax Liens | subtract 5 points |
- An exception may be made for unpaid medical expenses if all other credit accounts have been paid as agreed. Exceptions may only be approved by the Property Supervisor.
2. **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.
 3. **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 “arms 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.
 4. **Criminal Background Investigation:** A criminal background investigation will be performed by Insight Screening Solutions, 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:
 - i) Any felony
 - ii) Assault and Battery
 - iii) Resisting Arrest
 - iv) Weapons Possession
 - v) Theft
 - vi) Sex Crimes
 - vii) Rape
 - viii) Molestation
 - ix) Spousal Abuse
 - x) Fraud
 - xi) Computer Crimes
 - xii) Child Endangerment
 - xiii) Drugs
 - xiv) Disturbing the Peace
 - xv) Insight Screen Solutions, Inc., 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.
 5. **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. In the case of FSP/McKinney units, total income also determines the household’s portion of the rent. Misstating income on the application form will be grounds for denial. This is particularly important because it determines which lottery the applicant is entered into.
 6. **Special needs:** Special needs must be documented as above. If it is determined that the applicant does not qualify for the claimed preference, the applicant’s name will be returned to their original place on the Waiting List.
-

-
7. **Disclosure of Social Security Numbers:** Applicants are asked 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.

8. **Other Reasons for declining an applicant:**

- a) 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, 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. Three (3) full business days, from the time the information is requested, will be considered adequate time for the applicant to complete/provide and return the requested information. 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 referred considered denied unless a written extension has been given by the Property Supervisor.
- d) During construction and the application process, 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. Where errors are made by the Onsite Manager administering these policies and procedures, the applicant's file will be submitted to the Property Supervisor for disposition.
- 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.
- d) The most commonly approved exceptions are listed below:
 - i) Any household or person with a bankruptcy.
 - ii) 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.

9. **Continuing Compliance:**

Once a household has been accepted for tenancy, they will be required to re-certify income and assets annually. This process must be completed prior to the anniversary date of move-in, or a notice to vacate will be issued. Annual or more frequent inspections will take place with proper notification.

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	Unemployment	SSI/SSA	Pension	Other
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$

ASSETS – List all assets for all household members. Type of assets include checking, savings, CDs, stocks, crypto, bonds, mutual funds, benefits cash cards, trusts, retirement, 401K, real state property, life insurance, etc.

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

- Does anyone in the household expect income form a new source in the next few months?
 Yes No If yes, please explain: _____
- 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 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 _____

Paseo Senter Wait List is currently open and will remain open for the foreseeable future. All completed entry forms must be returned via U.S. Mail only to the management office. Paseo Senter I & II at Coyote Creek is not responsible for lost or delayed mail. Upon receipt of the completed entry form, you will receive a confirmation of entry via U.S Mail.

Please mail your completed entry form to: **Paseo Senter I & II at Coyote Creek - 1898 Senter Road, San Jose, CA 95112**

Note: Entrants will complete an official application when they are called for a housing interview. All applicants will be screened for credit, background, and unlawful detainers before proceeding with the housing eligibility interview. The property's Tenant Selection Plan is attached to the entry form and available in the rental office.

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

The unit 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 _____
