



**RENTAL HOUSING WAITING LIST APPLICATION**

**Property Applying For** \_\_\_\_\_  
**Applicant's name** \_\_\_\_\_  
**Residence address** \_\_\_\_\_  
**Mailing address** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Telephone Numbers** daytime: \_\_\_\_\_ evening: \_\_\_\_\_  
Size of unit being applied for (please note household size limits):  
 SRO (1 Person)  Studio (1-2 Persons)  1BR (1-3 Persons)  2 BR (2-5 Persons)  
 3BR (3-7 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						
4						
5						
6						
7						

**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.
- This household is comprised of a single, disabled person.
- There is a pet in the household. (Describe) \_\_\_\_\_

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

#	Name	Annual Gross Income
	<b>TOTAL ANNUAL GROSS HOUSEHOLD INCOME</b>	

**Applicant's Certification**

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

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



If hearing impaired call 800-735-2929.  
Alta Housing and its affiliates does not discriminate against any person because of race, color, religion, sex, disability, familial status, or nation origin.





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## RESIDENT SELECTION CRITERIA (Non-Subsidized Property)

**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 60% of the area median income ("Low"), as published annually by HUD. See property information for property specific income limits. In order to establish an applicant's ability to pay rent, while some exceptions may apply, minimum income limits are determined by PAHC and set at 2.5 times the rent of the unit for which the prospective resident is being considered.

**FULL-TIME STUDENT RULE - TAX CREDIT PROGRAM** - Full-time students are ineligible unless one of the following exceptions apply:

- ◆ Married and filing a joint tax return
- ◆ Single parent with dependent children
- ◆ Currently receiving AFDC
- ◆ Household not entirely comprised of full-time students
- ◆ Currently undergoing a job training program like the JTPA

**LOCAL PREFERENCE** — Potential residents who live or work in the City of Palo Alto or have been notified that they have been hired to work at a work site in the City of Palo Alto have a preference for available units. To qualify, one must live at a specific address (a post office box is not considered), or at least one adult household member must work a minimum of twenty hours per week, within the city of Palo Alto. Academic and residential areas of Stanford University are not in the City of Palo Alto.

**HOUSEHOLD SIZE** — Household size may not exceed two per bedroom plus one. Certain reasonable criteria may apply to avoid over-crowding and underutilization 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.

**FAVORABLE 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 checks may be conducted. A household will be denied admission if: 1) any household member has been evicted from a Federally-assisted housing project for drug-related criminal activity, within the past three years 2) any household member is currently engaging in the use of illegal drugs; 3) there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol or illegal drugs 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 drugs 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.

**FAVORABLE 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. A household may no longer qualify for tenancy if income exceeds 140% of the maximum eligible percentage of median income upon entry or the Low-Income level established by the Department of Housing and Urban Development (HUD) and incorporated by the California Revenue and Taxation Code Section 214 for the property tax "welfare" exemption, whichever is greater. The resident may be given 90 days to vacate the unit or rent may be increased to the maximum allowable under the program.

**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.

**BUILDING STORIES THAT MATTER**



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**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 PROGRAM** — Units governed under the Section 8 Mod-Rehab Program, if applicable will be subject to eligibility criteria used by the Housing Authority of Santa Clara County.

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

\_\_\_\_\_  
Co-Applicant Name

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Signature

Date



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## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below, You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino,"
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you,

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

form HUD-27061-H (9/2003)



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**Race and Ethnic Data  
 Reporting Form**

**US Department of Housing and  
 Urban Development**  
 Office of Housing

OMB Approval No. 2502-0204  
 (Exp. 06/30/2017)

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Name of Property \_\_\_\_\_ Project No. \_\_\_\_\_ Address of Property \_\_\_\_\_

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Name of Owner/Managing Agent \_\_\_\_\_ Type of Assistance or Program Title \_\_\_\_\_

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Name of Head of Household \_\_\_\_\_ Name of Household Member \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

<b>Ethnic Categories*</b>	<b>Select One</b>
Hispanic or Latino	
Not Hispanic or Latino	
<b>Racial Categories*</b>	<b>Select all that apply</b>
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete the form.**

\_\_\_\_\_  
**Signature**

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

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the form as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.