

CHECKLIST FOR SUBMITTING APPLICATION

(PLEASE KEEP THIS PAGE FOR YOUR REFERENCE.)

To be on the waitlist:

- Signed **Application form** for each member for the Household 18 years of age or older
- Signed **Tenant Selection Criteria** by each member of the Household 18 years of age or older
- Signed release for **Kroll background check** for each member of the Household 18 years of age or older
- Copy of **government-issued picture ID and social security card** (if applicable) for each adult member of Household
- Copy of **birth certificates and social security card** (if applicable) for each Household member under 18

At time of interview:

- Cashier's Check or Money Order for \$30.00** for each member of the Household 18 years of age or older, payable to Paseo Senter (no personal checks)
- Proof of income** – Copy of 3 months of pay stubs for each person working, or benefits award letter, if applicable
- Asset Information** – last 6 bank statements for every account in household
- Optional additional information form** (optional)

Return Completed Application Including Everything Listed Above to:

**PASEO SENTER AT COYOTE CREEK
1898 SENTER ROAD, SUITE 10
SAN JOSE, CA 95112
PH. 408-947-9100 * FAX 408-947-9103**

The date we receive a completed application may determine which applicants are offered the unit.



**APPLICATION TO RENT PROPERTY AT PASEO SENTER
1898 AND 1908 SENTER ROAD, SAN JOSE, CA 95112**



Equal Opportunity Housing

CHARITIES HOUSING

A completed application to rent is required for ALL occupants 18 years of age or over (*copy page 2 if necessary*).

What is your preferred size of unit? Choose only one.
 1 bed (1 to 3 persons) 2 bed (2 to 5 persons) 3 bed (4 to 7 persons)
 If your preferred unit size is not available, do you want to be considered for other sized units?
 (subject to eligible income and household size)
 Yes No
 I understand that Charities Housing cannot guarantee a smoke free environment.
 Yes No

APPLICANT 1

Full name _____ **Special Needs:** Single Parent Homeless and disabled FSP
Phone numbers Home: _____ **Work:** _____ **Cell:** _____
Soc. Sec. Number. _____ **Date of Birth** _____
Driver's license Number _____ **Expires** _____ **State** _____
Present address _____ **Email:** _____
City _____ **State** _____ **Zip** _____

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** \$ _____ **per.** _____

Other Income: List all other sources of income such as TANF, child support, General Assistance, Alimony, other family support, self employment, VA benefits, etc.
 \$ _____ per _____ (hour, week, month) **Source** _____ \$ _____ per _____ (hour, week, month) **Source** _____
 What do you estimate your total gross annual income to be? \$ _____
 Do you own an automobile? Yes No **Auto make** _____ **Model** _____ **Year** _____

APPLICANT 1 - List any instrument of savings such as Certificates of Deposit, retirement plans that you can access, etc.

Name of account / location	Account number	Balance	Interest rate

Bank Account Information

Name of Bank	Address/branch	Account number	Type of account

Do you own any 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. If yes, how much? \$ _____
 Have you sold or disposed of any assets in the last two years? Yes No

APPLICANT 2
(Copy if additional applicants)

Full name _____ Special Needs: Single Parent Homeless and disabled FSP
 Phone numbers Home: _____ Work: _____ Cell: _____
 Soc. Sec. Number _____ Date of Birth _____
 Driver's License Number _____ Expires _____ State _____
 Present Address _____

Current landlord / manager or management company _____
 Landlord/manager's phone (____) _____ How long at present address _____ From: _____ To: _____
 Reason for leaving _____

Previous landlord/manager _____ Previous Address _____
 Landlord/manager's phone (____) _____ How long at previous address _____ From: _____ To: _____
 Reason for leaving _____

Present employer _____ Supervisor _____ How long with this employer _____
 Employer's address _____ City _____ State _____ Zip _____ Phone (____) _____
 Position or title _____ Gross income \$ _____ per _____

Other Income: List **all other sources** of income such as TANF, child support, General Assistance, Alimony, other family support, self employment, VA benefits, etc.
 \$ _____ per _____ (hour, week, month) Source _____ \$ _____ per _____ (hour, week, month) Source _____

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

Applicant 2 - List any instrument of savings such as Certificates of Deposit, retirement plans that you can access, etc.

Name of account / location	Account number	Balance	Interest rate

Applicant 2 Bank Account Information

Name of Bank	Address/branch	Account number	Type of account

Applicant 2: Do you own any 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 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 _____ Birth date ____ / ____ / ____ Soc: No: or ITIN ____ / ____ / ____

Name _____ Relationship _____ Birth date ____ / ____ / ____ Soc: No: or ITIN ____ / ____ / ____

Name _____ Relationship _____ Birth date ____ / ____ / ____ Soc: No: or ITIN ____ / ____ / ____

Name _____ Relationship _____ Birth date ____ / ____ / ____ Soc: No: or ITIN ____ / ____ / ____

Name _____ Relationship _____ Birth date ____ / ____ / ____ Soc: No: or ITIN ____ / ____ / ____

Name _____ Relationship _____ Birth date ____ / ____ / ____ Soc: No: or ITIN ____ / ____ / ____

All Applicants

Has any applicant been convicted of a felony? No Yes Type _____

Pet(s) (number and type) _____

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

If yes, please explain _____

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

Address _____

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

Address _____

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 \$ 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.

_____	_____	_____	_____	_____
Date	Time	Applicant 1 Signature	Phone (day)	Phone (eve)

_____	_____	_____	_____	_____
Date	Time	Applicant 2 (if any) Signature	Phone (day)	Phone (eve)

_____	_____	_____	_____	_____
Date	Time	Applicant 3(if any)Signature	Phone (day)	Phone (eve)

_____	_____	_____	_____	_____
Date	Time	Applicant 4 (if any) Signature	Phone (day)	Phone (eve)



Kroll Background America, Inc

NOTICE/AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT (PLEASE PRINT OR TYPE)

I, the undersigned consumer, do hereby authorize Charities Housing, Paseo Senter I and/or II by and through an independent contractor, KROLL BACKGROUND AMERICA, INC. ("KBA"), to procure a consumer report and/or investigative consumer report on me.

These above-mentioned reports may include, but are not limited to, information as to my character and general reputation, discerned through employment and education verifications; personal references; personal interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to KBA, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681et. seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Charities Housing, Paseo Senter I and/or II by and through KBA, including, but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release Charities Housing, Paseo Senter I and/or II, KBA and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs or others making such claim or demand on my behalf, for providing a consumer report and/or investigative consumer report hereby authorized

I understand that this Notice/Authorization Release form shall remain in effect for the duration of my employment with said Company. Additionally, I give permission to investigate any incidents of workplace misconduct or criminal activity for which I am alleged to have been involved during my employment. Further, I certify that the information contained on this Authorization/Release form is true and correct and that my application will be terminated based on any false, omitted or fraudulent information.

Signature: _____

Printed Name: _____ Date: _____
First Middle Last

Other Names Used (alias, maiden, nickname) _____ YEARS USED _____

Current Address: _____
Street /P. O. Box City State Zip Code County Dates

Former Address: _____
Street /P. O. Box City State Zip Code County Dates

Former Address: _____
Street /P. O. Box City State Zip Code County Dates

Social Security Number: _____ Daytime Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____ Date of Birth*: _____ Gender* _____

- Have you ever been sanctioned or had your licenses suspended or revoked? Yes ___ No ___
• Are you currently under any investigation or pending charge? Yes ___ No ___

* This information will enable us to properly identify you in the event we find adverse information during the course of our background search.

**Paseo Senter at Coyote Creek
Tenant Selection Criteria
January 2011**

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

Deliver to the rental office:

1898 Senter Rd, Ste. 10 San Jose, 95112 from 2pm-5pm on Monday, 3pm-6pm on Tuesday and Wednesday and 9am-12pm on Thursday and Friday.

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**
- **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 a one preferred unit bedroom count (1, 2 or 3 beds). If they wish, they may also be indicate on the application that they wish to considered for other bedroom count units, if there is no unit available at the preferred unit bedroom count. If they have indicated they wish to be considered for other bedroom counts and there is no unit available at their preferred bedroom count, Charities Housing will determine which other bedroom count unit/s 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 applicable by Charities Housing or 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, one for 25% AMI applications 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 who 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 is 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) 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) 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.

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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 unit, rent, and security and /or holding deposit and 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%	\$280	\$400	5	\$6,720	\$11,790	\$13,470	\$15,165		
1 bed	25%	\$490	\$700	10	\$11,760	\$19,650	\$22,450	\$25,275		
1 bed	45%	\$910	\$1,200	29	\$21,840	\$35,370	\$40,410	\$45,495	AVAILABLE	
Bedroom Count	AMI	Rent	Deposit	TOTAL	Minimum income	2 person	3 person	4 person	5 person	
2 bed	15%	\$330	\$500	11	\$7,920	\$13,470	\$15,165	\$16,845	\$18,195	
2 bed	25%	\$575	\$855	22	\$14,040	\$22,450	\$25,275	\$28,075	\$30,325	
2 bed	45%	\$1,025	\$1,500	70	\$24,600	\$40,140	\$45,495	\$50,535	\$54,585	AVAILABLE
Bedroom Count	AMI	Rent	Deposit	TOTAL	Minimum income	4 person	5 person	6 person	7 person	
3 bed	15%	\$380	\$550	6	\$9,120	\$16,845	\$18,195	\$19,545	\$20,895	
3 bed	25%	\$670	\$975	12	\$16,080	\$28,075	\$30,325	\$32,575	\$34,825	
3 bed-	45%	\$1,255	\$1,500	49	\$30,120	\$50,535	\$54,585	\$58,635	\$62,685	AVAILABLE

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 Needs(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 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
 - 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) Kroll Background America, 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.

