

Date/Time: \_\_\_\_\_ (staff use only)

# Terraza Palmera at St. Joseph's BMR- Pre-Application

Please fill out this form completely. Incomplete forms cannot be processed.

First Name:		Last Name:		
Mailing Address		Apt #	Phone#1	
City	State	Zip	Phone#2	
Contact/Interpreter Name:		Contact/Interpreter Phone:		
How many people are in your household?		What is your household's estimated annual gross income? \$ _____		
Select Your Preferred Apartment Specific Rent Levels (check all apply) <input type="checkbox"/> 1BR <input type="checkbox"/> 30% AMI <input type="checkbox"/> 45% AMI <input type="checkbox"/> 50% AMI <input type="checkbox"/> 60% AMI <input type="checkbox"/> 2BR <input type="checkbox"/> 30% AMI <input type="checkbox"/> 50% AMI <input type="checkbox"/> 60% AMI <input type="checkbox"/> 3BR <input type="checkbox"/> 50% AMI <input type="checkbox"/> 60% AMI		Email Address		
OPTIONAL – For informational purposes only (check all that apply) <b>Race</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other: _____ <input type="checkbox"/> Decline to State  <b>Ethnicity</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic <input type="checkbox"/> Decline to State		Do you require special unit design features?  Yes                  No  If yes: <input type="checkbox"/> Hearing/Visual Impairment <input type="checkbox"/> Mobility Impairment	Will you or anyone in your household require a live-in care attendant?  Yes                  No	
			Do you have a current Section 8 voucher or certificate?  Yes                  No	
		How did you hear about us? (circle one): Craigslist   Drive By   Advertisement   Family/Friend   Other: _____		
Name of Applicant #1	Social Security Number	Date of Birth	Relationship to Applicant #1	Check if Disabled
			SELF	<input type="checkbox"/>
Name of Applicant #2				<input type="checkbox"/>
Name of Applicant #3				<input type="checkbox"/>
Name of Applicant #4				<input type="checkbox"/>
Name of Applicant #5				<input type="checkbox"/>
Name of Applicant #6				<input type="checkbox"/>
Name of Applicant #7				<input type="checkbox"/>

I declare under penalty of perjury under the laws of the state of California that the enclosed information is true and correct. Inquiries may be made to verify the statements herein. I authorize the release of the requested information to Terraza Palmera at St. Joseph's for purposes of income verification, credit/UD history.

\_\_\_\_\_  
Adult Applicant #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Applicant #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Applicant #3 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Applicant #4 Signature

\_\_\_\_\_  
Date

# Additional Pre-Application Information

Do you live or Work in the City of Oakland?  YES  NO

If yes, you may qualify for a preference and MUST provide documentation

Current address of work or home in Oakland: \_\_\_\_\_

## What Documentation did you provide?

Oakland Resident:

- Driver's License (showing Oakland address)
- Voter Registration Card (showing Oakland address)
- Social Security Payment or Current Printout of Benefits (in applicants name, showing Oakland address)
- Current Lease Agreement (in applicants name, showing Oakland address)
- Property Tax Bill (in applicants name, showing Oakland address)

Oakland Worker:

- Pay Stub (w/applicants name)
- W-2 or Tax Return (w/ employment information and applicant's name)
- Payroll Record (from employer w/ applicant's name)

**AND**

- Business License (filed with the city of Oakland)
- Letter from Employer (on employer letterhead)
- Phone book listing (w/ address of business)

## TERRAZA PALMERA AT ST. JOSEPH'S GROUNDS FOR DENIAL OF RENTAL APPLICATION

It is the responsibility of each applicant to provide any and all information required to determine eligibility. The following lists the reasons why we might deny your application:

1. **Credit** (student loans and medical expenses are excluded)
  - a. Total unmet credit problems (including governmental tax liens), within the last three (3) years in excess of \$2,500.
  - b. A bankruptcy (within the last three years).
  - c. A total of seven (7) unmet credit problems of any value within the last three (3) years.
  
2. **Rental History**
  - a. A judgment against an applicant obtained by the current or previous landlord within the last three (3) years.
  - b. An unmet obligation owed to a previous landlord within the last three (3) years.
  - c. The applicant must have made timely payments of the last year's rental payments.
  
3. **Personal History**
  - a. A documented history of violence or abuse, (physical or verbal), in which the applicant was determined to be the antagonist, that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and contractors who work with the project.
  - b. Current abuse of alcohol or use of illegal drugs. Use shall constitute abuse for illegal drugs (unless required by doctor's verification).
  
4. **Annual Income/Occupancy standard/other program regulations**
  - a. Annual Income (including assets) not within the established restrictions for the property.
  - b. Household size must meet the established occupancy standard for the property.
  - c. Applicant must meet all program regulated eligibility requirements.
  
5. **Documentation:** Each potential occupant must provide all documentation required by the selection process.
  - a. Not showing up for an interview,
  - b. Not providing a completed and signed application, release of information, grounds for denial, and application fee (if required).
  - c. Not providing landlord references covering the last three years of residency. *Please note: Applicants who have not held a rental agreement for a minimum period of twelve months within the last three years will be required to provide references from a person not related to the applicant who has known the applicant for at least three years.*
  - d. Not providing appropriate proof of all income sources and assets.
  - e. Not providing any other documents required to determine eligibility.



**6. Offer of an Apartment**

Applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant.

**7. Other Eligibility Requirements**

a. n/a

**I have read and understood the foregoing and find them to be reasonable reasons my rental application may be denied.**

\_\_\_\_\_  
**Adult Applicant # 1 Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Adult Applicant # 2 Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Adult Applicant # 3 Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Adult Applicant # 4 Signature**

\_\_\_\_\_  
**Date**

