

La Fenetre
705 Northrup Street
San Jose, Ca 95126
(408) 295-2066

Application Process

Offers are made on a “first-qualified, first-offered” basis

Please review all of the information in the application packet. **Once you have completed the required forms and gathered the necessary documents for income and assets determination, please contact our office at (408) 295-2066 to make an appointment for an interview to begin the application process.** All members of the household must be present for the initial interview and subsequent move in. **We work on appointment basis only please DATE:**

The household will be required to complete a **Rental Application** and each adult applicant (18 and older) will be required to sign an, **Authorization to Release Information, Consumer Report Disclosure and Authorization, Application Qualification Criteria and a Tenant Income Certification Questionnaire** accompanied by the following documentation (if applicable) before the household will be considered. * **Please bring original documents and copies will be made at the time of interview.**

- Photo identification for each adult applicant (i.e., CA I.D., Drivers License, Passport/ Visa, etc.)
- Social Security Card for each household member or self certification that a number has never been issued
- Birth Certificates for all minor children and proof of custody when applicable
- Complete copy of most recent Tax Returns, including all 1099's and/ or W-2 forms
- Three (3) months of most recent paycheck stubs
- Proof of Social Security / retirement benefits
- Proof of Public Assistance (i.e., TANF, General Assistance, etc.)
- Self employment information including Business License, Profit and Loss Statement, Schedule C from Tax Return (may require up to 3 years)
- Six (6) months of most recent Bank Statements (from each account)
- Recent statements for all other investments accounts (i.e., 401K, stocks, IRA, etc)
- Proof of property ownership and / or rental income (must provide statement of Fair Market Value estimate provided by Realtor)
- Proof of Student status **ONLY** for Adults 18 years and older
- Copy of Section 8 Voucher or current contract
- Proof of rental payments for 6 months (bank statements, ledger card, money order stubs, etc.)
- **Additional documentation may be required based on the information provided with the application(s)**

In addition, each adult applicant will be required to sign income and asset verification documents based on the information provided with the application. Information given will be verified via third party source as proof of income eligibility.

A non- refundable processing fee (Cashier's Check or Money Order ONLY) is required to accompany each application as follows.

Each Adult Applicant \$50.00 Application Fee

LA FENETRE
Application Qualification Criteria
(Low Income Housing Tax Credit Program)

La Fenetre offers affordable two (2) and three (3) bedroom apartment homes. Our Community is governed by the Low-Income Housing Tax Credit Program (LIHTC) and Company Policies to determine eligibility. **Application approval is based upon total annual gross income for the entire household, including income from all assets.**

MAXIMUM INCOME GUIDELINES 2025
*** Income limits and Rents are subject to change without notice.**

	<u>One (1)</u>	<u>Two (2)</u>	<u>Three (3)</u>	<u>Four (4)</u>	<u>Five (5)</u>	<u>Six (6)</u>	<u>Seven (7)</u>
<u>Very Low Rate</u>	\$70,350	\$80,400	\$90,450	\$100,450	\$108,500	\$116,550	\$124,600
<u>Low Rate</u>	\$81,960	\$93,720	\$105,420	\$117,120	\$126,480	\$135,840	\$145,200

MINIMUM INCOME REQUIREMENT *:
Gross income must be at least 1.5 X the applicable rental rate. Only out of pocket portion of rent will be counted for households with outside subsidies such as Section 8 Housing Choice Vouchers.

AFFORDABLE RENTAL RATES
*** Income limits and Rents are subject to change without notice subject to applicable program requirements.**
Tenant portion of rent shall not exceed the maximum allowed by LIHTC or other programs.

	<u>2 Bdrm/1 Bath</u>	<u>2 Bdrm/2 Bath</u>	<u>3 Bdrm/2 Bath</u>
<u>Very Low Rate</u>	\$2,158	\$2,158	\$2,480
<u>Low Rate</u>	\$2,532	\$2,532	\$2,914

Although your household may qualify for more than one of the above rental rates, **we have only a limited number of units available for each income level. Offers will be made based on availability.** La Fenetre reserves the right to reclassify your tenancy as a low or very low unit as necessary to ensure the property remains in compliance with all Program Requirements. If the reclassification results in a change in the rent you will pay, you will receive notice of the anticipated change as required by applicable law.

APPLICATION FEE:
A non-refundable application fee (in a **Cashier's Check or Money Order ONLY**) is required to accompany each application as follows:

Each Adult Applicant (18 and over)	\$50.00	Application Fee
------------------------------------	---------	-----------------

RESIDENT SELECTION CRITERIA:

1. **CREDIT HISTORY:**
All applicants over the age of 18 must complete a rental application and pay a non-refundable application fee. Applicant(s) must have a favorable credit history, or they may be disqualified. A favorable credit history includes, but is not limited to no negative, slow payments, delinquent accounts, judgments, repossessions, or non-discharged bankruptcy filings. Unpaid or delinquent medical bills will not be considered when evaluating your credit. Unpaid Federal and/or State Liens are considered unfavorable credit. A verified Unlawful Detainer judgment or the providing of false information may also disqualify applicant(s). Lack of credit, however, does not constitute negative or bad credit.

2.

RENTAL HISTORY:

Applicant(s) must have a positive rental history of at least five years. It must be verifiable, with references that include verification of timely rent payments, compliance with rules and regulations and no evidence of any evictions. References from relatives are not acceptable. Lack of a rental history does not necessarily mean a negative rental history.
3.

BEHAVIOR & CONDUCT:

A history of violence or drug or alcohol abuse or other potentially disruptive behavior as evidenced by either (1) a record of conviction for crimes against a person or property or involving the illegal use or sale of controlled substances; or (2) by documented statements concerning current illegal use or sale of controlled substances, will disqualify an applicant. Incidents more than (5) years old will be considered on a case-by-case basis before selection/rejection decision is made. Mitigating factors considered for incidents over five years old will include the severity and frequency of the offense, the length of time since the offense occurred, and the record of the applicant since the time of the offense.
4.

STABILITY OF RESIDENCE:

If the applicant demonstrates an unexplainable history of frequent moving or instability in residences, the application may be denied.
5.

HOUSEKEEPING & CARE OF PROPERTY:

Applicant(s) must have positive references in regard to ability and willingness to maintain the apartment in a clean and sanitary manner and refrain from damaging the unit.
6.

INCOME & ASSET DETERMINATION:

To verify all aspects of the eligibility process, third party verifications will be obtained from related sources. Length of employment and/or stability may be a factor. **Gross income for the household must be at least 1.5 X the applicable rent. For the purpose of Application Qualification Criteria, only out of pocket portion of applicable rent will be considered count for households with outside subsidies.**
7.

OCCUPANCY STANDARDS:

Under/over utilization is not permitted, and the following occupancy standards will apply.

	<u>MINIMUM NO. OCCUPANTS</u>	<u>MAXIMUM NO. OCCUPANTS</u>
1 BEDROOM	1	3
2 BEDROOM	2	5
3 BEDROOM	3	7

- BASIC QUALIFICATIONS:**
1.

The total household income must be within the current income guidelines.
2.

Family composition must meet occupancy standards set by management (over-crowding or under-utilization is not permitted).
3.

Once the screening process has been completed and initial eligibility is determined, you will receive a “Denial of Application” or a “Wait List Application Acceptance” letter.
4.

Placement on the Wait List is based on the date and time the application is returned to the rental office.
5.

It is the applicant’s responsibility to inform management of any changes to the household (i.e., address, household size etc.) in order to remain on the Wait List. Failure to contact the rental office will result in your household being removed from the Wait List.
6.

Once the credit screening process has been completed and initial eligibility is determined, you will receive a “Denial of Application” or you will be contacted for initial acceptance and further processing.



La Fenetre

705 Northrup Street, San Jose, CA 95126

Phone: (408) 295-2066 | Fax: (408) 295-2546

Equal Opportunity Housing Provider



OFFER TO LEASE:

If applying for immediate availability, once you have gathered the necessary documentation for income and asset determination you will need to contact our office to make an appointment for an interview to begin the application process. If there is no immediate availability, when your name is among the top five (5) on the Wait List, you will receive a letter requesting that you contact the rental office to make an appointment to process your application. All members of the household must be present (including minors) at the time of the interview and any subsequent move-in. Failure to present all adult members of the household at the interview, or some other time acceptable to Management, prior to completion of the initial certification may result in the household being disqualified.

An applicant is permitted to decline an offer to lease only once, after the second decline your name will be removed from the Wait List.

AGREEMENT TO HOLD:

Once an offer is made and accepted the household will be required to complete an "Agreement to Hold" and pay the applicable security deposit. If there are any changes to the household occupants, income, or assets prior to move in, Management will not permit occupancy until the changes are documented and verified. The maximum amount of time a vacant apartment will be held is two (2) weeks.

SECURITY DEPOSIT:

All Security Deposits must be paid in the form of a Cashier's Check or Money Order. The Security Deposit amount is equal to the sum of one (1) month total rent charged.

I/WE HAVE READ AND AGREE TO ABIDE BY THE ABOVE CRITERIA:

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Management Signature		_____ Date	



La Fenetre

RENTAL APPLICATION

Apartment Size Desired: ☐ 2-Bedroom ☐ 3-Bedroom

List all household members to occupy the apartment (include yourself). Use full legal names.

Member #	Relationship to Head of Household	Name First, Middle Initial, Last	Social Security Number	DOB (mm/dd/yyyy)	M/F
Member #1					
Member #2					
Member #3					
Member #4					
Member #5					
Member #6					
Member #7					

Current Address, City, State, Zip:

Daytime Phone:Evening Phone:

Email:

- YES ☐

NO ☐

1. Is there anyone living with you now who won't be living with you at this property?
Name and Relationship:
Explanation:
- YES ☐

NO ☐

2. Do you expect any additions to the household within the next twelve months?
Name and Relationship:
Explanation:
- YES ☐

NO ☐

3. Do you have full custody of your children?
Explanation:
- YES ☐

NO ☐

4. Have you or any one else named on this application filed for bankruptcy?
Explanation:
- YES ☐

NO ☐

5. Have you or any one else named on this application been convicted of a felony?
Explanation:
- YES ☐

NO ☐

6. Have you or any one else named on this application been convicted for dealing or manufacturing illegal drugs?
Explanation:
- YES ☐

NO ☐

7. Have you or any one else named on this application been convicted of property damage?
Explanation:
- YES ☐

NO ☐

8. Have you or any one else named on this application been evicted from a rental unit of any type including an apartment, home, mobile home or trailer?
Explanation:
- YES ☐

NO ☐

9. Will any adult household member require a live-in care attendant to live independently? If yes, list below: Name of attendant: Relationship (if any):
- YES ☐

NO ☐

10. Do you or anyone in your household require a barrier free unit?
Household Member:
Explain:
- YES ☐

NO ☐

11. Do you or anyone in your household require any special features/accommodations in the unit?
Household Member:
Explain:
- YES ☐

NO ☐

12. Does your household have or anticipate having any pets other than those used as service animals?
Explanation:
- YES ☐

NO ☐

13. Will your household be receiving Section 8 or any other rental assistance? If yes, list below: Name of Agency:
Contact Person: Contact Phone Number:



Landlord History: List the past 5 years of housing references. (If additional space is needed use the back of this page.)

OWN ☐	RENT ☐	<u>Landlord's</u> <u>Name/Address/Phone</u>	<u>Your Address</u>	<u>FROM</u> <u>(Move-In)</u>	<u>TO</u> <u>(Move-Out)</u>
AMOUNT PAID: \$ _____		Name: _____	Your Address: _____		
		Address: _____	_____		
		_____	_____		
		_____	_____		
		Phone: _____	Subsidized Rent (voucher)? ☐ Yes ☐ No		

OWN ☐	RENT ☐	<u>Landlord's</u> <u>Name/Address/Phone</u>	<u>Your Address</u>	<u>FROM</u> <u>(Move-In)</u>	<u>TO</u> <u>(Move-Out)</u>
AMOUNT PAID: \$ _____		Name: _____	Your Address: _____		
		Address: _____	_____		
		_____	_____		
		_____	_____		
		Phone: _____	Subsidized Rent (voucher)? ☐ Yes ☐ No		

OWN ☐	RENT ☐	<u>Landlord's</u> <u>Name/Address/Phone</u>	<u>Your Address</u>	<u>FROM</u> <u>(Move-In)</u>	<u>TO</u> <u>(Move-Out)</u>
AMOUNT PAID: \$ _____		Name: _____	Your Address: _____		
		Address: _____	_____		
		_____	_____		
		_____	_____		
		Phone: _____	Subsidized Rent (voucher)? ☐ Yes ☐ No		

References: List a personal reference other than a relative:

Name: _____

Relationship: _____

Address: _____

Phone: _____

Years Known: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Years Known: _____

Vehicle Identification: List vehicle information for all vehicles that are owned or operated by any household member

	<u>Make/Model/Year</u>	<u>Tag/License Plate#</u>	<u>State Issued</u>
Vehicle #1	_____	_____	_____
Vehicle #2	_____	_____	_____

Emergency Contact: List someone in the area that is not already on the application:

Name: _____

Phone Number: _____

Address: _____

Relationship: _____

Years Known: _____



Income Information

List income for anyone 18 or older (unless legally emancipated). You must also list all unearned income such as a grant or benefits for all household members including minors. Include income anticipated for the next 12 months.

Do YOU or ANYONE in your household have:

Yes

No

14. Employment wages or salaries? (include overtime tips, bonuses, commissions & payments received in cash.)

Household Member # (From Page 1)	Name of Company	Phone #	Amount (per month)
			\$
Company Address:			
City:		State:	Zip Code:
Household Member # (From Page 1)	Name of Company	Phone #	Amount (per month)
			\$
Company Address:			
City:		State:	Zip Code:
Household Member # (From Page 1)	Name of Company	Phone #	Amount (per month)
			\$
Company Address:			
City:		State:	Zip Code:
Household Member # (From Page 1)	Name of Company	Phone #	Amount (per month)
			\$
Company Address:			
City:		State:	Zip Code:

Yes

No

15. Self-employment? (include overtime tips, bonuses, commissions & payments received in cash.)

Household Member # (From Page 1)	Type of Business	Phone #	Amount (per month)

Yes

No

16. Regular pay as a member of the Armed Forces

Household Member # (From Page 1)	Base Name and Branch	Phone #	Amount (per month)
			\$

Yes

No

17. Unemployment benefits or workers' compensation?

Household Member # (From Page 1)	Contact Person	Phone #	Amount (per month)
			\$

Yes

No

18. CALWORKS, General Relief, TANF, etc.

Household Member # (From Page 1)	Contact Person	Phone #	Amount (per month)
			\$



Yes No 19. (a) Child Support or Alimony?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Payer</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$

(b) Is the support received from: (check all that apply)

Child Support Enforcement Agency Name of Agency: _____
Court of Law Name of Court: _____
Directly from the individual Name of Person: _____
Other Explain: _____

YES NO
☐ ☐ (c) If money is not actually received, are you taking legal action? (*explain*)
YES NO
☐ ☐

20. Social Security, SSI or any other payments from the Social Security Administration?

<u>Household Member #</u> <u>(From Page 1)</u>	<u>SSA Office</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$
			\$

Yes No 21. Regular payments from a Veteran’s benefit, pension, retirement benefit or annuities?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$

Yes No 22. Regular payments from a severance package?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$

Yes No 23. Regular payments from any type of settlement? (*for example, insurance, etc.*)
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$
			\$

Yes No 24. Regular gifts or payments from anyone outside of the household? (*includes anyone supplementing your income or paying your bills.*)
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$
			\$

Yes No 25. Educational grants, scholarships, financial aid, or other student benefits?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$

Yes No 26. Regular payments from lottery winnings or inheritances?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$

Yes No 27. Regular payments from rental property or other types of real estate transactions?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$
			\$



Yes No 28. Any other income sources or types listed?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Phone #</u>	<u>Amount (per month)</u>
			\$
			\$

Yes No 29. Do you or any other household member expect any changes to your income in the next 12 months?
☐ ☐
Explain: _____

Asset Information

Must list all assets held and the income derive from all household members including minors.

Do YOU or ANYONE in your household have:

Yes No 30. Checking or Savings?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Bank or Institution</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Yes No 31. CDs, Money Market Accounts or Treasury Bills?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Bank or Institution</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$

Yes No 32. Stocks, bonds, or securities?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Bank or Institution</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$

Yes No 33. Trust funds?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Bank or Institution</u>	<u>Account Number</u>	<u>Amount</u>
			\$

Yes No 34. Pensions, IRA’s Keogh other retirement accounts?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Bank or Institution</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$

Yes No 35. A safe deposit box?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Bank or Institution</u>	<u>Account Number</u>	<u>Amount</u>
			\$



Yes No 36. Personal property held as an investment?
☐ ☐ (Includes paintings, coin or stamp collections, artwork, collector or show cars, and antiques.
Does no include your personal belongings such as your car, furniture or clothing.)

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Type of Property</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$

Yes No 37. Real estate, rental property, land contracts/contract for deeds or other real estate holdings?
☐ ☐ (Includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property.)

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$

Yes No 38. Cash on hand over \$500.00?
☐ ☐

<u>Household Member #</u> <u>(From Page 1)</u>	<u>Source of Benefit</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$

Yes No 39. Have you or any other household members disposed of or given away any asset(s) for less than
☐ ☐ fair market value within the last two years?
Household Member: _____ Amount: _____
Explain: _____

Yes No 40. Are you or any other adult household members currently a full-time student or expect to be one in
☐ ☐ the next twelve months? If yes, list below:
Household Member: _____
Explain: _____

Signature Clause:

I understand that management is relying on this information to prove my household’s eligibility for the Low Income Housing Tax Credit Housing Program. I certify that all information and answers to the above questions are true and complete to the best of my knowledge.
I consent to release the information necessary to determine my eligibility. I understand that providing false 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. 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 the Housing Program requirements.

ALL ADULT household members must sign below:

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Management : _____

Date: _____

