

# **Notice to Applicants:**

All persons 18 years  
of age or  
older are required to  
complete their  
own separate  
application.

Thank You.

## WELCOME

Thank you for your interest in applying for housing. At this time, a **pre-application** is available to begin the housing process. The completion of the pre-application is to determine general program eligibility for the affordable program(s) offered at this property and placement on a Wait List. This does not determine if the household is eligible for move-in. Additional screening and verification of household requirements will be completed at a later date. A final eligibility determination is made at the time the unit is available.

In order to assist with processing, please complete the following:

1. **Pre-Application for Housing** – one application form for each applicant 18 years of age or older
  - a. Do not leave any blank spaces.
  - b. List current contact information – working cell phone, alternate numbers, email
  - c. If a question does not apply, please write "N/A"
  - d. Should your information and circumstances change, please contact our office to update your application information
2. **Returning Documents** – Please return the following documents to management at the same time:
  - a. Pre-Application – completed, signed and dated – One application for each adult
  - b. Applicant Criteria – all adults sign and date the Acknowledgement (last page)

**Informational Handouts** – Do not return:

- Applicant Flyer for SSN (HUD only) – Information only
- Is Fraud Worth It (HUD only) – Information only
- How Your Rent Is Determined Fact Sheet (HUD only) – Information only
- EIV - Notice to Applicant - EIV and You Brochure (HUD only) – Information only

Once the pre-application has been submitted, the estimated wait time for housing will vary depending on the property turnover rate and number of applicants already on the waiting list. Management will contact you via phone and/or mail when housing will be coming available. A "full" Application for Housing will be completed at that time by each adult household member. Additional information will be required to process your application to determine eligibility.

A final decision regarding your eligibility cannot be made until all of the required information has been received, verified, and reviewed. Once you have passed our eligibility/screening requirements, and an apartment is available, you will be notified to start the move-in process.

If you have any questions regarding the housing program requirements, screening or eligibility process, please contact the rental office. We look forward to working with you.

Sincerely,

Community Director

Property Name Valley Heights Apartments  
Address 1374 Peppard Flat Rd.  
City, State, Zip Quincy, CA 95971  
Phone 530-283-4119  
Email valley.heights@fpimgt.com

FPI Management, Inc.  
G:\Application Instructions Cover  
October 2016

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# FPI MANAGEMENT

## APPLICATION CRITERIA

### HUD (PROJECT BASED SECTION 8)/USDA/HFA

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Thank you for choosing Valley Heights Apartments as your potential new home. We are delighted that you are interested in our community. The following information is being provided to identify the evaluation process. **For specific details, please refer to the site specific Resident Selection Plan (RSP) located in the leasing office. Copies will be provided upon request.**

It is the policy of FPI Management to comply with all applicable federal, state, and local fair housing laws and not to discriminate against any person based on race, color, national origin, sex, familial status, religion, handicap, disability, sexual orientation, gender identity, marital status, age, source of income, military status, or any other basis prohibited by law.

It is the policy of FPI Management to consider any and all requests for reasonable accommodations or modifications when they are necessary to provide a person with a disability an equal opportunity to use and enjoy their apartment home and/or the community common areas. If you have any questions on how to submit a reasonable accommodation, or modification request, please contact the apartment community rental office and ask to speak with the Community Director.

The acceptance and processing of the rental application and its application fee does not constitute a guarantee of acceptance for housing. All applicants must meet the itemized criteria listed below to be considered for tenancy. All documentation requested during the application process must be submitted immediately. Failure to supply information or documentation within forty-eight (48) hours of the request may result in an application being rejected. Applications may take 2 to 4 weeks to process.

#### Application Fees/Holding Deposits

This property follows HUD/HFA program requirements and **does not** require an application fee.

This property follows USDA-Rural Development program requirements.

Application fees are \$\_\_\_\_\_ for every application processed. Application fees are non-refundable and cover the costs of obtaining information about you, including but not limited to the cost of using a tenant screening service or a consumer credit reporting service and the reasonable time spent to validate, review, or otherwise process your application. Application fees are deposited on the same business day and reusable tenant screening reports are not accepted.

The apartment holding deposit may be required to confirm interest in the apartment. This holding deposit will be applied to the Security Deposit with all deposit fees paid in full prior to move-in.

Acceptable forms of payment for the holding deposit and application fee: **Cash is never accepted**

CASHIER'S CHECK	MONEY ORDER	PERSONAL CHECK	CREDIT CARD
N/A	N/A	N/A	N/A

### **Rental Application**

All persons eighteen (18) years of age or older, and those deemed to be an adult under applicable law with respect to the execution of contracts, will be required to complete their own separate application. Only applications that are fully completed and signed will be processed for consideration. An applicant's intentional misrepresentation or intentional omission of any information on the application will be sufficient reason for rejection of the application.

Additional items required for HUD/USDA programs:

1. Provide proof of Social Security Number(s) for ALL household members
2. Provide copies of Driver License, or picture ID
3. Provide copies of birth certificates or adoption papers for all household members
4. All emancipated minors must provide Certificate of Emancipation or Marriage Certificate
5. Complete Citizenship/Immigration Declaration for each family member and Family Summary Sheet (HUD Section 8)
6. Existing Tenant Search - Applicants living in other HUD-assisted housing may apply to this property. However, the applicant must move out of the current property before HUD assistance can begin at this property. A search in the HUD Enterprise Income Verification (EIV) system is required to confirm status of each applicant household member receiving HUD subsidy. Both HUD's Public and Indian Housing and Multifamily programs are checked.

At the time the completed application is submitted, the applicants name will be placed on the waiting list chronologically. Placement on the Wait List DOES NOT imply acceptance or approval for housing.

### **Occupancy Guidelines**

In accordance with the following guideline, the household composition must be appropriate for the apartment size in which the household is applying. If the household exceeds the maximum occupancy during tenancy, the household may be allowed to remain in the unit until the lease expires, or for a reasonable period of time after, before being transferred to a larger unit or move from the property. This is not applicable to the addition of adult occupants. Adding unauthorized occupants, without first obtaining management approval, is considered a violation of the lease.

BEDROOM SIZE	MINIMUM PERSONS	MAXIMUM PERSONS
Studio	N/A	N/A
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	N/A	N/A

### **Rental Scores**

The approval of credit is based on rental scores. Rental scores are relied upon to estimate the relative financial risk of leasing an apartment to you. Scores are calculated using a weighted average of factors, and your rental score results from a mathematical analysis of information found in your credit report and application. Such information may include your bill-paying history, the number and type of accounts you have, open bankruptcies, unpaid utility bills, collection actions, charge-off, repossession, eviction histories, outstanding debt, income relationships (rent-to-income and debt-to-income ratios), and other attributes that reflect on your qualifications to meet the terms of your lease.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially.

### **Income/Assets**

Household annual income must not exceed the affordable program income limits of the apartment home. Income limits are available in the leasing office.

Every applicant shall provide proof of all income and assets which may be verified by a third-party. Adding unauthorized household occupants, without first obtaining management approval, is considered a violation of the lease. Additions to an existing household requires the income certification for the new member of the household, including third party verification. If there are changes to a household's composition or income prior to move-in, management must be informed immediately.

All households will be required to recertify their income and assets annually prior to their move-in anniversary date. If a household fails to comply, a notice to terminate tenancy will be issued and the household will be required to move.

### **Student Eligibility**

This community is subject to certain student limitations. If applicable, the student status and eligibility of each applicant for the current calendar year must be certified and verified. Some students may not qualify for housing under one or more of the programs unless certain exemptions are met. Please check with the office staff for more detail regarding student status program requirements.

### **Rental History**

Each applicant must have recent, consecutive, and a minimum of twelve months, verifiable third-party or mortgage payment history. Note: Applicants living with family members will not be considered as having third-party rental history. Applicants not having verifiable third-party rental or mortgage history may be required to provide additional references, including but not limited to personal references.

Applications may be denied for rental history that includes the following:

- 1) An outstanding debt to a previous landlord
- 2) A public record of an unlawful detainer action or an eviction
- 3) A breach of a prior lease including failure to pay rent timely and non-compliance with rules, laws and regulations

Domestic Violence, Dating Violence or Stalking - We will not reject an applicant based on a negative rental history or reference that is a result of Domestic Violence, Dating Violence or Stalking. Domestic Violence, Dating Violence or Stalking history must be documented and verified by a third party, and certification forms are required.

### **Criminal History**

A criminal background check will be conducted for all persons eighteen (18) years of age or older. Felony convictions including Registered Sex Offenders will be denied per HUD and USDA-RD Regulation. Applicants may be rejected for the following offences: fraud, theft, drugs, assault and battery or a violent crime, or for other convictions of illegal activity. All households will be required to recertify annually prior to their move-in anniversary date. **A criminal search will be completed annually on each household member 18 years of age or older during the annual certification process.** If a household fails to comply, a notice to terminate tenancy will be issued and the household will be required to move.

### **Waiting List**

The applicant waiting list is maintained according to unit size, program requirements and will remain open with the understanding that those who are listed are informed of its length, the policies and procedures for selecting individuals, and how applicants are added to the waiting list. **Refer to the Resident Selection Plan (RSP) for further information.**

1. If no apartment homes are available, an eligible applicant will be placed on the applicant waiting list.
2. In order to maintain a balanced application pool, the property may restrict or suspend application acceptance and close the applicant waiting list as detailed in the RSP. The property will also update the applicant waiting list by removing the names of those who are no longer interested in, or no longer qualify for housing as detailed in the RSP.

3. If the applicant waiting list contains enough applicants to result in a wait of more than one full year for applicable bedroom sizes, the wait list may be closed. The applicant waiting list may remain closed until it is reduced to less than a one-year wait for admission and as noted in the RSP.
4. During the period when the applicant waiting list is closed, the property will not maintain a list of individuals who wish to be notified when the waiting list is reopened.
5. The applicant waiting list is updated approximately every six (6) months.

Waiting List Preferences:

- a. Current residents who need to transfer to a different unit due to Medical, Safety, Underutilizing and Overcrowding as priority will take preference. Management will determine priority and non-priority and will follow the general rule: one in-house transfer to every two move-ins from the wait list.
- b. Working Families - While complying with Income Targeting requirements, a preference will be given to applicant households in which the head, spouse, or co-head of the household is employed. This preference shall not be denied to households in which the head or spouse is 62 or older, or to a person with disabilities.
- c. Accessible Features and Accessible Unit requirements.

**Pets – Elderly Properties (HUD/USDA – 62+ older)**

If pets are accepted, applicants must fill out a Pet Application and follow the Pet Acceptance Criteria established for the community. Additional Pet Deposits are required.

**Smoking**

This community is \_\_\_\_\_ is not  X  a smoke free community.

This community offers \_\_\_\_\_ does not offer  X  smoke free apartment homes.

If the apartment home or any part of the community is smoke free, the resident, members of the resident's household, or resident's guests or visitors, shall not smoke anywhere prohibited and identified in the Smoke Free Housing documents specific to each site.

**Water Furniture**

Liquid filled furniture over ten (10) gallons is allowed but requires proper insurance coverage and prior written approval. A certification of insurance in the amount of \$100,000.00 evidencing liquid filled furniture coverage must be provided prior to bringing any liquid-filled furniture into the household.

**Photo Identification**

All applicants will be required to provide a government-issued photo identification to confirm identify. If an applicant's identification cannot be verified, it is grounds for rejection.

**Social Security Number and Birth Certificate**

All applicants must provide Social Security Card and Birth Certificate for all household members prior to move-in.

**Conduct**

Applicants may be rejected for conduct displayed during the tour or application process that would constitute a violation of the lease policies. Applicants must display the ability to comply with lease policies.

**Denied Applications**

Denied or conditionally approved applicants will be notified in writing of the reason for denial or conditional approval. Consideration may be given for extenuating circumstances where this would be required as a reasonable accommodation when determining the acceptability of tenancy. There may also be a grievance procedure in accordance with applicable state or federal program regulations for the resolution of disputes. A rejected applicant may not reapply for a period of six months.

**Applicant Acknowledgement:**

I/we acknowledge that our application will be reviewed and a consumer credit report, public search and/or an investigative consumer report that discloses the consumer's character, general reputation, personal characteristics and mode of living will be obtained. A copy of any such report(s) will be provided to the applicant upon request.

I/we, the applicant(s), acknowledge that I/we have received a copy of the application criteria and understand the terms of possible residency.

\_\_\_\_\_  
Applicant Name - PRINT

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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Applicant Name - PRINT

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Applicant Name - PRINT

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Date

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Applicant Signature

\_\_\_\_\_  
Date



"The Fair Housing Act prohibits discrimination in the sale, rental or financing of housing on the basis of race, color, religion, sex, handicap, familial status, or national origin. Federal law also prohibits discrimination on the basis of age.  
This institution is an equal opportunity provider and employer





PRE APPLICATION FOR HOUSING
HUD, HFA, USDA, USDA with Section 8, Tax Credit with Section 8

Valley Heights Apartments Apartments

PLEASE READ THE PRE APPLICATION AND ALL ATTACHMENTS CAREFULLY. Include an answer for all questions, or indicate that the question is not applicable. Pre Application information must be complete. If not complete, it will be returned to the applicant. It is your responsibility to contact this office every six months to advise us of any changes in your circumstances: address, phone, income, number of household members, etc. to maintain your position on the waiting list.

OFFICE USE ONLY
Date Rec'd:
Time Rec'd:
Management Signature

How did you hear about our Apartment Community:

DISCRIMINATION: By Federal and State law, it is illegal to discriminate against applicants or residents on the basis of their Age, Disability, Familial Status, Color, National Origin, Race, Religion, Gender, Marital Status and Sexual Orientation. In addition, the owners of this apartment community have a legal obligation to provide "reasonable accommodation" to applicants and residents if they or any member of their household have a qualified disability or handicap and request reasonable accommodation.

You must use the CORRECT LEGAL NAME for each member of your household as it appears on his/her Social Security card(s). A separate pre application is required from each applicant 18 years of age or older. Please print neatly in ink.

Table with 6 columns: ADULTS NAME AS IT APPEARS ON SOCIAL SECURITY CARD, RELATIONSHIP TO APPLICANT, DATE OF BIRTH, SOCIAL SECURITY OR ALIEN REGISTRATION NUMBER, DRIVER'S LICENSE / PHOTO ID NUMBER, STUDENT 18 YEARS OR OLDER YES / NO

Current Address, Mailing Address, Home Phone, Cell Phone, e-mail, City/State/Zip

CITIZENSHIP/IMMIGRATION STATUS: Are YOU a United States Citizen or a legal or qualified Alien? APARTMENT SIZE REQUESTED Please circle 1 2 3 4 5

Table with 5 columns: MINORS NAME AS IT APPEARS ON SOCIAL SECURITY CARD, RELATIONSHIP TO APPLICANT, DATE OF BIRTH, SOCIAL SECURITY OR ALIEN REGISTRATION NUMBER, UNITED STATES CITIZEN OR A LEGAL OR QUALIFIED ALIEN?

Ethnicity of Applicant, Race/National Origin of Applicant (mark one or more)

DISABILITY: It is not necessary to give us details about your disability unless you are requesting an accommodation.

a. Do you claim a disability? b. Do you need an accommodation to help you complete the application process? c. Do you need an accommodation in housing features as a result of your disability?

If "yes" to b. or c. what accommodation do you request?

ASSETS AND INCOME: Provide Gross (not net) amounts for all questions.

Value of family assets, Total monthly income, Income source(s)

APPLICANT CERTIFICATION: I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that if I do not provide all of the information requested or if I deliberately submit false information regarding income, family composition or other data, my name may not be added to the waiting list.

I CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. APPLICANT SIGNATURE DATE