Charities Housing Announces a Lottery For PARKSIDE STUDIOS
A New Affordable Rental Housing Development At 495 N. Wolfe Road, Sunnyvale CA 94085

New Affordable Studio Apartments

<table>
<thead>
<tr>
<th>Community Features:</th>
<th>Studio Apartment Features:</th>
<th>Occupancy Restrictions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• On-Site Management &amp; Services</td>
<td>• 370 Square Feet of Living Space</td>
<td>• Income Restrictions Apply.</td>
</tr>
<tr>
<td>• Covered Parking</td>
<td>• Full Kitchen and Bath</td>
<td>• Maximum Two Occupants Per Studio</td>
</tr>
<tr>
<td>• Community Room</td>
<td>• Private Balcony</td>
<td>• 15 Units Available To Households With Incomes At Or Below 45% Area Of Median *</td>
</tr>
<tr>
<td>• Electric Vehicle Charging Stations</td>
<td>• Rents ranging from $714 to $803 per month.*</td>
<td>• 25 Units Available To Households With Incomes At Or Below 40% Of Median *</td>
</tr>
<tr>
<td>• Laundry Room</td>
<td>• Accessible units available.</td>
<td>• Priority given to applicants who live or work in Sunnyvale</td>
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<tr>
<td>• Bicycle Storage</td>
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<tr>
<td>• Furnished Outdoor Common Area</td>
<td></td>
<td></td>
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<tr>
<td>• Storage Lockers</td>
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LOTTERY APPLICATION PERIOD:
January 5 through January 23, 2015
• Lottery to be held on January 29, 2015.
• Details at http://www.CharitiesHousing.org

TENTATIVE MOVE-IN DATES:
April through June 2015

For More Information Contact:
CHARITIES HOUSING Agent
Palo Alto Housing Corp (650) 321-9709
parkside@charitieshousing.org
Se habla español.

* Complete income and rent limit details available in application packet, online, and upon request.

How Do I Apply?

When: January 5 to January 23, 2015, between 9:00 am to 4:00 pm Weekdays
Where: Pick up and Drop Off Your Application at:
• Stoney Pine Apartments Leasing Office
267 W. California Ave., Sunnyvale, CA 94086
• City of Sunnyvale Housing Division
456 W. Olive, Sunnyvale, CA 94086
(408) 730-7250

Or, mail complete application to:
• Parkside Studios C/O PAHMSC, 725 Alma Street,
Palo Alto, CA 94301
NO FAX OR EMAIL APPLICATION WILL BE ACCEPTED

Applications also available online at:
www.charitieshousing.org

Construction of this project was funded in part by the City of Sunnyvale HOME and HMF Programs, the State of California MHSA Program, the County of Santa Clara HOME & CDBG Programs, and federal and State Low Income Housing Tax Credits.
Application To Rent Property at
PARKSIDE STUDIOS
495 N. Wolfe Road, Sunnyvale, CA 94085

Please return this application by mail or personal delivery to
City of Sunnyvale, 456 W. Olive, Sunnyvale, CA 94086 or
Stoney Pine, 267 W California Ave., Sunnyvale CA 94086 or
PAHCMSC, 725 Alma Street, Palo Alto CA 94301

Applications must be received by no later than January 23, 2015
4pm (M-F 9:00 a.m.-4:00 p.m.)

A completed application to rent is required for ALL occupants 18 years of age or over.

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I / We understand that this property has a non-smoking policy but Charities Housing cannot guarantee a smoke free environment  [ ] Yes  [ ] No

---

<table>
<thead>
<tr>
<th>APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name ____________________________________________</td>
</tr>
<tr>
<td>Phone numbers: Cell: (<strong><strong><strong>) Work: (</strong></strong></strong>) Home: (______)</td>
</tr>
<tr>
<td>Social Security or ITIN Number: / / / Date of Birth / / / email: __________________</td>
</tr>
<tr>
<td>Driver’s license or government issued Identification Number: / / / Expires / / / State __________________</td>
</tr>
<tr>
<td>Current address: __________________ City: __________________ State: ______ Zip: ______</td>
</tr>
</tbody>
</table>

**What is your current living situation?**

(Please check one)  
- [ ] Rent a home  
- [ ] Own a home  
- [ ] Rent a mobile home  
- [ ] Own a mobile home  
- [ ] Rent an apartment  
- [ ] Live in another family’s home/apartment, [ ] Homeless or [ ] Other?

Please explain:__________________________________________

Counting your family members and anyone else living with your family, how many people currently reside in your home?____

---

**Does anyone in the household live or work in the City of Sunnyvale?** Documentation will be required to obtain local preference)  [ ] Yes  [ ] No

---

**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): / / /

If you currently rent, what is your current monthly rental expenditure?____

**Reason for leaving**__________________________________________

**Previous landlord/manager**__________________________________________

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

Is your current job part time or full time?:____

If you work, how far is your typical daily commute?:____

Do you drive, take public transportation, or use another form of transportation to get to work?:____

---

**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>
<thead>
<tr>
<th>Name of Bank</th>
<th>Address/branch</th>
<th>Account number</th>
<th>Type of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**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>
<thead>
<tr>
<th>Name of account / location</th>
<th>Account</th>
<th>Balance</th>
<th>Interest rate</th>
</tr>
</thead>
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</table>

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: ______________________________________ State __________ Zip _________

What is your current living situation (Please check one)?  □ Rent a home □ Own a home □ Rent a mobile home □ Own a mobile home □ Rent an apartment □ Live in another family’s home/apartment, or □ Other? Please explain: ____________________________

Counting your family members and anyone else living with your family, how many people currently reside in your living unit? _________________________________________________________________

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): ______/_____/_______

If you currently rent, what is your current monthly rental expenditure?

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 ____________

Page 2 of 4
Employer’s address __________________________ City ____________ State ______ Zip________ Phone (___) _________

Position or title ______________________________ Gross income $ ______ Circle one: Hourly / weekly / Every two weeks / Monthly

Is your current job part time or full time?: ______________ If you work, how far is your typical daily commute?: __________________

Do you drive, take public transportation, or use another form of transportation to get to work? ________________________________

**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 __________

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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 ___/___/

---

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 Parkside, 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant 1 Signature</th>
<th>Phone (day)</th>
<th>Phone (Evening)</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant 2 (if any) Signature</th>
<th>Phone (day)</th>
<th>Phone (Evening)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Thank you for your application to rent an apartment at PARKSIDE STUDIOS. As you go through the application process, please note that you bear the responsibility of providing any and all information required to determine eligibility.

This document is not intended to take the place of the Tenant Selection Plan. Please reference the Tenant Selection Criteria for details on the information below.

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 Parkside Studios. In these cases 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. Copies of the application are available at [www.charitieshousing.org](http://www.charitieshousing.org) Information about Parkside can be requested by e-mail to parkside@charitieshousing.org or by calling PAHC at (650) 321-970.

3. **How to submit your application:**

   Download an application from [www.charitieshousing.org](http://www.charitieshousing.org); or
   - Pick up an application in person from January 5 – 23, 2015, between the hours of 9:00 am and 4:00 pm. at:
     - **Stoney Pine Apartments,** 267 W. California Ave., Sunnyvale, CA 94086
     - Or at:
       - **City of Sunnyvale Housing Division,** 456 W. Olive, Sunnyvale, CA 94086

   Drop off applications at either of the above addresses:
   - Applications accepted on weekdays from January 5 – 23, 2015, between the hours of 9:00 am and 4:00 pm.
   - All completed applications must be received by 4:00 pm on January 23, 2015 in person or via U.S. Mail to: **Parkside Studios** c/o PAHC Management, 725 Alma Street, Palo Alto, CA 94301
   - Faxed or emailed applications will not be accepted.

   **What to submit:**
   - Completed application form including signature of each adult applicant
   - Proof of residency or employment in the City of Sunnyvale. Acceptable proof could be government issued ID, paycheck stubs, a lease agreement, a utility bill, or other like documents showing a work or residence address in Sunnyvale. City preference will be given at the time of application only.

   **At Housing Interview appointment:**
   - 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
   - Proof of assets and income
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.

4. **Waiting List**: A Waiting List will be created by lottery for each of the following application levels: 40% AMI and 45% AMI. The Waiting List will include all those households that have completed an application for the initial lottery.

Following the initial lease-up, all applicants who were not immediately invited to interview for a unit will remain on a waiting list. The list will consist of no more than eighty (80) applicants for each AMI level the property serves. 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**. Future waiting list openings will be published in the Sunnyvale Sun. 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.**

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

All Applicants begin with 100 points. Passing is 70 points of higher. Points are deducted as follow:

**Credit**

- 1. Current collection accounts: Less than 3 years old Subtract 10 points
- 2. Old collection accounts: More than 3 years: Subtract 5 points
- 3. Late payments: Subtract 5 points
- 4. Public Record of unpaid debt Subtract 5 points
- 5. Unrated accounts Subtract 2.5 points
- 6. Negative trade accounts: Subtract 5 points
- 7. Charge off accounts Subtract 5 points
- 8. Tax Liens Subtract 5 points

An exception for extraordinary medical and/or student loan debt may be permitted. Exceptions may only be approved the property supervisor

**Rental History**

**Unlawful Detainer Report**: An Unlawful Detainer (UD) report will be obtained through the UD Registry. 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 Check & Personal History** 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. 3rd 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. In the case of MHSA units, total income also determines the household’s portion of the rent, but in no case will be no less than $240, except as adjusted. 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.

**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 to 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 on the waiting list, unless the Property Supervisor gives the applicant an authorization in writing for more time. The applicant passed over applicant will remain the next household on the waiting list 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 the 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 provided to the applicant 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.

Additional exceptions will be made as regulatory agreements may require.

NOTE – No changes to this document can be made without the Director’s approval in writing.
Tenant Selection Plan

Parkside Studios
Sunnyvale, CA
Contents

Parkside Studios
Tenant Selection Criteria

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Parkside Studios
Tenant Selection Criteria
December, 2014

Marketing Plan – Appendix 2

Parkside Studios is an affordable housing development located at 495 North Wolfe Rd. Sunnyvale, California. The property includes 58 studio apartments, a community room, laundry facilities, parking, tenant lockers, services and more. A total of 40 studios will be available to income-eligible households of one or two members, with preference for applicants who live or work in Sunnyvale. The remaining 18 studios will be filled with referrals from the County’s Office of Supportive Housing. Some accessible units available. There is a single application process for the building. Charities Housing is the property management agent. The Palo Alto Housing Corporation (PAHC) was hired to conduct the initial marketing and leasing process. Applications that cannot be accommodated at Parkside Studios may also be considered, as available, for similar bedroom count units at other Charities Housing properties; therefore, applicants are encouraged to inquire about other Housing opportunities with Charities Housing.

It is the objective of Parkside Studios 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?
The leasing agent will follow the instruction in exhibit 1 “Application Instructions”

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 Parkside Studios. In these cases 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. Copies of the application are available at www.charitieshousing.org. Information about Parkside can be requested by e-mail to parkside@charitieshousing.org or by calling PAHC at (650) 321-970.

3. How to submit your application:

   Download an application from www.charitieshousing.org
   • Pick up an application in person from January 5 – 23, 2015, between the hours of 9:00 am and 4:00 pm. at:

   •
Stoney Pine Apartments, 267 W. California Ave., Sunnyvale, CA 94086

Or at:

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Drop off applications at either of the above addresses:

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- Faxed or emailed applications will not be accepted.

What to submit

- Completed application form including signature of each adult applicant
- Proof of residency or employment in the City of Sunnyvale. Acceptable proof could be government issued ID, paycheck stubs or other like documents

At Housing Interview appointment

- Release for Credit and Criminal Background check for each adult applicant
- Photocopy of government-issued Photo ID for each adult applicant
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- Money order in the amount of $30.00 for each adult applicant
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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.

4. Waiting List: A Waiting List will be created by lottery for each of the following application levels: 40% AMI and 45% AMI. The Waiting List will include all those households that have completed an application for the initial lottery.

Following the initial lease-up, all applicants who did not interview for a unit will remain in a waiting list. The list will consist of no more than eighty (80) applicants for each AMI the property serves. 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. Future waiting list openings will be published in the Sunnyvale Sun. 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.

5. Parkside Studios: With the exception of the MHSA units for which County referrals are
obtained, the Waiting List will be used, in order, to fill other 40 units as they become available. 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 their original position in the Waiting List. Applicants may do this only once before they are removed from the Waiting List. 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.

6. **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 and qualifying income level. Priority on transfers is given to those with a reasonable accommodation need. See “Transfer Policy” for further information.

7. **Application Period:** Applications will only be accepted when the Waiting List is open, as specified by the Property Supervisor.

8. **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.

9. **Order of Selection**
   a) Current residents on the transfer list in chronological order (not applicable until 100% occupancy is achieved following initial rent up).
   b) Waiting List applicants (with or without special needs, such as ADA) who meet the City of Sunnyvale preference according to their order in the lottery.
   c) Waiting List applicants (with or without special needs, such as ADA), according to their order in the lottery and subject to the availability of their preferred unit type.

10. **Seven Days to Respond:** The first five (5) applicants on the Waiting List for the particularly income 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.

11. **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.

12. **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). Other pertinent documents could requested to qualify an applicant.

If the individual declines the unit at any time after the interview, they will be removed from the Waiting List.

13. **Written “Notice of Disqualification”:** Any time an application is disqualified the applicant(s) will receive that reason is writing and be given seven (7) calendar days to appeal.

14. **Accepting an Available Unit:** Applicants who are approved for tenancy will be issued a letter confirming the 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/Regional 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.

15. **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)

16. **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.**

17. **Nondiscrimination:** Parkside Studios 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
Section B. THE FOLLOWING INCOME AND OCCUPANCY TABLE APPLIES TO ALL APPLICANTS EXCEPT WHERE NOTED BELOW.

Income restrictions apply. Occupancy limited to 2 persons. See table below:

<table>
<thead>
<tr>
<th>Parkside Studios</th>
<th>Maximum Annual Household Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMI</td>
</tr>
<tr>
<td>40%</td>
<td>$714</td>
</tr>
<tr>
<td>45%</td>
<td>$803</td>
</tr>
</tbody>
</table>

Note: Rents, deposits and income limits may be subject to change.

Minimum Income Limits: The minimum income for other units is that rent may not exceed 50% of gross income.

Occupancy Standards: Studio: 1 to 2 persons

Section C. TENANT SELECTION CRITERIA:

For all adults in the household processing an application will include: 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 or Profit & Loss: 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. 3rd 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.

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.
6. **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.

7. **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.

8. **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.
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.

**Section D: OTHER**

**Accessibility:** The common areas of the building are fully accessible. A number of units have been adapted for wheelchair users and/or the hearing impaired. All units are adaptable. Please inform the management office if, due to disability, you require a reasonable accommodation. The leasing office is wheelchair accessible.

**Onsite Services:** A completed application does not guarantee access to the onsite programs. Nor does Charities Housing consider participation or interest in these programs when processing applications for tenants. All tenants will be provided with information on applying for these programs at move in or before.

**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 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.

**Smoking:** Smoking is not allowed in any common area on the property or on any balcony, including private balconies, 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 the Tenant Selection Criteria at Parkside Studios.*

<table>
<thead>
<tr>
<th>Signature of Applicant 1</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Signature of Applicant 2</th>
<th>Date</th>
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Tenant Selection Plan – Attachment A

County of Santa Clara Office of Supportive Housing units ONLY

Special Needs: 18 units have been set aside for households with verifiable special needs. These units will be filled by referrals from the County of Santa Clara Office of Supportive Service. The unit assignments are as follows:

a. **“MHSA” units (11 units)**
   These units are designated for chronically homeless single adults and/or households with a mental health diagnosis who are currently connected to services in the County of Santa Clara’s Department of Behavior Health (DBH). The County’s Department of Behavior Health (DBH) is responsible for identifying qualified tenants through its program and is responsible for providing for all the client’s mental health service needs.
   
   o 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.
   
   o The MHSA program utilizes the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act definition of chronically homeless. According to the HEARTH, a chronically homeless individual/family is one who is:
     
     o Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
     
     o Has been homeless and living or residing in a place not meant for human habitation, a safe haven or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and
     
     o Has an adult head of household with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.
     
     o An individual who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility and has resided there for fewer than ninety days is considered chronically homeless if such person met all of the requirements described above prior to entering that facility.
     
     o All MHSA tenants will be paying no less than $240 per month for rent (30% of estimated SSI income).

b. **Homeless Units PBV (7 units)**
   These units will target households who meet the HUD McKinney Vento’s definition of homelessness. Currently, these units are restricted 45% AMI. The HUD McKinney Definition of Homelessness is:
   
   o Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency
shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;

- individuals and families who will imminently lose their primary nighttime residence;
- unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
- individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

*Special Needs Units:

At the 30% level, all 11 units will be MHSA and chronically homeless units.

At the 45% level, 7 of the 22 units will be for homeless units, as defined by McKinney Vento.

*The portion of rent payable by the MHSA Resident shall not exceed thirty percent (30%) of the current California Department of Social Services Supplemental Security Income/State Supplementary Payment ("SSI/SSP") grant amount for a single individual living independently, or thirty percent (30%) of total household income, whichever is greater and as adjusted for a utility allowance, if applicable.

Documentation Requirement For special needs units:

- Documentation of chronically homeless and disabled status
- Documentation of homelessness
- Three (3) months of paystubs for each person employed
- Documentation of any other income including social security, pensions, and child support
- Last bank statement for each account

Note: The $30.00 application fee is waived for County referred applicants.

In the case of MHSA units, total income also determines the household’s portion of the rent, but in no case will be no less than $240, except as adjusted. Misstating income on the application form will be grounds for denial.