

**Sunset Square Apartments**  
**Tenant Selection Criteria**  
**As of February 1, 2007**

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**When And How Do You Apply?**

Applications will be accepted when a vacancy is expected. All applications received during the application period will be processed in chronological order (first come, first serve), until an applicant is selected for occupancy.

- Each adult (18 years old and over) must complete an application. The completed and signed application (s), copies of the Social Security Card or Tax Payer ID number, picture identification such as California Drivers License or California ID for all adult members of the household may be hand delivered or mailed to the Sunset Square business office at 2080 Alum Rock Ave., San Jose, CA 95116.

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- The Tax Credit Program has strict guidelines for full time students. Household Eligibility must be determined at the time of application.
- A credit report will be processed. An applicant will be disqualified if they receive a report of derogative credit. Derogative credit includes: collections, negative current accounts, public record debt, late accounts. Credit will be rated on a “report card” with fixed points deducted for each derogative account. A passing grade of 70 points is required. A copy of the report card is available. An exception may be made for unpaid medical bills. Exceptions to this rule must be approved by the property manager, in writing.
- An Unlawful Detainer Report will be processed. An applicant will be disqualified if they have been evicted by an unlawful detainer action in the past 7 years.
- Landlord references will be checked. In cases where the applicant has not lived in the same location for more than one year, previous landlords will also be checked. In order for a landlord reference to be acceptable, the tenancy must have been for duration of at least six (6) months, and the landlord must have an “arms length” relationship with the applicant. Family 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. A negative landlord reference, by itself, is grounds for denial. Management reserves the right of disqualification for negative landlord references in order to ensure agreeable and pleasant surroundings for all residents. Any applicant may request that their application be reviewed by the property manager for exceptions to these general rules.
- In the event the applicant reports on the application that they have been convicted of a felony, a criminal background check will be processed to determine the nature of the conviction and to determine if they should be disqualified for tenancy. Applicants may be disqualified for tenancy if they have been convicted of any of the following: any felony, assault & battery, resisting arrest, weapons possession, theft, sex crimes, rape, molestation, spousal abuse, fraud, computer crimes, child endangerment, drugs, disturbing the peace, or any active warrant.
- The Household must qualify under low-income limits of 60%, 50% or 30% of Area Median Income (chart at end of this document). No household whose income exceeds 60% of AMI will be accepted.

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- Income is verified to determine the ratio of gross income to rent. The following table lists the minimum required gross monthly income based on unit size, percentage of Area Median Income (AMI), and monthly rent to qualify for the various units at Sunset Square.

Unit Size	%AMI	Monthly Rent	Minimum Gross Monthly Income Required
Studio	60	\$670.00	\$1,340.00
1 bedroom	30	\$515.00	\$1,030.00
1 bedroom	50	\$721.00	\$1,442.00
1 bedroom	60	\$932.00	\$1,864.00
2 bedroom	60	\$1,035.00	\$2,070.00
3 bedroom	60	\$1,241.00	\$2,482.00

- Occupancy Standards:
  - 1 bedroom – 1-3 Persons
  - 2 bedroom – 2-5 Persons
  - 3 bedroom – 3-7 Persons
  - Studio – 1-2 Persons
- Any applicant may be disqualified for tenancy if they display, or have displayed, blatant disrespect, disruptive, or anti-social behavior towards management, property, or other residents at any time in the past three years.
- Any time an applicant is turned down, they will receive that reason in writing. If they do not agree with this notice for any reason, they may appeal the decision by writing to the Resident Manager and requesting a review by or a meeting with the Property Manager. In the interest of minimizing vacancies, no unit will be held for an applicant once the “Notice of Applicant Disqualification” has been mailed out.
- All exceptions to these policies and procedures must be approved by the Property Manager, in writing, in order to be honored. Where errors have been made by the Resident Manager administering these policies and procedures, the file must be submitted to the Property Manager for disposition. The Resident Manager will submit all requests for exceptions to the Property Manager, by facsimile, and a return response will be within five working days. Any written response from the Property Manager may be copied for the applicant. The most commonly approved exceptions are listed below:
  1. Any family, or person with a bankruptcy.
  2. A head of household who has recently been released from armed services and does not fit the normal historical criteria requirement.
  3. Persons that have not had the time away from their parents or guardians to develop a positive track record from landlords or credit.
  4. A lack of credit history may not be declared bad credit. If a family pays all bills in cash, and can demonstrate this fact, then no credit, may be classified as good credit.
  5. Cosigners may be offered or used by management to support an application that might otherwise be declined for lack of credit and / or landlord references. The process for approving an applicant with a co-signer is the following:
    - a. A co-signer can only be approved by the property manager.
    - b. Before a co-signer can be considered, the manager must process the original applicant’s application for landlord references, credit, employer and criminal background verification.
    - c. There must not be any negative landlord or credit references for the co-signer or the applicant.

