



Application Instructions

Thank you for your application to rent 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 Plan. Please reference the Tenant Selection Plan for details on the information below. The Tenant Selection Plan will be available for review at your request and will be furnished at the time of a housing interview.

WHEN AND HOW DO YOU APPLY FOR AN APARTMENT?

1. **Outreach:** It is the responsibility of the Regional Manager to make appropriate outreach efforts as required by the different regulatory agencies involved with the housing opportunities at Parkside Studios. In these cases 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. Copies of the application are available at www.charitieshousing.org Information about Parkside can be requested by e-mail to parkside@charitieshousing.org or by calling the management office at (408) 245-1804
3. **How to submit your application:**

Download an application from www.charitieshousing.org; or

- Pick-up/Drop-off applications in person starting February 19, 2016 between the hours of 9:00 am and 4:00 pm. at:

Parkside Studios Apartments, 495 N. Wolfe Road, Sunnyvale CA 94086

- **Faxed or emailed applications will not be accepted.** 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.

What to submit:

- **Completed application form including signature of each adult applicant**
- **Proof of residency or employment in the City of Sunnyvale. Acceptable proof could be government issued ID, paycheck stubs, a lease agreement, a utility bill, or other like documents showing a work or residence address in Sunnyvale. City preference will be given at the time of application only.**

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**

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.



4. **Waiting List:** A total of 100 applications will be accepted for each income level at 40% AMI and 45% AMI. The Waiting List will include all those households that have completed an application during the waiting list opening period.

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 Regional Manager will open the Waiting List. Future waiting list openings will be published in the Sunnyvale Sun. 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 may result in their name being removed from the Waiting List.**

5. **Review of Applications** (Please see Tenant Selection Plan for additional detail).

All Applicants begin with 100 points. Passing is 70 points of higher. Points are deducted as follow:
Credit

- | | |
|---|---------------------|
| 1. Current collection accounts: Less than 3 years old | Subtract 10 points |
| 2. Old collection accounts: More than 3 years: | Subtract 5 points |
| 3. Late payments: | Subtract 5 points |
| 4. Public Record of unpaid debt | Subtract 5 points |
| 5. Unrated accounts | Subtract 2.5 points |
| 6. Negative trade accounts: | Subtract 5 points |
| 7. Charge off accounts | Subtract 5 points |
| 8. Tax Liens | Subtract 5 points |

An exception for extraordinary medical and/or student loan debt may be permitted. Exceptions may only be approved the Regional Manager

Rental History

Unlawful Detainer Report: An Unlawful Detainer (UD) report will be obtained through the UD Registry. An applicant will be disqualified if they have been evicted from any prior residence, for any reason.

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 "arm's 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.

Criminal Background Check & Personal History A criminal background investigation will be performed by Kroll Background America, 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 | viii. Molestation |
| ii. Assault and Battery | ix. Spousal Abuse |
| iii. Resisting Arrest | x. Fraud |
| iv. Weapons Possession | xi. Computer Crimes |
| v. Theft | xii. Child Endangerment |
| vi. Sex Crimes | xiii. Drugs |
| vii. Rape | xiv. Disturbing the Peace |
- xv. 3rd party background software 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.

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 MHSA units, total income also determines the household's portion of the rent, but in no case will be no less than \$240, except as adjusted. 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.

Special needs: Any disabilities requiring reasonable accommodation must be documented. If it is determined that the applicant does not qualify for the requested accommodation, the applicant's name will be returned to their original place on the Waiting List.

Disclosure of Social Security Numbers: Applicants are asked to 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.

Other Reasons for declining an applicant:

- a) Management reserves the right to disqualify applicants if needed 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 on the waiting list, unless the Regional Manager gives the applicant an authorization in writing for more time. The applicant passed over applicant will remain the next household on the waiting list 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 Regional Manager.
- d) During the construction and lottery application period, 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 Regional Manager, in writing, in order to be honored. If any errors are made by the Onsite Manager administering these policies and procedures, the applicant's file will be submitted to the Regional Manager for clarification and final determination.
- b) The Onsite Manager will submit all requests for exceptions to the Regional Manager, by facsimile, and a return response will be provided to the applicant within seven (7) business days.
- c) Any written response from the Regional Manager may be copied for the applicant.
- d) The most commonly approved exceptions are listed below:
 - Any household or person with a bankruptcy.
 - 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.

Additional exceptions will be made as regulatory agreements may require.



Charities Housing

PARKSIDE STUDIOS – RENTAL APPLICATION
PLEASE RETURN THIS APPLICATION TO:
495 N. Wolfe Road, Sunnyvale, CA 94085
MONDAY THROUGH FRIDAY 9:00 A.M - 4:00 P.M



Note: 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.

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 _____ Special Needs: [] Homeless [] Disabled
Phone numbers: Cell:(_____) _____ Work:(_____) _____ Home: (_____) _____
Social Security or ITIN Number. _____/_____/_____ Date of Birth ____/____/_____ email: _____
Driver's license or government issued Identification Number: _____ Expires ____/____/_____ State _____
Current address: _____ City: _____ State _____ Zip _____

Does anyone in the household live or work in the City of Sunnyvale? Documentation will be required to obtain local preference [] Yes [] No

List 2 years of residential history below. Use additional sheet, if needed.

Name of current landlord / manager or management company _____
Landlord/Manager's phone(_____) _____ From (date): ____/____/_____ To (date): ____/____/_____
Reason for leaving _____

Previous landlord/manager _____ Previous Address _____
Landlord/Manager's phone(_____) _____ From(date): ____/____/_____ To(date): ____/____/_____
Reason for leaving _____

Present employer _____ Supervisor _____ How long with this employer _____
Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____
Position or title _____ Gross income \$ _____ Circle one: Hourly / Weekly / Every two weeks / Monthly

Other Income: List all other sources of income (TANF, child support, General Assistance, Alimony, other family support, self employment, VA benefits, etc.)
Source _____ \$ _____ Circle one: Hourly / Weekly / Every two weeks / Monthly
Source _____ \$ _____ Circle one: Hourly / Weekly / Every two weeks / Monthly

What do you estimate your total gross annual income to be? \$ _____
Do you own an automobile? [] Yes [] No Auto make _____ Model _____ Year _____ Color _____

Bank Account Information. Do you have a bank account: [] Yes [] No If you checked Yes, please provide information below.
Table with 4 columns: Name of Bank, Address/branch, Account number, Type of

Instruments of Savings (Certificates of Deposit, Retirement Plans that you can access, etc.).
Do you have Instruments of Savings: [] Yes [] No If you checked Yes, please provide information below.

Table with 4 columns: Name of account / location, Account number, Balance, Interest rate

Do you own any Real Estate (such as a house), either alone or with someone else? [] Yes [] No
If yes, please provide the address: _____
If yes, do you receive any income from the Real Estate? [] Yes [] No. If yes, how much? \$ _____
Have you sold or disposed of any assets in the last two years? [] Yes [] No

ADDITIONAL APPLICANT (Must be 18 years of age, or older).

ARE YOU AN ADDITIONAL CO-APPLICANT? YES NO

IF YOU CHECKED NO: PLEASE WRITE N/A NEXT TO Full name LINE (BELOW) AND DRAW A LONG LINE ACROSS THIS PAGE AND GO TO NEXT PAGE.

IF YOU ARE AN ADDITIONAL APPLICANT, PLEASE FILL OUT THIS PAGE.

Full name _____ Special Needs: Homeless and disabled
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 _____

Does anyone in the household live or work in the City of Sunnyvale? Documentation will be required to obtain local preference) Yes No

List 2 years of residential history below. Use additional sheet, if needed.

Name of current landlord / manager or management company _____

Landlord/Manager's phone (____) _____ From (date): ____/____/____ To (date): ____/____/____

Reason for leaving _____

Previous landlord/manager _____ Previous Address _____

Landlord/Manager's phone(____) _____ From(date): ____/____/____ To(date): ____/____/____

Reason for leaving _____

Present employer _____ Supervisor _____ How long with this employer _____

Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____

Position or title _____ Gross income \$ _____ Circle one: Hourly / weekly / Every two weeks / Monthly

Other Income: List all other sources of income (TANF, child support, General Assistance, Alimony, other family support, self employment, VA benefits, etc.)

Source _____ \$ _____ Circle one: Hourly / weekly / Every two weeks / Monthly

Source _____ \$ _____ Circle one: Hourly / weekly / Every two weeks / Monthly

What do you estimate your total gross annual income to be? \$ _____

Do you own an automobile? Yes No Auto make _____ Model _____ Year _____ Color _____

Bank Account Information. Do you have a bank account: Yes No If you checked Yes, please provide information below.

Name of Bank	Address/branch	Account number	Type of

Instruments of Savings (Certificates of Deposit, Retirement Plans that you can access, etc.).

Do you have Instruments of Savings: Yes No If you checked Yes, please provide information below.

Name of account / location	Account number	Balance	Interest rate

Do you own any Real Estate (such as a house), either alone or with someone else? Yes No

If yes, please provide the address: _____

If yes, do you receive any income from the Real Estate? Yes No. If yes, how much? \$ _____

Have you sold or disposed of any assets in the last two years? Yes No

ALL occupants(s) under 18 and relationship to applicant(s)

Name _____ Relationship _____ Birthdate ____/____/____ Social Security or ITIN ____/____/____

Name _____ Relationship _____ Birthdate ____/____/____ Social Security or ITIN ____/____/____

ALL APPLICANTS

Has any applicant been convicted of a felony? Yes No If yes, type of felony _____

Has any applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? Yes No

If yes, please explain _____

Emergency Information - Person to Notify: _____ Phone (____) _____ Relationship _____

Address _____

Emergency Information - Person to Notify: _____ Phone (____) _____ Relationship _____

Address _____

If your household is selected to rent a unit at Parkside, 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 a nonrefundable \$ 30.00 fee 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 Applicant 1 Signature Phone (day) Phone (Evening)

Date Applicant 2 (if any) Signature Phone (day) Phone (Evening)