



## General Information & Application Instructions

Thank you for your application to rent an apartment at **MET NORTH APARTMENTS**. As you go through the application process, please note that you bear the responsibility of providing any and all information required to determined 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?

**Application:** All 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. Information about Met North Apartments can be requested by e-mail to [metnorth@charitieshousing.org](mailto:metnorth@charitieshousing.org) or by calling (408) 982-3840.

#### **How to submit an application:**

Download an application from [www.charitieshousing.org](http://www.charitieshousing.org) from **March 30, 2016 through April 22, 2016** or Pick-up one up in person at our temporary leasing office between the hours of 9:00 am and 4:00 pm. at:

**Temporary Leasing Office**, 1898 Senter Road, San Joe CA 95112

**Note – completed applications must be dropped off in person at the temporary leasing office.**

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

#### **What to submit**

- **Completed application form including signature of each adult applicant**
- **Signed copy of Application Screening Criteria must be returned**

An application fee will apply at the time of Housing Interview. The fee is non-refundable once the processing of the application has begun. The fee must be paid in the form of a money order or cashier's check only.

1. **Waiting List:** A Waiting List will be created by lottery for each of the following application levels: 30% AMI and 45% AMI. The Waiting List will include all those households that have completed an application for the initial lottery.

Following the initial rent-up, all applicants who did not interview for a unit and who had made it to the lottery, will remain in a waiting list. The list will consist of no more than one hundred (100 applicants for each AMI the property serves).

Following the rent-up, 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.**



Charities Housing

MET NORTH – RENTAL APPLICATION
PLEASE RETURN THIS APPLICATION TO:
1898 Senter Road, San Jose CA 95112 - Community Room
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
What is your preferred size of unit? Choose only one: [ ] Studio (1-2 persons) [ ] 1 bed (1-3 persons) [ ] 2 bed (2-5 persons) [ ] 3 bed (4-7 persons)

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 \_\_\_\_\_

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 acct.

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 \_\_\_\_\_

**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 \_\_\_\_/\_\_\_\_/\_\_\_\_  
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 Met North, 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. 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.

_____	_____	_____	_____
Date	Applicant 1 Signature	Phone (day)	Phone (Evening)
_____	_____	_____	_____
Date	Applicant 2 (if any) Signature	Phone (day)	Phone (Evening)
_____	_____	_____	_____
Date	Applicant 3 (if any) Signature	Phone (day)	Phone (Evening)
_____	_____	_____	_____
Date	Applicant 4 (if any) Signature	Phone (day)	Phone (Evening)
_____	_____	_____	_____
Date	Applicant 5 (if any) Signature	Phone (day)	Phone (Evening)
_____	_____	_____	_____
Date	Applicant 6 (if any) Signature	Phone (day)	Phone (Evening)



## **Application Screening Criteria**

Thank you for your application to rent an apartment at **MET NORTH APARTMENTS**. As you go through the application process, please note that you bear the responsibility of providing any and all information required to determined 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.

**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 and landlord and other references.**

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

**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 or Profit & Loss	subtract 5 points
Tax Liens	subtract 5 points

An exception may be made for unpaid medical expenses and/or student loan debt if all other credit accounts have been paid as agreed. Exceptions may only be approved by the Property Supervisor.

**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.

**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 Investigation:** 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. 3<sup>rd</sup> 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.

**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 of 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 in chronological order, unless the Property Supervisor gives the applicant an authorization in writing for more time. 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 considered denied unless a written extension has been given by the Property Supervisor.
- d) During 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 Property Supervisor, 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 Property Supervisor for clarification and final determination.
- 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:
  - 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.
- e) Additional exceptions will be made as regulatory agreements may require.

I have read and understand the information provided above.

Applicant (s):

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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