**IMPORTANT**

**PLEASE READ THIS LETTER BEFORE COMPLETING & SUBMITTING YOUR APPLICATION**

Dear Applicant:

We are pleased to inform you that the waiting list of Sheridan Apartments **is open for 1-Bedroom units only**. Attached are the following documents containing relevant information regarding Sheridan Apartments:

1. **Rental Housing Application:** MUST be completely filled out and signed by all adult household members and returned to the Management Office located at 360 Sheridan Ave., Palo Alto, CA 94306, **before 4:00 pm on July 12, 2024.**
2. **Supplement to Application:** Please read, complete, sign, and return with your application.
3. **Resident Selection Criteria:** Please read; MUST be signed and dated by all adult household members, attached to the application, and returned with the application.
4. **Race & Ethnicity Form:** Please read the instructions, complete, sign, and return the application.
5. **List of Documents:** This is a list of documents that, if applicable to your household, will be required when you are contacted for an interview. Please keep this for your records.

**Note:** Applications will be date & time-stamped upon receipt of completed applications. Incomplete application packets with missing signatures will not be accepted. **Faxed or emailed application packets will not be accepted**. In order to be included in the waitlist, the Application Packet, together with items 2, 3 & 4 attached, **MUST** be received at the Management Office, Sheridan Apartments, 360 Sheridan Ave., Palo Alto, CA 94306 no later than 4:00 pm on July 12, 2024. Applications received after this deadline will not be accepted.

As your name reaches the top of the waiting list, the community director will contact you for an interview. All adult household members listed on the application (18 years and above) will be required to bring all the applicable documents to sign the relevant forms.

Applicants are allowed one opportunity to decline to come in for an interview or decline an offer of a unit and still retain their place on the waiting list. Should you decline to come in for an interview or decline an offer of a unit for the second time, your name will be removed from the waiting list.

In addition, please note that should your contact information (address, telephone numbers, etc.) change, it is your responsibility to inform the community director **in writing**.

Thank you for your interest in Sheridan Apartments. We look forward to working with you.

Sincerely,

The Management Team

Sheridan Apartments

Managed by PAHC Management & Services Corporation

**RENTAL HOUSING WAITING LIST APPLICATION**

**Applicant Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residence Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Numbers** (daytime)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The household size qualifies for the following size unit: (See Household Size))

**\_\_ 1BR (1-3 persons)**

**FAMILY COMPOSITION (Please attach a separate sheet for additional household members.)**

List yourself as the applicant and first family member. Use a separate line for each member.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Name | Relationship | Social Security # | Birth Date | Age | Sex |
| 1 |  | Head of Family |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**Please check all of the following statements that apply to your household:**

\_\_ At least one member of the household works in the City of Palo Alto at the following work site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ The household has a member who uses a wheelchair.

\_\_ There is a pet in the household. (Describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Section 8 or other housing voucher holder.

**HOUSEHOLD GROSS INCOME (all household members 18 or over)**

|  |  |  |
| --- | --- | --- |
| **#** | **Name** | **Annual Gross Income** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL ANNUAL GROSS HOUSEHOLD INCOME** |  |

**How did you hear about us?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant's Certification**

I certify that all the information in this Application is true and complete to the best of my knowledge.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESIDENT SELECTION CRITERIA**

**(HUD Subsidized**)

**FAIR HOUSING –** PAHC Management & Services Corporation (PAHC MSC) will not discriminate against any person or persons on any basis prohibited by law, including, but not limited to race, color, religion, national origin, ancestry, sex, disability, source of income, sexual orientation, age or familial status.

**INCOME ELIGIBILITY – Maximum** income limits are determined by the Regulatory Agreement. In general, maximum gross household income, upon initial occupancy, may not exceed 50% of the median income (“Very Low”) as published annually by HUD. See property information for property specific income limits. HUD Notice H00-18, Income Targeting Requirements, requires that 40% of the available assisted Section 8 units each fiscal year must be leased to households whose incomes do not exceed 30% of the area median income limits (“Extremely Low”). Applicants with higher incomes may be skipped to achieve this requirement.

**NON-CITIZEN RULE –** Federal law requires that applicants and tenants be United States citizens or have eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act 1980.

**FULL-TIME STUDENT RULE –** SECTION 8 PROGRAM -Full-time students, under the age of 24 years applying for assistance, individually, are ineligible unless one of the following conditions apply:

♦Veteran ♦ Single parent with dependent children ♦ Unmarried ♦ Student and parents of student must income qualify .

**HOUSEHOLD SIZE –** Household size may not exceed two per bedroom plus one. Certain reasonable criteria may apply to avoid over-crowding and under-utilization of units.

**ACCESSIBLE UNITS -** Applicants requiring a unit accessible to or adaptable for persons with mobility impairments will have first priority when that unit becomes available.

**CREDIT RATING** - A credit report that indicates any adult member of the household has one or more of the following within the last two years is grounds for denial: **Bankruptcy Charge-Off Repossession Judgment Collection in excess of $5000 Account over 120 days past due**

**CRIMINAL REPORT** **–** Criminal background and sex offender screening will be conducted. A household will be denied admission if: 1) any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction; 2) any household member is currently engaging in the illegal use of a drug; 3) there is reasonable cause to believe that a household member’s abuse or pattern of abuse of alcohol or illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises of other residents; 4) any household member is subject to lifetime registration requirement under a State sex offender registration program. Admission may be prohibited for 1) drug-related criminal activity, including, but not limited to possession, usage, distribution, transport, sale, manufacture, or storage of illegal drug and/or drug paraphernalia, or conviction for violating any State or Federal laws relating to illegal drugs and/or drug paraphernalia; 2) violent criminal activity; 3) other criminal activity that would threaten the health, safety, or peaceful enjoyment of the premises by other residents; 4) other criminal activity that would threaten the health and safety of the owner and employee, contractor, or agent who is involved in the housing operation.

**LANDLORD REFERENCES -** A positive prior landlord reference indicating ability to care for the property and pay rent on time, as well as the ability to peacefully live in relation to other residents is required. Eviction history and references for the past three years will be checked.

**ADDITIONAL REQUIREMENTS -** A prospective resident must indicate willingness to comply with all lease requirements, house rules, and unit inspections. Income eligibility is verified annually, and residents must report changes to income, assets and/or household composition when they occur.

**APPLICATION PROCESS -** Applicants must complete an application form and submit it directly to the property management office on site. Incomplete applications will not be placed on the waiting list. All adult household members must sign the application. Completed applications will be reviewed for eligibility. Completed applications will be date- & time-stamped upon receipt.

**INTERVIEW REQUIREMENTS** - The Site Manager will schedule an interview with all adult applicants on the application. At this time, all verification forms are to be completed, credit checked, and income and assets verified.

**DENIAL AND APPEAL PROCEDURES -** If an applicant fails to meet the eligibility requirements of the Resident Selection Criteria, a written notice of denial stating the reason for denial will be mailed to applicant along with a copy of the Grievance &Appeal Procedure. An applicant has **14 days** to request an appeal.

**REMOVAL FROM THE WAITING LIST –** If an applicant fails to respond to an interview and/or update notice, turns down a unit twice, or fails to meet the requirements of the Resident Selection Criteria, he/she will be removed from the waiting list. All persons on the waiting list are required to maintain contact and report relevant income, household and/or address changes to the site office in order to remain active on the list.

**PET POLICY** – No pets are allowed at the family properties. However, residents may have fish, birds or other small caged animals with prior written permission from management. Under no circumstances will management allow residents to keep rodents, snakes or other reptiles.

**SECTION 8 MOD-REHAB PROGRAM –** Units governed under the Section 8 Moderate Rehabilitation Program, if applicable, will be subject to eligibility criteria used by the Santa Clara County Housing Authority.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name Co-Applicant Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

Resident Selection Criteria HUD-subsidized-Updated 7/2019

**LIST OF DOCUMENTS**

**ALL HOUSEHOLD MEMBERS LISTED ON YOUR APPLICATION WHO ARE 18 YEARS OR OLDER WILL NEED TO BE PRESENT FOR THE INTERVIEW.**

In order to help us facilitate this process, you will be asked to bring in all of the items listed below, **which apply to your household, when you are contacted to come in for the interview.**

* Picture ID/Driver’s License for each adult household members
* Proof of Citizenship/Legal Immigration status
* Birth Certificate for each household member under the age of 18 years old
* Social Security Card for all household members
* Current Federal and State Income Tax Returns and W-2forms
* Payroll/paycheck stubs from the last three (3) months
* Award letters/ print out from for Social Security showing monthly income and/ or AFDC benefit
* Checking Account statements of the last six (6) months
* Savings Account statement of the current month
* Current Statement from all investment institutions (e.g., 401K, 403B, Stocks, Money Markets etc.)
* Landlord addresses for the past five years of residency