

Blossom Valley Senior Apartments
399 Blossom Hill Road, San Jose, CA 95123
Tenant Selection Criteria

Blossom Valley Senior Apartments is an affordable housing development located at 399 Blossom Hill Road, San Jose, CA 95123. **The target population is seniors 62 years of age and older.** The property features 145 affordable of which include 117 studio units, 15 one-bedrooms units and 13 two-bedroom units. The property also has two three-bedroom staff units. The property's amenities include a community room with a kitchen, laundry facilities, fitness room, resident BBQ area, resident courtyard, resident terrace, resident parking, secured bicycle storage, onsite management, and resident services. A total of 145 apartments will be available to income-eligible households. Applicants not accommodated at Blossom Valley Senior Apartments may also be considered for housing at other Charities Housing properties; therefore, they are encouraged to inquire about other Charities Housing opportunities with the agency.

Forty-nine (49) units will be set aside for permanent supportive housing for chronically homeless individuals. The 49 Permanent Supportive Housing Units (the "PSH Units") will be set aside for program participants of Santa Clara County who are referred to the Property through the County's Chronically Homeless Direct Referral Program or a similar County direct referral program. If enough referrals are not secured, management will advertise unit availability and process qualified applicants to fill the units.

It is the objective of Blossom Valley Senior Apartments 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.

Application Process Marketing & Outreach: Management will conduct a marketing outreach campaign in accordance with the property's approved Affirmative Marketing Plan which includes collaboration with community-based agencies, flyers, and various media advertisement.

During rent-up, copies of the rental application will be available at the Blossom Valley Senior Apartments temporary leasing office, 1390 S. Winchester Blvd., Suite B4 San Jose, CA 95128 Monday through Friday from 10:00am to 3:00pm. They will also be available online 24 hours a day at: www.charitieshousing.org. For more information, please call (408) 429-8089.

Privacy: It is the policy of Charities Housing to guard the privacy of applicants as conferred by the Federal Privacy Act of 1974 and all applicable laws and to ensure the protection of such applicants' records maintained by staff. Therefore, neither Charities Housing nor its agents or employees shall disclose any personal information contained in its records to any person or agency unless the individual about whom the information is requested shall give written consent to such disclosure. This Privacy Policy in no way limits Charities Housing's ability to collect such information as it may need to determine eligibility, compute rent, or determine suitability for tenancy. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained regarding a disability or disability status will be treated in a confidential manner.



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All information provided to Charities Housing and the Owner of the property concerning incidents of VAWA- related crimes will be kept confidential and stored in a safe place, which only employees who have been designated as a point of contact, such as the site manager, have access to. In addition, details of an incident will not be entered into any shared database. The Owner/Agent is allowed to enter information into a database system that meets all requirements for securing sensitive personally identifiable information, including the Privacy Act. The Owner/Agent, however, may disclose the information only if the applicant/tenant gives written permission; the Owner/Agent needs to use the information in an eviction or termination of assistance proceeding against the victim's abuser or perpetrator; or, a law requires the Owner/Agent to release the information.

Rent-Up Process: Interested applicants will need to submit a completed rental application in order to be considered for housing. Applications will be accepted during the application intake period which will be advertised well in advance of the rent-up activities. The application acceptance period, pick-up and drop-off locations, application fee, and other relevant information will be published via the marketing materials, flyers, newspaper ads, etc. at application time. The rental application must be completely filled out, signed and returned with a copy of the Qualification Criteria of application to be entered into the lottery. Late applications will not be accepted. Households will be denied for submitting more than one application for the lottery.

All applications received between February 23, 2023 – March 25, 2023 will be entered into a computerized lottery witnessed by one or more government officials. A random lottery number will be assigned to each applicant and sent to them via U.S. mail. All applicants will receive a notice informing them whether they made the waiting list or if their application will be removed. Removed or declined applicants are welcome to re-apply when the waiting list re-opens. All applications received after March 25, 2023 will be entered into the ongoing waitlist and outreached after the lottery list has been depleted.

Ongoing Waiting List: Following the initial rent-up, a waiting list will be created from the applicants that successfully made the initial lottery and/on the ongoing waiting list. The wait list will be managed by Charities Housing.

The waiting list will follow the property's approved Affirmative Fair Housing Marketing Plan. Opening and closing of the waiting list will be posted at the following locations:

- <http://charitieshousing.org>
- Door of the leasing office

To ensure a fair and equal opportunity of housing, no one will be given advance notice of waiting list openings. Applicants will be called for a housing interview based on the date and time their application was received in waiting list ranking point placement system by management.

All applicants are responsible for providing updated contact information to management. Failure to update contact information with the Property Manager may result in the removal of an application from the waiting list.



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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. This “**Tenant Selection Criteria**” is available to all applicants for review.

Santa Clara County Measure “A” Units: There will be 49 units at a designated 50% AMI that will be reserved as permanent supportive housing units for homeless households. Vacancies in these units will follow the County’s guidelines for marketing, outreach and placement. The County will be responsible for referring individuals to these units.

Applications: During the application period, prospects must turn-in an application form to be considered for housing. The application acceptance period, application fee, and other relevant information will be published via the marketing materials, flyers, newspaper ads, etc. at application time.

Application Fee: There is a non-refundable 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. The amount will be advertised at the time applications are accepted. The fee can be paid in the form of a cashier’s check or money order. No cash or personal checks will be accepted. The application fee is waived for certain special needs units. For more information, contact the property manager.

Credit and Tenant performance information 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.

Application Requirements: The rental application will comply with State Tax Credit (TCAC) and other funding programs. All interested persons must submit:

- Completed a rental application with signature from each adult applicant
- Signed copy of Application Screening Criteria

Household Minimum Size*: Blossom Valley Senior Apartments is comprised of 117 studio apartments, 15 one-bedroom apartments and 13 two-bedroom apartments. Up to two qualified household members may occupy the studio apartments, two qualified households members may occupy the one-bedroom apartments. The two bedroom units will be set aside in the event a qualified household requires assistance by a in-home care giver.

*Authorized live-in aides have no rights to tenancy but will be considered an occupant.

Initial Invitation to Interview for a Vacant Unit: As each unit becomes available, the property manager will telephone and/or mail a “Notice of Available Unit” to the next five applicants on the waitlist in order of priority. All applicants are required to undergo a housing compliance interview to determine rental and program eligibility. All adult applicants in the household must attend the interview. If an applicant fails to respond to the invitation for



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interview within ten (10) calendar days of the call or mailing of a letter, they will be removed from the Waiting List. The following government identifications are required from each person:

- A government-issued photo identification (Driver's License, California ID, permanent resident card, passports, etc.)
- Social Security Card or an Individual Taxpayer Identification (ITIN) card
- Birth Certificates

If an applicant fails to respond to the invitation for interview within ten (10) calendar days of the call or mailing of a letter, they will be removed from the waiting list.

Declining an Application Invitation: Applicants receiving a "Notice of Available Unit" may choose to decline the invitation to interview for a unit within ten (10) calendar days from being contacted. This must be done in writing in order to remain on the waiting list in its original place for future opportunities. Applicants who decline a second time (upon a second receipt of a call or a "Notice of Available Unit") shall have their names removed from the waiting list.

Program Compliance Interview: The program compliance interview is an in-depth look at the many factors considered for eligibility. The property manager will furnish each applicant a check list with the general documentation needed for the interview. It is the applicant's responsibility to respond and furnish sufficient information to determine eligibility within the deadlines set by management. In general, the compliance interview will account for the following but is not limited to the information listed below:

- **Income Verification:** Blossom Valley Senior Apartments is designed to assist extremely low, very low and low-income households. Blossom Valley Senior Apartments management will adhere to the most restrictive income and rent limits based on funding received from other sources. Income is verified to determine if the applicant is qualified for the TCAC program and to determine if the gross income meets the minimum/maximum income limits. Minimum income required is 1.75 times the monthly rent. All documentation required to verify sources of income will follow TCAC program guidelines.
- **Asset Verification:** Assets are verified to determine actual or imputed income. The income from assets is added to the household income to determine if applicant's total income is below the income limits governing the property. Asset income is not used to determine minimum income requirements. There is no limit to the amount of assets a household may have; however, assets over \$5,000 will calculate imputed income by .06% and the imputed income from the asset will be counted toward income eligibility.

***Please note - Full Time Students:** Households comprised of full time students do not qualify for the low-income program, however, there are some exceptions to this rule, see exceptions below. Verification of student status will be done at initial move in process and every year thereafter.



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*Full time student households must meet one of the five (5) following IRS exceptions to qualify for the low-income program:

- Any member of the household is married and is filing (or is entitled to file) a joint tax return
- Be receiving assistance under Title IV of the Social Security Act (AFDC, Cal WORKS, or TANF not SSA/SSI)
- Have recently exited the Foster Care System (TCAC restricts to ages 18-24)
- Be enrolled in a job training program under WIA (Workforce Investment Act) or under another similar Federal, State or local law
- Be a single parent with a child (or children) and neither the parent or children are claimed as a dependent on a third parties tax return

**Please note – To maintain the integrity of the low-income housing program, a Applicants may not make changes to their application during the interview process for purposes of qualification (i.e. quit your job to income qualify, add/remove a household member). Extraordinary personal/unforeseen circumstances may be considered on a case by case basis through the appeal process.

Written “Notice of Disqualification”: If an applicant is disqualified, the applicant(s) will receive the reasons for disqualification in writing and will be given ten (10) calendar days to appeal their case.

Appeal Process: Anyone who does not agree with the property’s 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. All appeals are reviewed at the Regional Manager level. Depending on the circumstances of each 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.

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 Regional Manager 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 for 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)

Section 504 and Reasonable Accommodations: The Property will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504 of The Rehabilitation Act of 1973, the Property will make reasonable accommodation for individuals with disabilities (applicants or residents).



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Such accommodations may include changes in the method of administering policies, procedures, or services. The Section 504 coordinator in this region is Lisa Caldwell.

Violence Against Women Act of 2013 (VAWA): Charities Housing understands the importance of providing housing protection and rights to victims of domestic violence, sexual assault, and stalking. The definition of VAWA to include violence committed by intimate partners of victims, and by providing that tenants cannot be denied assistance because an affiliated individual of theirs is or was a victim of VAWA crimes. In service of the VAWA requirements, this property has:

- Established an Emergency Transfer plan to provide emergency transfers when requested, under the plan.
- Where a victim of VAWA has requested a lease bifurcation, has established a reasonable time to establish eligibility or to find new housing when the household has to be divided as a result of a VAWA crime.
- VAWA protections are extended to applicants. Applicants cannot be denied housing because they are a victim of a VAWA crime.
- Applicants and in-place tenants are to be notified of their rights under VAWA.

Fair Housing & Equal Opportunity: It is the policy of Charities Housing to fully comply with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Fair Housing Amendments Act of 1988, the California Fair Employment and Housing Act, the California Unruh Civil Rights Act and any legislation protecting the individual rights of residents, guests, applicants, or staff. Federal Law prohibits discrimination against any person or group of persons because of race, color, religion, sex, handicap, familial status, or national origin.

The California Fair Employment and Housing Act and California fair housing laws prohibit discrimination because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, genetic information, military or veteran status, marital status, national origin, ancestry, source of income, mental and physical disability, medical condition, age, pregnancy, and/or retaliation for protesting illegal discrimination related to one of these categories. In addition, Charities Housing must comply with local fair housing and civil rights laws.

Application Screening: For all adults in the household processing an application, management will conduct; Credit Investigation, Unlawful Detainer Report, Landlord References, Criminal Background Investigation, 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.



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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:

- Collections
- Late accounts
- Negative accounts
- Public records and bankruptcy filed within the last 3 years
- Total negative tax liens over \$500 will be denied

NOTE: Applicant utility accounts must be current to qualify for a rental unit – NO EXCEPTIONS.

Credit 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. A negative landlord reference, by itself, is grounds for denial.

Per California SB-91, any unpaid rent or other unpaid financial obligation for a tenant that came due between March 1, 2020 through June 30, 2021 are considered as COVID-19 rental debt, therefore will not be used as a negative factor when determining eligibility.

The landlord must have an “arm's length” relationship with the applicant. 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.

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 filed within the last seven (7) years.

Criminal Background Investigation: It is the objective of Charities Housing 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 and overall ability to meet the rules and regulations of the property will be determined in part by the outcome of a criminal background check. Management reserves the right to disqualify applicants if necessary, 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.

- a. A criminal background investigation covering the previous seven (7) years will be performed by Insight Screening Solutions on each applicant. The purpose of criminal



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background checks is to screen for behaviors potentially detrimental to the property, community, and or residents. In accordance with applicable California Law, we will not consider any:

- i. Information about an individual's participation in a pre-trial or post-trial diversion (unless that information is presented by applicant as a mitigating factor.)
 - ii. Arrests that did not result in conviction
 - iii. An infraction
 - iv. Convictions that have been sealed, expunged, dismissed, vacated, voided, pardoned, or otherwise rendered inoperative.
 - v. Juvenile records (unless that information is presented by applicant as a mitigating factor.)
- b. Criminal background records are kept separate by each county; therefore, the On-Site Manager will search all counties which come up on the credit report, landlord references, and employment history.

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.

Income Limits and Rents: Income and rent restrictions apply. Please refer to the most current Max Income and Rent table posted in the rental office. You may request a copy for your records. Initial rents have been established based upon by TCAC qualified rents as presented in the TCAC 4% application and in the proforma approved by the City of San Jose.

All 145 rental units at Blossom Valley Senior Apartments are to be rented to extremely low, very low-, and low-income households, which qualify at 30% - 50% of AMI. Rents and income limits are subject to change based on program compliance; therefore, rent and income levels will be posted to the public in the rental office. Applicants will be provided a copy of the rent and income limits upon request.

Continuing Compliance: Once a household has been accepted for tenancy, they will be required to re-certify income and assets annually per the State Tax Credit Program. 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.

Annual Rent Adjustments: Rents may be adjusted annually based upon the most restrictive regulatory program. Residents will be given 30 days, notice before any rent increase.



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Translator: The interview will be conducted in English. If you require a translator, please contact us at least 48 hours prior to your interview so that we may arrange for translation services. If you have your own translator whom you would prefer to use, they must be at least 18 years old, which will help ensure that they have sufficient capacity to understand what is being discussed during the interview and are able to translate competently. They cannot be an employee of Charities Housing.

Executed Lease Agreement: Executed Lease Agreements will be maintained in Blossom Valley Senior Apartments property management office. The City or other Stakeholders can inspect/audit lease agreements of Blossom Valley Senior Apartments residents upon reasonable notice to the property manager.

Availability of New Units for Lease: Upon completion of construction, the Certificate of Occupancy issued by the City of San José will constitute City approval for the unit(s) to be occupied.

Smoking: Smoking is not allowed in any common area on the property nor inside any of the units. However, Charities Housing cannot guarantee a smoke-free environment to any tenant regardless of the location of their unit.

I have read and received a copy of Blossom Valley Senior Apartments Tenant Selection Criteria.

Print Name

Signature of Applicant

Date

Print Name

Signature of Applicant

Date





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399 Blossom Hill Road San Jose, CA 95123

OCCUPANCY STANDARDS

1 - 3 persons

2026 INCOME LIMITS

<u>AMI</u>	<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>
30%	\$43,170	\$49,320	\$55,500
40%	\$57,520	\$65,760	\$74,000
50%	\$71,950	\$82,200	\$92,500

2026 RENT LIMITS

<u>AMI</u>	<u>Studios</u>	<u>1 Bedroom</u>	<u>2 Bedroom</u>
30%	\$1,016	\$1,084	\$1,293
40%	\$1,376	\$1,469	\$1,755
50%	\$1,736	\$1,854	\$2,217

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

****Minimum Income = 1.75 times the monthly rent.***



Charities Housing

BLOSSOM VALLEY SENIOR APARTMENTS - RENTAL APPLICATION

PLEASE MAIL THIS APPLICATION TO:
1390 S. Winchester Blvd., Suite B4 San Jose, CA 95128
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.**

All household members must be 62+ years old at time of application.

Occupancy: Studios, 1 BRM and 2 BRM (max 2 persons)

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:					
(If applicable)	Live-in Aide				

***Note:** Authorized live-in aides have no rights to tenancy but will be considered an occupant.

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	
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 household. If yes, explain: _____

☐ Yes ☐ No Have you or any member of your household ever been evicted from rental housing? If Yes, describe: _____

TOTAL HOUSEHOLD INCOME

List ALL money earned or received by each member of your household below, including Uber, Lyft, Door Dash, Etsy, Family Support, etc..

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, *Bitcoin/crypto, Venmo, PayPal*, 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 _____

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 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 \$ 40.00 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

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

Date/Time Application Received _____

What to bring to your appointment

All adults (18 years or older) living in the unit **must** come to the appointment on time. If you are late, we may cancel your appointment.

Income info:

If you are **Employed**:

- ☐ Employer's contact information; name, address, contact person, phone #, fax # or email
- ☐ **3** consecutive months of current pay stubs for each person working

If you are **Self-employed or paid in cash**:

- ☐ Your current year tax return and Profit and Loss Statement

If you receive **SS, SSI, SSA, SSDI**:

- ☐ Your **current year** award letter. If you don't have it, go to the SS office prior to your appointment and get one

If you receive **Family, Friend, or other Support**:

- ☐ Family / Friend/ Contributor's name, address, and phone number

If you receive **Unemployment or Disability**:

- ☐ Your current award letter stating monthly/weekly amount you receive

If you have lost your employment due to **COVID-19** please provide:

- ☐ Any notification received e.g. Lay-Off letter

If you receive **Child Support**:

- ☐ The court order, if applicable, statements/payment receipts from DCSS
- ☐ The name and address of the person or agency you receive the support from

If you receive **Public Assistance** (AFDC/TANF/Food Stamps/Cal Fresh/EBT):

- ☐ Current Notice of Action Letter or Verification of Benefits

If you are a **student**:

- ☐ Name and address of the school, current class schedule, student ID# and proof of financial aid (award letter)

If you receive **any other income**:

- ☐ Documentation of the income

Asset Info, if applicable:

- ☐ Last **4** month's checking account bank statements, starting with the most recent
- ☐ Last **4** month's savings account bank statements, starting with the most recent
- ☐ Copy of whole life insurance policy
- ☐ Most recent account statement for Venmo, PayPal, Zelle, Crypto, CD's, Money Market, Stocks, etc.

For each applicant who is **18 years of age, or older**, you must bring to your appointment:

- ☐ Cashier's Check or Money Order for \$40.00, payable to Blossom Valley Senior Apts. (no personal checks, nor cash)
- ☐ Copy of government-issued picture ID and social security card (if applicable)