



Auburn Heights
Affordable Family Community
7000 Auburn Street, Bakersfield, CA 93306
(661) 872-1348 (661) 872-2418 FAX

Information Sheet

Welcome to **Auburn Heights**. Our community is operated under the Affordable Housing Program under Section 42 of the Internal Revenue Code. This program is designed to facilitate the housing needs of moderate and middle-income families. Residence at **Auburn Heights** requires that applicants meet certain qualifying standards established by the government and the Managing Agent. Applicants must have income that is at least **two times** the amount of the monthly rent. This program is not connected with Section 8 although applicants with Section 8 vouchers or certificates may apply for residency.

Residency at **Auburn Heights** is limited to those households having low and very low incomes. In addition to standard wages, income includes monies received from many sources such as alimony, child support, pensions, and social security. A complete definition of income is available in the rental office for inspection. In **Kern** County, the **2017** maximum allowable incomes effective 04/14/2017 (by household size) are as follows:

| Family Size | (50% Inc. Level) Maximum Allowable Income | (60% Inc. Level) Maximum Allowable Income |
|-------------|---|---|
| 1 | 21000 | 25200 |
| 2 | 24000 | 28800 |
| 3 | 27000 | 32400 |
| 4 | 29950 | 35940 |
| 5 | 32350 | 38820 |
| 6 | 34750 | 41700 |
| 7 | 37150 | 44580 |
| 8 | 39550 | 47460 |

All information on income provided by applicants must be verified before occupancy. This qualification and certification process must also be complete annually upon renewal.

The rents at **Auburn Heights** are controlled by regulation. Currently, the maximum allowable rents by bedroom are:

| Unit Size | Utility Allowance | (50% Income Level) Monthly Allowable Rent After Utility Allowance | (60% Income Level) Monthly Allowable Rent After Utility Allowance | Security Deposit |
|-----------|----------------------|---|---|------------------|
| 2 Bedroom | \$47 | \$628 | \$763 | \$600 |
| 3 Bedroom | \$59 | \$719 | \$875 | \$600 |
| 4 Bedroom | \$71 | \$797 | \$971 | \$600 |

The allowable rent is subject to change annually and is based upon median incomes as determined by the Department of Housing and Urban Development and estimated utility expenses.

You may be asked to pay up to two month's rent as additional refundable security based upon the outcome of the qualification scoring procedure. Application fees have been established at \$20 per person. **Pets are not permitted at our community.**

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Office (661) 872-1348 Fax (661) 872-2418

Applications

- Once the management team receives your wait list request form (if applicable) you will be placed on the wait list. When you are next to call on the wait list, the management team will invite you to the office to conduct and interview with you. During this interview, we will begin the verification process to make sure that your household meets our qualifications.
- During the interview you are required to pay a non-refundable application-processing fee (amount subject to change) per adult. All household members, 18 years and older, must be present for the interview. Please contact the rental office to set up an appointment to turn in the rental application.
- Be prepared to wait an average of 2 weeks for the application process.
- If the application is approved you will be required to a) sign a rental agreement in which you agree to abide by all the rules and regulations; and b) pay your security deposit and first month's rent. All move in money owed must be paid in the form of a cashier's check or money order(s).

Selection Criteria

Identity and Age Verification

- Positive identification with a government issued picture will be required.
- Valid social security number required for at least one adult applicant in household.
- Complete and accurate rental applications are required.
- All applicants must be eighteen years of age or older. Emancipated minors must show written legal proof.
- Inaccurate or falsified information will be grounds for denial.
- Any individual, who may constitute a direct threat to the health and safety of an individual, the community or the property of others, will be denied.
- Households comprised of all full time students (including Kindergarten – 12 grades) may not qualify unless certain exceptions are met.

Income Verification

- Monthly household income should be at least two (2) times the stated monthly rent. It must not exceed a certain income limit. See manager for current income limits.

Employment Requirements

- Current verifiable employment, from a third party reference. Three (3) months of consecutive pay stubs will be required, for new move-ins. (Employment must be with same employer for three (3) months consecutively)
- Verifiable income will be required for households who are unemployed. (*Verifiable income may mean, but is not limited to, bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, and grants/loan.*)
- Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
- You will be denied if your source of income cannot be verified.
- Monthly household income should be at least two (2) times the stated monthly rent. It must not exceed a certain income limit. See manager for current income limits.

Credit Screening

- Chapter 7 & 13 bankruptcies not discharged from the date of application will be denied.
- Credit report reflecting any kind of debt owed to previous Landlord(s) will be denied.
- Outstanding debt (i.e., collections, judgments, etc.) being reported on the credit report, will be reviewed by a third party and a decision will be sent back to Property Manager.

Residential History

- Two years of positive contractual rental history will be required.
- Home ownership will be verified through escrow papers. Mortgage payments must be positive to reflect positive payment history.
- 5 years of eviction free rental history will be required.
- Rental history reflecting damage to property will be denied.
- Three or more NSF checks or three or more 'pay rent or quit' notices within one year of residency will result in denial.

Criminal Background Investigation

- Criminal background investigations will be conducted on all applicants.
- A criminal history, history of drug use or dealing, sexual offenses, physical violence to any person (adult or child) or property, or other conduct which would adversely affect the health, safety or welfare of residents of the community or of management employees and the operations of the property will result in the denial of the application.

Occupancy Guidelines

Apartment Size

Maximum Occupants

One Bedroom
Two Bedroom
Three Bedroom
Four Bedroom

Three People
Five People
Seven People
Nine People

- Occupancy is based on the number of bedrooms in an apartment home. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
- Two persons are allowed per bedroom plus an additional 1 person for the entire apartment home.
- Minimum occupancy is as follows: No minimum occupancy required.

Disabled Accessibility

Auburn Heights Apartments allows existing premises to be modified at the expense of the disabled person, if the disabled person agrees to restore the premises, at their own expense, to the pre-modified condition. We require:

- Written proposals detailing the extent of the work to be done.
- Written assurances that the work be performed in a professional manner by a licensed/bonded contractor.
- Written approval from the landlord are required before modifications are made.
- Appropriate building permits and required licenses made available for the landlord inspection.
- A restoration deposit may be required per Fair Housing guidelines.

Student Status

- This rental community has received funding from a program which does not generally allow occupancy by households comprised entirely of full-time students. The information on the student status form as well as on the verification of student status form is requested as part of the household qualification process.

Pet Policy/Pet Status

- Pets are not authorized.

Other

- Assistive or support animals will be permitted with a Request for Reasonable Accommodation form completed by a health professional.

Application Decision

If An Application is Declined: Applicants will be notified in writing of any application denial and given fourteen (14) days to respond in writing to request a meeting to discuss the rejection. All application fees are non-refundable. If your application is declined, included in the written notification you will be given the information to obtain a copy of the consumer report that we used in determining our decision.

If An Application is cancelled: All application fees are non-refundable. If for any reason you withdraw your application or notify us that you have changed your mind about renting an apartment after 24-hours, the holding fee will be non-refundable.

Failure to Execute the Lease: In the event that you fail to sign the Lease Agreement after application approval, all said fees and deposits are non-refundable.

Applicant Re-Apply Policy: In the event that your application is declined, a minimum waiting period of 90-days must pass before a new application may be submitted. A new application fee and all other fees and/or deposits will need to be paid at the time of new application.

If your application is denied due to negative and adverse information being reported you may:

- Request a copy of your consumer credit report.
- Request a correction of the information if you deem said information to be inaccurate.
- Write to our: Equal Housing Opportunity Manager
6485 N. Palm Avenue, Suite 101, Fresno, CA 93704

BE ADVISED: Incomplete, inaccurate or falsified information will be grounds for denial.

Equal Housing Opportunity

GSF Properties, Inc. (Managing Agent of this property) and all its associates support the principle of equal housing opportunities and adhere to the Fair Housing Laws. The company does not discriminate in the daily management of the communities, leasing of apartment homes or in any business practices related to its services, on the basis of race, color, religion, national origin, sex, familial status, handicap, gender identity, gender expression, marital status, medical condition, ancestry, source of income, age, genetic, arbitrary discrimination or any other factor under protection by federal, state or local laws.

All applicants must agree to the following by signing this *Applicant Selection Criteria Form*.

I have read and understand this rental criteria:

Prospective Resident

Date

Prospective Resident

Date

Prospective Resident

Date

Prospective Resident

Date





APPLICANTS AUTHORIZATION AND CONSENT FOR CRIMINAL HISTORY VERIFICATION

GSF Properties Inc. places no interest higher than the safety and wellbeing of its residents. Because of this, GSF Properties Inc. will not rent to applicants with a history of criminal behavior showing a disregard for the health, safety, and/or property of others. This form is designed to determine whether you meet the qualification requirements for residency in a property managed by GSF Properties Inc. Your response to the following question will be subject to verification and any false response to the following question will be subject to and/or result in termination of your rental agreement/lease.

Have you within the last 10 years been arrested for or charged with any crime involving:

- Drugs-the possession, manufacture, sale, distribution or use of any controlled substance;
- Weapons-the possession, manufacture, sale, distribution or use of any illegal weapon and/or the illegal possession, sale, distribution, use or discharge of any firearm;
- Gangs- membership in or participation in the activities of any criminal street gang;
- Sexual crimes-including, but not limited to prostitution, pimping, pandering, rape, molestation, sodomy, stalking, and mayhem;
- Injury or threatened injury to a person; injury or threatened injury to property;
- Theft-including but not limited to robbery and/or burglary;
- Shoplifting, or passing bad or forged checks;

And which arrest or charge resulted in a plea or finding of guilt, a conviction, a withheld adjudication or deferred adjudication?

Yes _____ No _____

If you answered YES to any of the questions above, then you are ineligible for residency in a property managed by GSF Properties Inc. If you answered NO to the questions above, please print your name and sign the authorization below so that your response may be investigated and verified.

I _____, hereby authorize GSF Properties Inc. to verify any and all statements and representations, whether express or implied, made by me with respect to this Criminal History Verification form. This authorization is to include, but is not limited to, GSF Properties Inc. obtaining a criminal background check concerning me and I agree to furnish any task of verifying my statements and representations. I hereby authorize any person or entity to release to GSF Properties Inc. any and all information as may be requested by GSF Properties Inc. concerning the matters referred to in this Authorization and Consent for Criminal History Verification form.

APPLICANT:

Date _____

Print name

Signature

Revised 09/20/10



ONE application per adult household member.
Please print in blue ink and address all questions. Use n/a as needed.

COMPLEX _____
SIZE _____ UNIT # _____ RENT _____

APPLICANT:

Full Name: _____ Yes ___ No ___
First Middle Last Social Security Birth date Student

OTHER OCCUPANTS:

(1) _____ Yes ___ No ___
Name Social Security Birth Date Relationship Student
(2) _____ Yes ___ No ___
Name Social Security Birth Date Relationship Student
(3) _____ Yes ___ No ___
Name Social Security Birth Date Relationship Student
(4) _____ Yes ___ No ___
Name Social Security Birth Date Relationship Student
(5) _____ Yes ___ No ___
Name Social Security Birth Date Relationship Student

STUDENT STATUS:

Are all of the residents students? (If the answer is no, check no and skip to RENTAL HISTORY) () Yes () No
If yes: is the household comprised of a single parent and child, neither of whom is a dependent of
A third party? () Yes () No
If yes: is Applicant & Co-Applicant married and file a joint tax return? () Yes () No
If yes: does the household receive TANF or AFDC? () Yes () No

RENTAL HISTORY:

CURRENT ADDRESS: _____
Street Address Apt. # City State Zip Code Do you Own or Rent?
()
Monthly Rent / Payment How Long? Owner / Manager Phone Reason for Moving

PREVIOUS ADDRESS:

Street Address Apt # City State Zip Code Do you Own or Rent?
()
Monthly Rent / Payment How Long? Owner / Manager Phone Reason for Moving

CREDIT REFERENCES:

Bank Name Checking Account Number Savings Account Number Street Address City State Zip Code
Driver's License Number State Expiration Date Vehicle Model Year License Plate #
HAVE YOU EVER: Filed for Bankruptcy? () Yes () No Been Evicted from Tenancy? () Yes () No
EMERGENCY CONTACT: _____
Name Street Address City State Zip Code Phone Relationship

EMPLOYMENT HISTORY:

Circle all Applicable: EMPLOYED FULL-TIME EMPLOYED PART-TIME SELF-EMPLOYED NON-EMPLOYED UNEMPLOYED
()
Current Employer Position How Long? Supervisor Phone
Street Address City State Zip Code Current Salary: \$ _____ per: hour week month year (circle one)
Avg. Hours Worked per Week: _____ Do you Receive Tips?: () Yes () No If yes, Avg. Amount of Tips per Week \$ _____
Do you Receive Bonuses?: () Yes () No If yes, how much?: \$ _____ per: week month year (circle one)
Do you Expect to Earn Substantial Overtime?: () Yes () No If yes, how much?: \$ _____ per: week month year (circle one)
()
Previous Employer Position How Long? Supervisor Phone
Salary: \$ _____ per: hour week month year (circle one)
Street Address City State Zip Code

OTHER INCOME:

Program regulations require that all income be disclosed in order to determine qualification. Please provide monthly amount, if applicable.
Alimony / Child Support () Yes () No \$ _____
AFDC / TANF () Yes () No \$ _____
SSA () Yes () No \$ _____
SSI () Yes () No \$ _____
Retirement/Pensions Annuities () Yes () No \$ _____
Unemployment () Yes () No \$ _____
Worker's Compensation () Yes () No \$ _____
Recurring Gifts from Family () Yes () No \$ _____
Other Recurring Gifts () Yes () No \$ _____

ASSETS:

Program regulations require that all assets be disclosed in order to determine qualification. Necessary personal property such as clothing, furniture, daily use autos, jewelry, dishes, etc. need not be disclosed.
Checking Account () Yes () No \$ _____
Savings Account () Yes () No \$ _____
Money Market, CD's other () Yes () No \$ _____
Stocks / Bonds () Yes () No \$ _____
IRAs, 401(k), Keogh () Yes () No \$ _____
Real Estate () Yes () No \$ _____
Boat, Trailer, Rec. Vehicles () Yes () No \$ _____
Life Insurance Policies () Yes () No \$ _____
Other Assets () Yes () No \$ _____

Are the assets of the household more than \$5,000? () Yes () No Has any member of the household disposed of an asset for less than fair market value within the last 24 months? () Yes () No

If NO to both of the above, what is the expected earnings on all household assets for the next 12 months? \$ _____

APPLICANT STATES THAT THE ABOVE INFORMATION IS CORRECT AND HEREBY AUTHORIZED VERIFICATION.
NOTE: A NON-REFUNDABLE APPLICATION FEE OF \$ _____ IS REQUIRED TO PROCESS THIS APPLICATION

APPLICANT'S SIGNATURE

DATE

PHONE

EMAIL

REVISED 12.2017

Date Received: _____