WILLIAM PENN MANOR

7025 Friends Ave., Whittier, CA 90602 Phone: (562) 945-1344 TTY: (800) 855-7100

APPLICATION INSTRUCTIONS

Dear Applicant:

Thank you for your interest in William Penn Manor.

This packet provides important information about the property and how to apply. Please read this information carefully.

Please complete the attached application in its <u>entirety</u>. Please do not submit copies of SS cards, personal ID, licenses, or any financial or personal documents at this time. Upon request, application materials will be made available in a format that meets the needs of an applicant with disabilities.

Be sure to check your application for accuracy. You will not be able to change your application information (except for contact information) after the application is submitted. If your contact information changes (e.g., address, phone number, email, etc.), please notify us by mailing the updated information to the above address using your name as it appears on your previously submitted application.

Completing the Application

- Use BLACK INK to complete the application.
- Complete all the information no blanks. Incomplete applications will be returned for additional information.
- Do not use white out. White out corrections are not accepted. To make corrections, make one (1) line through any mistakes and initial any changes.

If you pick up or download an application, please fill out the application and then submit your completed application in person or by mail to:

William Penn Manor 7025 Friends Ave. Whittier, CA 90602

Applications that meet the preliminary screening requirements will be entered into our waiting list. Applications will be processed on a first come first served basis and in the order they are received.

We hope that you will have the opportunity to make William Penn Manor your home. If you have any questions or concerns, please contact the management office at (562) 945-1344.

Sincerely,

William Penn Management



Rental Application William Penn Manor 7025 Friends Ave., Whittier, CA 90602 Phone: (562) 945-1344 TTY: (800) 855-7100 Email: <u>williampennmanor@tsaproperties.com</u>



INSTRUCTIONS

Please complete <u>ALL</u> sections of this application. Please do not leave any questions blank or use White Out. ALL adult household members (18 and over) must sign the application. Screening criteria available upon request. Please do not submit multiple applications.

OCCUPANCY LIMITS

To qualify for each of the unit sizes, please note the minimum and maximum persons required. See the Tenant Selection Plan for additional information regarding occupancy guidelines. <u>Please check the bedroom size requested.</u>

Age-Restricted: 62+

	<u>Minimum</u>	<u>Maximum</u>
□ 0 Bedroom	1 person	2 people
□ 1 Bedroom	1 person	3 people

HOUSEHOLD INFORMATION

List <u>ALL</u> household members that are applying to live in the apartment beginning with the Head of Household (HOH). Include any household member that is under the age of 18 and will reside in the household 50% of the time or more. Be sure to include your own name. Failure to provide accurate and complete contact information may result in application denial.

Last Name	First Name	MI	Relationship to HOH Self	Optional M/F	SSN		hdate D/YYYY
2							
	CURREN	NT CONT	ACT INFORMATI	ON (Required)			
What is your preferred me Current Address:	thod of being conta	acted?	□ Mail	E-Mail	□ Other		
Mobile phone:				Other Phone:			
Email Address:				Other Contact:			
William Penn Manor has a these units by contacting	accessible units and	d/or units		atures. Applicant	v .	about featu	res of
1. Do you require that yo	Ū.	•	,	. ,			
- Please check if a	•	Ū	□ Mobility		Vision	□ Yes	□ No Hearing
 A physical 	ay ask for: in rules (reasonable change to their ap ible apartment		,	the building (reas	onable modific	ation)	

• Aids and services to help them communicate with us

If you or anyone in your household has a disability and needs any of these things to live at William Penn Manor and use our services, please contact the management staff to fill out a 'Reasonable Accommodation or Modification Form.'



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				EFF	ECTI	VE COMMU	NICATION			
									e font, information by audi ccommodate such reque	
	Primary Language:		عربی (Arabic) (Russian) pyc (Vietnamese)	сский		(Cantonese (Spanish) E (Korean) 한	spañol		(Mandarin) 普通话 (Tagalog) Tagalog Other:	
				OTHER	HOU	ISEHOLD IN	FORMATION			
1.	How did you h Banner C.E.S. Comm. C			erty?] Flyer] Friend/Fam] Internet/On			LAHD Registr Newspaper TSAHousing.o	-	□ Walk-By □ Other	
2.	a. A phy impair and o b. Handi	sical men ther f cap	or mental imp t or being rega terms, please s does not includ	airment which arding as havi see 24 CFR 1 de current, ille	n subs ng su 00.20 gal u	stantially limit ch an impair)1 se of or addio	s one or more ment. For a de ction to a contr	major lit finition c	for handicap (disability): fe activities; a record of so of "physical or mental imp bstance. ndividual is a transgender	airment
	\Box Yes		🗆 No	🗆 Do no	ot wisł	n to disclose				
3.			•	•				•	welling has been destroy party verification will be re	
4.	William Penn I understand sn								o acknowledge that you e.	
			-	Initials HOH	_	Initials	Initia	IIS		
5.	List any Case	Wor	ker or Agency	that you are v	vorkir	ig with, that y	ou would like	us to be	aware of or contact.	
	Agency Name	: _					Case Work	er Name):	
	Agency/Case	Worl	ker Phone:				Emai	il:		

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We are required to adhere to Federal Fair Housing laws and to encourage a balanced resident population at William Penn Manor. This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, family status, national origin, marital status, ancestry, age, sexual orientation, disability, source of income, genetic information, arbitrary characteristics, or any other basis prohibited by law. As such, we appreciate your checking the appropriate boxes below regarding your race/ethnicity. You are not obligated to provide this information. If you choose not to disclose, please indicate below.

Eth	nic Categories						
	Hispanic		Not Hispanic		Non-Disclosed		
Rac	ial Categories						
	Black/African American White/Caucasian American Indian/Alaska Native Other Non-Disclosed		Asian Asian Indian Chinese Filipino Vietnamese Japanese Korean Other Asian		 Native Hawaiian/Other Paci Native Hawaiian Guamanian or Chamorr Samoan Other Pacific Islander 		nder
			CURRENT RESIDENCE				
1.	What is your current monthly rent?		\$		/month		
2.	Why do you intend to vacate your curre	ent re	esidence?				
3.	What is the size of your current resider	nce?	# of Bedro (Please indic		0" for a studio or bachelor unit)	Yes	No
4.	Do you expect any additions to the hou Name & Relationship: Explanation:		old within the next 12 mont				
5.	Is there anyone living with you now wh Name & Relationship: Explanation:		uld not be living with you a				
6.	Are there any absent household memb Explanation:	ers v	vho under normal condition	ns wo	ould live with you?		
7.	Are you currently separated or estrang	ed fro	om your spouse?				
8.	Do you or any household members ow If yes, how many cars?	n a c	ar? Number of cars: _				

HOUSEHOLD BACKGROUND INFORMATION

1.	Have you, or anyone else named on this application, filed for bankruptcy? Explanation:	<u>Yes</u> □	<u>No</u>
2.	Have you, or anyone else named on this application, been convicted of a felony within the last 7 years? Explanation:		
3.	Have you or anyone else named on this application been evicted from a rental unit of any type including an apartment, home, mobile home or trailer? Explanation:		
4.	Have you or anyone else named on this application been convicted of drug/paraphernalia use, possession, or distribution? Explanation:		
5.	Are you or anyone else named on this application subject to a lifetime sex offender registration requirement in ANY state? Explanation:		

RENTAL HISTORY AND HOUSING REFERENCES

Please list all locations you have lived in the last FIVE (5) years starting with CURRENT address. In addition, please list ALL States where household members have lived. If additional space is required, use the back of this page.

	Landlord's Name/Address	Your Address Own/Rent Da	<u>ates</u>	
•	Addroce:	Own □ From: Rent □ To:		
		Homeless □		
• •	Name:			
		Homeless		
List	ALL States You Have Reside			
		APPLICANT STATUS		
			Yes	No
1.	Will you or any ADULT house required). Name of Attendant: Relationship (if any):	ehold member require a live-in aide? (Third-party verification will be	-	
1. 2.	required). Name of Attendant: Relationship (if any): Do you currently, at the time			

FULL-TIME STUDENT INFORMATION

This apartment is governed by Federal and/or State Housing Program(s) that restrict full-time students. We must determine your household student status prior to eligibility and, if such eligibility is granted, each subsequent year you remain in the unit. If unsure of Full-Time status, inquire with academic institution for determination of "Full-Time" prior to completing the following section.

		Yes	NO
1.	Are you or any member of your household above (including minors) currently a Part-Time Student?		
2.	Are you or any member of your household above (including minors) currently a Full-Time Student?		
3.	Does the entire household consist of people who are currently full-time students?		
4.	Does the entire household consist of people who are either currently a full-time student or were a full- time student for 5 months or more in the current calendar year?		
5.	Do you or any member of your household above (including minors) anticipate becoming a Full-Time Student?		
	If Yes to any of the previous questions, complete the following:		
		<u>Yes</u>	<u>No</u>
6.	Is anyone in your household receiving assistance under Title IV of the Social Security Act (AFDC, TANF, CalWorks – not SSA/SSI)?		
7.	Is anyone in your household enrolled in a job training program receiving assistance under the Job Training Partnership Act (JTPA), Workforce Investment Act (WIA), or other similar federal, state, or county government program??		
8.	Is anyone in your household married and filing (or are entitled to file) a joint tax return? (please provide a copy of marriage certificate or tax return)		
9.	Is anyone in your household a single parent with a dependent child(ren) and neither of you or your child(ren) are dependents of another individual?		
10.	Is anyone in your household under the age of 24, who has exited the Foster Care System (currently age 18-24)?		

INCOME INFORMATION

Income is counted for anyone 18 or older (unless legally emancipated). However, if the income is unearned income such as a grant or benefit, it is counted for all household members including minors. Answer the questions in this section to provide the source(s) of all household income. Include all income anticipated for the next 12 months. **(Use the back of this form if you need more space.)**

Do YOU or ANYONE in your household receive OR expect to receive income from:

1. Employment wages, or salaries, or self-employment? (Include overtime, tips, bonuses, commissions, and payments received in cash. Use an additional page to add additional employment income sources.)

	Household Member	Name of Company		Amount / Month		
			\$			
			\$			
2.	Social Security, SSI or any o	ther payments from the Social Se	curity A	Administration?		
	Household Member	SSA / SSI / SSDI?		Amount / Month		
			\$		_	
			\$		_	
3.	Pension, retirement benefit of	or annuities?				
	Household Member	Type of Pension / Annuity		Amount / Month		
			\$			
			\$		_	

NO

YES

	ents from anyone outside of the hous come or paying any of your bills, utilities, Name of Person			
Household Member	Supplementing Income	Amount / Month		
		<u> </u> <u> </u>		
		\$		
received), pay as a curr compensation, public a from any type of settlen	urces or types not listed? (e.g., alimon rent member of the Armed Forces, unen ssistance or general relief, payments fro nent, payments from rental property or c vinnings or inheritances, etc.)	nployment benefits or workers' m a severance package, payments		
Household Member		Amount / Month		
		\$		
		\$		
months?	household member, expect any chang	ges to your income in the next 12		
Household Member	Explanation	Amount / Month (if applicable)\$		
		\$		
	ASSET INFORMA	ATION	_	
MEMBERS <u>INCLUDING MI</u> Use the back of this form Do YOU or ANYONE in yo	the income derived from the asset. ING INORS. Answer the questions in this see if you need more space.) our household have: irect Express Cards, CDs, Money Mar	ction to provide the source(s) of all house		
Household Member	Account Type	Institution Last 4 of		nt
	Account Type	Institution Last 4 of	ACCOU	111
 Cash on hand? This is Household Member 	s cash <u>not</u> kept in a bank account Cash on Hand \$			
	\$			

- 3. Real estate, rental property, land contracts/contract for deeds or other real estate holdings? (This includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property.) Household Member Type Value \$
- 4. Funds held in a payment service account, such as Venmo, PayPal, Skrill, etc.?
 □

 Household Member
 Source
 Value

 \$
 \$

 \$
 \$

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Vill	liam Penn Manor		-		or in terms of the		AT LO
5.	Crypto Currency such a Household Member	s Bitcoin, Litecoin, Ethereum, Type	etc.? \$	Value	·		
6.	of asset, value of asset, a collections, artwork, show	or types not listed? Include name and any interest or income from the cars, antiques, Stocks, bonds o accounts, whole life insurance, Type	ne asset.(i.e. Pa r securities, trus	intings, coin or t funds, pensio	stamp ns, IRAs, etc.)		
7.	Have you disposed of an estate, etc.) Household Member	asset in the last two years? Type of Other Inco		\$1000, a home Amount / N			
3.	As needed, please provi	de notes on any other assets	\$ here:				
	member 18+ initials below. OPTIONAL: We are provid	ing extensive recreation facilities	ials li and activities a	nitials t this property	for the enjoymer	nt of ou	
	appreciate a brief description programs.	vays looking for assistance to co on of your skills, interests, hobbio	oordinate specia es and any assis	l programs and stance/leadersh	activities, we w ip you might pro	ould ovide t	o these
		U.S. CITIZENSHIF		N			
I	Relationship to Head of		US Citizen? If you answe		Are you an e citiz	-) non-
	Household Head of Household	Name of Family Member	answer next o	question.→ □ No	(qualified r □ Yes		nt)?] No
			□ Yes	□ No	□ Yes		No
			□ Yes	🗆 No	□ Yes] No
		SIGNATURI	ECLAUSE				
ır	derstand that I will acquire r	no rights to the above property u	ntil I sign a renta	al agreement a	nd submit a secu	urity de	eposit.

I understand that I will acquire no rights to the above property until I sign a rental agreement and submit a security deposit. I further understand that false, fraudulent misleading or incomplete information may be grounds for denial of tenancy or subsequent eviction. There are no other agreements express or implied between the parties.

I understand that management is relying on this information to prove my household's eligibility for housing at William Penn Manor. I certify that all information and answers to the above questions are true and complete to the best of my knowledge.



Rental Application

William Penn Manor



I understand that providing false or misleading information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

I authorize and consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, and account numbers where applicable and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management's resident selection criteria and any low-income housing program requirements.

In accordance with state and federal laws, I have been notified that an investigation may be made of the information I provided on this application together with information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to dispute the accuracy of information obtained from the entities I have disclosed above, and, upon written request, the right to a complete and accurate disclosure of any scope of this investigation and/or a written summary of my rights under the Fair Credit Reporting Act.

All adult household members must sign below:

Head of Household Signature	Date	Other Adult Signature	Date
Other Adult Signature	Date		
	CREI	DIT INFORMATION	

Notice Regarding California Investigative Consumer Reporting Agencies Act:

□ Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, pursuant to California Civil Code section 1786.16(a)(3), the Landlord intends to request an investigative consumer report in connection with the Applicant's application for housing. The investigative consumer report will be made concerning the Applicant's character, general reputation, personal characteristics, and mode of living. Among other things, the investigative consumer report may contain information concerning the Applicant's creditworthiness, any court judgments against the Applicant, and any criminal charges and/or convictions. Pursuant to California Civil Code section 1786.22, any files maintained on the Applicant by the investigative consumer reporting agency from which Landlord obtains the report shall be made available to you during normal business hours and upon reasonable notice, provided you furnish proper identification, as follows: (1) The Applicant may appear in person at the investigative consumer reporting agency below to request a copy of the Applicant's file; (2) the Applicant may make a written request for copies of the Applicant's files to be sent via certified mail to a designated addressee; or (3) the Applicant may make a written request for a summary of the file to be provided over the telephone. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If one of these forms of identification cannot be provided, the agency may ask for other forms of identification in accordance with California Civil Code section 1786.22(c). The investigative consumer reporting agency may charge a fee, not to exceed the actual copying costs, if the Applicant requests a copy of the Applicant's file. The agency is required to have personnel available to explain the Applicant's file to the Applicant, and the agency must explain to the Applicant any coded information appearing in the file. If the Applicant chooses to appear in person, the Applicant may choose to bring another person of his/her choice with him/her, provided that the accompanying person also bring proper identification with him/her. If the Applicant brings another person with him/her, the agency may require the Applicant to sign an authorization allowing the agency to discuss the Applicant's file in the presence of that other person.

The agency that will prepare the investigative consumer report on the Applicant is:

RentGrow	177 Huntington Avenue, Suite 1703 #74213, Boston, MA 02115
Name of Agency	Address of Agency
16 I.I.B. 60	

If you would like a copy of the report(s) that is/are prepared, please check the box below:

 \Box I would like to receive a copy of the report(s) that is/are prepared.



Landlord agrees that Landlord, or Landlord's agent, will send the Applicant a copy of the report within three (3) business days of the date the report is provided to Landlord. The copy of the report will contain the name, address, and telephone number of the agency that issued the report and how to contact the agency.

If Landlord takes adverse action against Applicant, and the adverse action is based in whole or in part on the contents of the investigative consumer report, then, pursuant to California Civil Code section 1786.40(a), Landlord shall so advise Applicant and shall supply Applicant with the name and address of the agency that prepared the report on which Landlord's decision was based in whole or in part.

PLEASE SIGN BELOW TO AUTHORIZE A CREDIT REPORT, EVICTION REPORT, AND CRIMINAL BACKGROUND CHECK. Management will perform a credit and eviction history and may perform a criminal background check of all applicants as a part of the applicant screening criteria. Your application will not be considered unless you provide management with your consent to obtain a credit, eviction, and criminal background report on each adult household member.

All adult household members must sign below:

Head of Household Signature	Date	Other Adult Signature	Date
Other Adult Signature	Date		

PLEASE MAIL COMPLETED APPLICATIONS TO:

William Penn Manor 7025 Friends Ave., # Manager's Office Whittier. CA 90602

For Management Use

Date & Time received by Management: Received by:

WARNING: "Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**

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Notice of Free Interpretation Services

English- Free Interpretation Services are available. Please ask for assistance in the office.

Spanish- Interpretación Servicios gratuitos están disponibles. Por favor pedir ayuda en la oficina.

Chinese (Traditional)- 免費的翻譯服務。請向辦公室提供援助。

Chinese (Simplified)-免费的翻译服务。请向办公室提供援助。

Korean- 무료 통역 서비스를 사용할 수 있습니다. 사무실에서 도움을 요청하십시오.

Tagalog- Libreng Serbisyo Interpretasyon ay magagamit. Mangyaring humingi ng tulong sa opisina.

Vietnamese- Giải thích miễn phí Dịch vụ có sẵn. Xin hỏi trợ giúp trong văn phòng.

. تتوفر خدمات الترجمة الفورية مجانا. من فضلك اطلب المساعدة في المكتب -Arabic

Hindi- फ्री व्याख्या सेवाएं उपलब्ध हैं। कार्यालय में सहायता के लिए कहें।

Portuguese- Gratuito Serviços de interpretação disponíveis. Por favor, peça ajuda no escritório.

Russian- Бесплатные услуги переводчика доступны. Пожалуйста, обратитесь за помощью в офисе.