

# HomeSafe - Application to Rent

HomeSafe San Jose  
70 Kentucky Place  
San Jose, CA 95116

HomeSafe Santa Clara  
611 El Camino Real  
Santa Clara, CA 95050

**PLEASE PRINT LEGIBLY**

APPLICATION TO RENT PROPERTY AT: (Circle one) San Jose / Santa Clara

Full Name of Applicant \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (day) \_\_\_\_\_ (msg / cell/ pager) \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ Expires \_\_\_\_\_ State \_\_\_\_\_

Please provide 2 years of Landlord History. If additional space is needed please use the sheet provided.

Name of Current Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long at present address: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long at present address: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long at present address: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name(s) of all other occupant(s) and relationship to applicant(s)

Name	Relationship	Birth Date	Social Security No.
_____	Child	_____	_____
_____	Child	_____	_____
_____	Child	_____	_____
_____	Child	_____	_____

Sources of income:

Present Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position or Title \_\_\_\_\_ How long with this employer \_\_\_\_\_  
Gross Income \$ \_\_\_\_\_ per (circle one) hour / week / month

Other Income: List all sources of income here such as TANF, Child Support, SSI, self employment, Alimony, etc.

Source \_\_\_\_\_ What do you estimate your total gross income to be? \_\_\_\_\_  
Gross income \$ \_\_\_\_\_ per (circle one) hour / week / month

Do you own an automobile?  Yes  No Make / Model / Year \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

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### Applicant Bank Account Information

Name of Bank	Address/Branch	Account Number	Type of Account

List any instrument of savings, such as Certificated of deposit, retirement plans that you can access, etc.:

Name of Account/Location	Account Number	Balance	Interest Rate

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

If yes, do you receive any income from the real estate?  Yes  No

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

Have you been a party to an unlawful detainer action or filed bankruptcy within the last seven years?

Yes  No      If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The property (Home Safe San Jose/Santa Clara) 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 provide, including obtaining credit report(s) and criminal at the actual cost of \$25.00 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 for any misrepresentation made above. Credit report is available to applicant only through the credit reporting agency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Phone Number

## HomeSafe - Tenant Selection Criteria

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### General Information:

**Applicants must be referred by Next Door Solutions and have met Next Door Solution's Program criteria.**

When units are available, qualified applicants based on income, and preliminary screening criteria will be scheduled for interview. The following items and information must be brought to the interview:

- A photo identification, such as Driver's License or California ID
- Your Social Security Card
- Birth certificates for household members under age of 18
- Note: the regulations of the Internal Revenue Service does not allow all the members of a household to be full-time students without meeting exceptions.

Certification of income and compliance with the Housing Credit Program are essential, failure to verify any required information will disqualify applicants.

### Tenant Selection Criteria:

- Only **extremely low and very low-income households will be considered.** (See the income limit table to determine your eligibility.)
- The rent to be paid should not exceed 40% of the household income – and absolutely must not exceed 50% of the household income unless the applicant can demonstrate ability to pay a higher percentage of their income. **Residents must demonstrate a financial ability to pay rent.**
- Applicants who have lived in rental housing must have a positive rental history. It must be verified with landlord references that include prompt payment of rent, compliance with rules and regulations, and evidence of no evictions. References from relatives are not acceptable. However, lack of rental history will not be taken as a bad or negative rental history.
- **Credit Report:** (An unlawful detainer report is included in the credit report.) The applicant may not have any unlawful detainers, no more than 3 current active collection accounts, or more than 3 negative accounts will be accepted. (See score sheet to see how credit is evaluated.)
- **Criminal Record:** No felonies, or misdemeanors involving drugs or other controlled substances; no felonies or misdemeanors involving violence against others; no felonies or misdemeanors involving theft or burglary, or crimes involving a minor, in the last seven years.

## HomeSafe - Tenant Selection Criteria

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HomeSafe San Jose and Charities Housing Development Corporation will not discriminate on the basis of marital status, race, color, religion, ancestry, gender, sexual orientation, age, national origin, Acquired Immune Deficiency Syndrome (AIDS) or Aids Related Condition (ARC), physical handicap, familial status or any other arbitrary basis. We are an equal housing provider.

**Continuing Compliance:**

Once a person has been accepted for tenancy, they will be required to re-certify income and assets annually. This process absolutely must be completed prior to the anniversary date of move-in, or a 30-day notice to terminate tenancy will be issued.

**Income Limits:**

Income Limits % of median	Family Size				
	1 person	2 persons	3 persons	4 persons	5 persons
No. of units	8	26 units			3
Rent	\$400.00	\$475.00	\$475.00	\$475.00	\$475.00
30%	\$23,340.00	\$26,700.00	\$30,030.00	\$33,360.00	\$36,030.00

All 24 units at Home Safe San Jose are to be rented to extremely low income households, which qualify at 30% of AMI.

Six of the units at HomeSafe Santa Clara and five units at HomeSafe San Jose are financed by McKinney Act Funds and the occupants cannot pay more than 30% of their adjusted monthly income according to the HUD Handbook 4350.3.

I have read and received a copy of the HomeSafe Tenant Selection Criteria.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





I, \_\_\_\_\_, state that the above information is accurate and true.  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**REFERENCES:**

**Charities Housing Development Corporation** would like to contact three individual who are able to give a reference for you. Suggestions include social workers, shelter workers, counselors, etc. Please fill in the information below and sign this form.

Name	Telephone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**RELEASE OF INFORMATION:**

I, \_\_\_\_\_, give permission to **Charities Housing Development Corporation** to contact the individual listed above to receive information about me. I understand that this release will remain in effect until six months from the first interview.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date