

Property Name \_\_\_\_\_ Westlake Christian Terrace East  
 Address \_\_\_\_\_ 251 28th Street  
 City/State/Zip \_\_\_\_\_ Oakland, Ca 94611  
 Phone \_\_\_\_\_ 510-893-2998  
 How did you hear about us?  
 \_\_\_\_\_

For Office Use Only	
Original	Update
Date Received	_____
Time Received	_____
Received By	_____

**HOUSEHOLD SUMMARY INFORMATION**

**List each household member applying to reside in the apartment.**

M E M B E R	First Name	MI	Last Name	Social Security Number	Date of Birth	Relationship to Head of Household	Student *	Sex *
1						Head of Household		
2								
3								
4								

\* Student -enrolled as a Full time or Part time student at an institute of higher education? – Answer “Yes” or “No”

\*Sex – Answer one of the following indicating - “M”– Male, “F”– Female, “O” – Other, or “ND” – Not Disclosed.

Are all members of your household – regardless of age or type of school – full time students?  Yes  No

Are there any unborn, adopted or foster children you are in the process of adding to your household within the next year?  Yes  No

Do you anticipate adding any other persons to your household within the next Year?  Yes  No

**GENERAL HOUSEHOLD INFORMATION**

Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  N/A  
 Email \_\_\_\_\_  N/A

Preferred Language \_\_\_\_\_

Do you have pets?  Yes  No

Do you have a Service Dog or Other Assistance or Emotional Support Animal?  Yes  No

Are you temporarily displaced due to a disaster?  Yes  No

Are you homeless or lacking a fixed nighttime residence?  Yes  No

**Accessibility Needs:**

**Does any household member require the features of an accessible unit due to a disability?**  Yes  No

Accessibility features may include: Roll in shower, roll under sinks, wider doorways, wheelchair turnaround in the kitchen and bathroom, lowered light switches and/or peephole, accessible appliance controls, strobe lights on the doorbell and/or smoke alarm

<b>RENTAL HISTORY</b>
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**Applicant's name must have been on the lease/mortgage for any reference to be valid. Lack of rental history will not be considered a negative factor. A minimum of 3 years rental history and landlord references must be provided.**

Current Landlord/Lender Name: \_\_\_\_\_ Charges paid per month \$ \_\_\_\_\_

Apartment Community Name (If applicable) \_\_\_\_\_

Street Address/City/State/Zip \_\_\_\_\_

Landlord/Lender Address if different: \_\_\_\_\_

Phone Number \_\_\_\_\_ Move in Date \_\_\_\_\_

Do you live in subsidized housing?  Yes  No If Yes, are you currently receiving assistance?  Yes  No  
If Yes, what program? \_\_\_\_\_

Previous Landlord/Lender Name: \_\_\_\_\_ Charges paid per month \$ \_\_\_\_\_

Apartment Community Name (If applicable) \_\_\_\_\_ Move in Date \_\_\_\_\_

Street Address/City/State/Zip \_\_\_\_\_

Landlord/Lender Address if different: \_\_\_\_\_

Phone Number \_\_\_\_\_ Move out Date \_\_\_\_\_

\_\_\_\_ I/We have never rented/owned a home. Please explain living arrangements:  
\_\_\_\_\_

List additional information below or on a separate sheet of paper.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEMBER INFORMATION – MEMBER 1 (Head of Household)**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Check here if you do not have a social security number, and were 62 or older as of January 31, 2010, and were receiving subsidy at another location as of January 31, 2010.

Citizenship Status  Citizen  Non-Citizen with eligible immigration status  Ineligible Non-Citizen

Are you a U.S. Military Veteran?  Yes  No

**Race\*** (Choose all that apply)

American Indian  Alaska Native  Asian  African American  Native Hawaiian  Pacific Islander  White  Other

**Ethnicity\***

Hispanic or Latino  Not Hispanic or Latino

*\*This information is gathered for statistical purposes only.*

**Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Lack of credit history will not be considered a negative factor.**

List all states where you have ever lived (regardless of duration) \_\_\_\_\_

Have you been evicted from Federally Assisted Housing in the last 3 years for drug-related criminal activity?

Yes  No

Have you ever filed bankruptcy?  Yes  No If Yes, please provide Court and Case Number \_\_\_\_\_

**If you have met all other criteria and are approved for a unit subsidized by the HUD Sec. 8 program, we are required to determine if you are subject to a state sex offender lifetime registration requirement. See the attached Oakland Fair Chance Housing Ordinance.**

**MEMBER INFORMATION # \_\_\_\_\_**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Check here if you do not have a social security number, and were 62 or older as of January 31, 2010, and were receiving subsidy at another location as of January 31, 2010.

Citizenship Status  Citizen  Non-Citizen with eligible immigration status  Ineligible Non-Citizen

Are you a U.S. Military Veteran?  Yes  No

**Race\*** (Choose all that apply)

American Indian  Alaska Native  Asian  African American  Native Hawaiian  Pacific Islander  White  Other

**Ethnicity\***

Hispanic or Latino  Not Hispanic or Latino

*\*This information is gathered for statistical purposes only.*

**Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Lack of credit history will not be considered a negative factor.**

Are you 18 years of age or older?  Yes  No (If No, go to next section)

List all states where you have ever lived (regardless of duration) \_\_\_\_\_

Have you been evicted from Federally Assisted Housing in the last 3 years for drug-related criminal activity?  
 Yes  No

Have you ever filed bankruptcy?  Yes  No If Yes, please provide Court and Case Number \_\_\_\_\_

**INCOME**

**Income sources. (Indicate gross income before any deductions or garnishments occur.)**

Does anyone in your household receive any income from employment?  Yes  No If Yes, please complete section below.

Member #	Employer	Employer Phone	Start Date	Full/Part Time	Monthly Amount

Does anyone in your household receive any Unemployment Benefits?  Yes  No If Yes, please complete section below.

Member #	Issuing Agency	Issuing State	Start Date	Monthly Amount

Does anyone in your household receive any of the following benefits?  Yes  No If Yes, please complete section below.

Member #	Source of income	Monthly Amount
	Social Security	
	Dual Entitlement – Indicate Claim Number _____	
	Federal Supplemental Security Income	
	SSP (State portion of Supplemental Security Income)	
	Long/Short Term Disability	

	Retirement , Pension or Annuity	

Does anyone in your household have any of the following sources of income?  Yes  No If Yes, please complete section below.

Member #	Source of income	Monthly Amount
	Rental Income	
	Child Support	
	Alimony	
	General Assistance (TANF)	
	Business Income	
	Financial Assistance with any other person helping pay any bills on a regular basis	
	Other – Please Specify :	

**ASSETS**

Indicate all household members with any of the following. If none, indicate "N/A" in Member #.

Member #		Single or Joint	Balance
	Checking Account(s)		
	Savings Account(s)		
	Certificate(s) of Deposit		
	Money Market Account(s)		
	Retirement Account(s)		
	Mutual Fund(s)		
	Stocks/Bonds		
	Whole Life Insurance		
	EFT, Direct Express or Benefits Debit Cards		

	Cash on Hand		
	Other :		

Do you or any member of your household own real estate (Home, Land, etc.)?  Yes  No  
 If yes, estimated value \_\_\_\_\_

Do you or any member of your household own a collection held as an investment?  Yes  No  
 If yes, estimated value \_\_\_\_\_

Have you or any member of your household disposed of any assets, within the last two years, for less than fair market value?  Yes  No

If yes, please complete the following:

Date of disposal: \_\_\_\_\_ Amount received: \$ \_\_\_\_\_ Estimated fair market value: \$ \_\_\_\_\_

<b>EXPENSES</b>
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**Medical/Disability**

Is the Head, Spouse, or Co-Head of your household either age 62 or older or disabled?  Yes  No If Yes, complete the following.

Monthly Medicare Premiums (including Part D): \$ \_\_\_\_\_ Monthly prescription copay costs: \$ \_\_\_\_\_  
 Monthly Medical Insurance costs: \$ \_\_\_\_\_ Other medical/disability expenses: \$ \_\_\_\_\_

Within the last 12 months:

Installment payments on Doctor Bills: \$ \_\_\_\_\_ Hospital installment payments: \$ \_\_\_\_\_

**Childcare**

Is the Head, Spouse, or Co-Head of your household paying expenses for the care of a child under the age of 13?  Yes  No If Yes, complete the following.

Does this care allow the household member to  Work  Seek Employment, or  Further academic or vocational education?

Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

**Please complete the attached HUD 92006 form.**

I/We certify the information given in this application is accurate and complete. I/We understand that any inaccuracies provided or information withheld may be the basis for immediate denial of my/our application. I/We, by signature below, authorize the Owner/Agent to request and complete a rental history check, and credit check, through an outside independent background service company and secure a written report of all information pertaining to landlord/rental history, sex offender records, credit records, etc. I/We further agree that this application does not constitute any oral and/or written commitment on the part of the Owner/Agent.



RENTAL APPLICATION



I/We understand the Owner/Agent will request only that information necessary to determine eligibility or level of assistance.

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. 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). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Federal law prohibits the Landlord from discriminating against any applicant because of race, color, sex, familial status, religion, handicap, disability, sexual orientation, gender identity, marital status, or national origin. Additional state protections may apply. Applicants on the waiting list may be contacted by management to ensure continued interest to remain on the waiting list and to update any changes to the original information provided at the time of initial application. **Failure to respond to this inquiry may result in the applicant being removed as "inactive", requiring the applicant household to reapply. All inactive and denied applications will be held for three years as required by federal regulation.**

Questions and inquiries regarding applicant treatment relative to Section 504 of the Rehabilitation Act of 1973 should be addressed by mail to the following person, responsible for related policies:

CCH 504 Coordinator, 303 Hegenberger Road, Suite 201, Oakland, CA 94621, (510) 632-6712, TTY via 711 National Relay.

**I/WE CERTIFY ALL INFORMATION SUBMITTED IS TRUE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE.**

Signature Member 1: \_\_\_\_\_

Signature Member 2: \_\_\_\_\_

Signature Member 3: \_\_\_\_\_

Signature Member 4: \_\_\_\_\_

Date: \_\_\_\_\_



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 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. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.



## OWNER'S NOTICE NO. 1

Dear Applicant:

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than U.S. citizens or nationals, or certain categories of eligible noncitizens, in the following HUD programs:

- a. Section 8 Housing Assistance Payments programs;
- b. Section 236 of the National Housing Act including Rental Assistance Payment (RAP); and
- c. Section 101/Rent Supplement Program.

You have applied, or are applying for, assistance under one of these programs; therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. You must do the following:

1. **Complete a Family Summary Sheet**, using the attached blank format to list all family members who will reside in the assisted unit.
2. **Each family member listed on the Family Summary Sheet must complete a Citizenship Declaration.** If there are 10 people listed on the Family Summary Sheet, you should have 10 completed copies of the Citizenship Declaration. The Citizenship Declaration has easy-to-follow instructions and explains what, if any other forms and/or evidence must be submitted with each Citizenship Declaration.
3. **Submit the Family Summary Sheet, the Citizenship Declarations, and any other forms and/or evidence with your Rental Application.**

This Section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have any questions or difficulty in completing the attached items or determining the type of documentation required, please contact the Community Manager at Westlake Christian Terrace East at 510-893-2998. They will be happy to assist you. Also, if you are unable to provide the required documentation by the date shown above, you should immediately contact this office and request an extension, using the block provided on the Citizenship Declaration Format. Failure to provide this information or establish eligible status may result in your not being considered for housing assistance.

If this Section 214 review results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance, your family may be eligible for proration of assistance. That means that when assistance is available, a reduced amount may be provided for your family based on the number of members who are eligible.

If assistance becomes available and the other aspects of your eligibility review show that you are eligible for housing assistance, that assistance may be provided to you if at least one member of your household has submitted the required documentation. Following verification of the documentation submitted by all family members, assistance may be adjusted depending on the immigration status verified. You will be contacted as soon as we have further information regarding your eligibility for assistance.

Exhibit 3-3

## Family Summary Sheet

<b>Member No.</b>	<b>Last Name of Family Member</b>	<b>First Name</b>	<b>Relationship to Head of Household</b>	<b>Sex</b>	<b>Date of Birth</b>
Head					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

# APPLICANT CITIZENSHIP DECLARATION

INSTRUCTIONS: Complete this Declaration for each member of the household listed on the Family Summary Sheet

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

RELATIONSHIP TO HEAD OF HOUSEHOLD: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ ALIEN REGISTRATION NO: \_\_\_\_\_

ADMISSION NUMBER: \_\_\_\_\_ If applicable, (this is an 11-digit number found on DHS Form I-94, *Departure Record*)

NATIONALITY: \_\_\_\_\_ (Enter the foreign nation or country to which you owe legal allegiance. This is normally, but not always the country of birth.)

SAVE VERIFICATION NO: \_\_\_\_\_ **(to be entered by owner if and when received)**

INSTRUCTIONS: Complete the Declaration below by printing or by typing the person's first name, middle initial, and last name in the space provided. Then review the blocks shown below and complete either block number 1, 2, or 3:

## DECLARATION

I, \_\_\_\_\_ hereby declare, under penalty of perjury, that I am: \_\_\_\_\_  
(print or type first name, middle initial, last name)

\_\_\_\_\_ 1. A citizen or national of the United States.

Sign and date below and return to the name and address specified in the attached notification letter. If this block is checked on behalf of a child, the adult who will reside in the assisted unit and who is responsible for the child should sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if adult signed for a child: \_\_\_\_\_

\_\_\_\_\_ 2. A noncitizen with eligible immigration status as evidenced by one of the documents listed below:



We Do Business in Accordance With the Federal Fair Housing Law  
(The Fair Housing Amendments Act of 1988)

## APPLICANT CITIZENSHIP DECLARATION

**NOTE:** If you checked this block and you are 62 years of age or older, you need only submit a proof of age document together with this format, and sign below:

If you checked this block and you are less than 62 years of age, you should submit the following documents:

- a. Verification Consent Format (Attachment 8 Verification Consent Form).

AND

- b. One of the following documents:

- (1) Form I-551, *\*Permanent Resident Card\**
- (2) Form I-94, *Arrival-Departure Record*, with one of the following annotations:
  - (a) "Admitted as Refugee Pursuant to section 207";
  - (b) "Section 208" or "Asylum";
  - (c) "Section 243(h)" or "Deportation stayed by Attorney General"; or
  - (d) "Paroled Pursuant to Sec. 212(d)(5) of the INA."
- (3) If Form I-94, *Arrival-Departure Record*, is not annotated, it must be accompanied by one of the following documents:
  - (a) A final court decision granting asylum (but only if no appeal is taken);
  - (b) A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (if application was filed before October 1, 1990);
  - (c) A court decision granting withholding or deportation; or
  - (d) A letter from an DHS asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
- (4) A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.
- (5) *\*Other acceptable evidence.* If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announce by notice published in the *Federal Register*.\*

If this block is checked, sign and date below and submit the documentation required above with this declaration and a verification consent format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who will reside in the assisted unit and who is responsible for the child should sign and date below.

If for any reason, the documents shown in subparagraph 2.b. above are not currently available, complete the Request for Extension block below.



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Housing Law  
(The Fair Housing Amendments Act of 1988)

# APPLICANT CITIZENSHIP DECLARATION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if adult signed for a child: \_\_\_\_\_

<b>REQUEST FOR EXTENSION</b>	
<p>I hereby certify that I am a noncitizen with eligible immigration status, as noted in block 2 above, but the evidence needed to support my claim is temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.</p>	
_____ Signature	_____ Date

Check here if adult signed for a child: \_\_\_\_\_

3. I am not contending eligible immigration status and I understand that I am not eligible for financial assistance.

If you checked this block, no further information is required, and the person named above is not eligible for assistance. Sign and date below and forward this format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who is responsible for the child should sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if adult signed for a child: \_\_\_\_\_

Return this for with your Rental Application.

If you have any questions or difficulty in completing the attached items or determining the type of documentation required, please contact:

Property Manager  
Westlake Christian Terrace East  
510-893-2998

Westlake Christian Terrace East does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.



We Do Business in Accordance With the Federal Fair  
Housing Law  
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# APPLICANT CITIZENSHIP DECLARATION

INSTRUCTIONS: Complete this Declaration for each member of the household listed on the Family Summary Sheet

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

RELATIONSHIP TO HEAD OF HOUSEHOLD: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ ALIEN REGISTRATION NO: \_\_\_\_\_

ADMISSION NUMBER: \_\_\_\_\_ If applicable, (this is an 11-digit number found on DHS Form I-94, *Departure Record*)

NATIONALITY: \_\_\_\_\_ (Enter the foreign nation or country to which you owe legal allegiance. This is normally, but not always the country of birth.)

SAVE VERIFICATION NO: \_\_\_\_\_ **(to be entered by owner if and when received)**

INSTRUCTIONS: Complete the Declaration below by printing or by typing the person's first name, middle initial, and last name in the space provided. Then review the blocks shown below and complete either block number 1, 2, or 3:

## DECLARATION

I, \_\_\_\_\_ hereby declare, under penalty of perjury, that I am: \_\_\_\_\_  
(print or type first name, middle initial, last name)

\_\_\_\_\_ 1. A citizen or national of the United States.

Sign and date below and return to the name and address specified in the attached notification letter. If this block is checked on behalf of a child, the adult who will reside in the assisted unit and who is responsible for the child should sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if adult signed for a child: \_\_\_\_\_

\_\_\_\_\_ 2. A noncitizen with eligible immigration status as evidenced by one of the documents listed below:



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## APPLICANT CITIZENSHIP DECLARATION

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AND

- b. One of the following documents:

- (1) Form I-551, *\*Permanent Resident Card\**
- (2) Form I-94, *Arrival-Departure Record*, with one of the following annotations:
  - (a) "Admitted as Refugee Pursuant to section 207";
  - (b) "Section 208" or "Asylum";
  - (c) "Section 243(h)" or "Deportation stayed by Attorney General"; or
  - (d) "Paroled Pursuant to Sec. 212(d)(5) of the INA."
- (3) If Form I-94, *Arrival-Departure Record*, is not annotated, it must be accompanied by one of the following documents:
  - (a) A final court decision granting asylum (but only if no appeal is taken);
  - (b) A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (if application was filed before October 1, 1990);
  - (c) A court decision granting withholding or deportation; or
  - (d) A letter from an DHS asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
- (4) A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.
- (5) *\*Other acceptable evidence.* If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announce by notice published in the *Federal Register*.\*

If this block is checked, sign and date below and submit the documentation required above with this declaration and a verification consent format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who will reside in the assisted unit and who is responsible for the child should sign and date below.

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Housing Law  
(The Fair Housing Amendments Act of 1988)

# APPLICANT CITIZENSHIP DECLARATION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if adult signed for a child: \_\_\_\_\_

<b>REQUEST FOR EXTENSION</b>	
<p>I hereby certify that I am a noncitizen with eligible immigration status, as noted in block 2 above, but the evidence needed to support my claim is temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.</p>	
_____ Signature	_____ Date

Check here if adult signed for a child: \_\_\_\_\_

3. I am not contending eligible immigration status and I understand that I am not eligible for financial assistance.

If you checked this block, no further information is required, and the person named above is not eligible for assistance. Sign and date below and forward this format to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who is responsible for the child should sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if adult signed for a child: \_\_\_\_\_

Return this for with your Rental Application.

If you have any questions or difficulty in completing the attached items or determining the type of documentation required, please contact:

Property Manager  
Westlake Christian Terrace East  
510-893-2998

Westlake Christian Terrace East does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.



We Do Business in Accordance With the Federal Fair  
Housing Law  
(The Fair Housing Amendments Act of 1988)





## NOTICE TO APPLICANTS AND TENANTS

### OAKLAND LAW PROHIBITS RENTAL DISCRIMINATION BASED ON CRIMINAL HISTORY

#### *Ronald V. Dellums and Simarashe Sherry Fair Chance Access to Housing Ordinance Ordinance No. 13581 C.M.S.*

#### **IT IS UNLAWFUL FOR LANDLORDS TO DO ANY OF THE FOLLOWING WITH REGARD TO CURRENT OR PROSPECTIVE TENANTS:**

- Inquire about criminal history
- Indicate that persons with criminal backgrounds will not be considered for housing
- Refuse to rent or terminate a tenancy based on criminal history
- Require disclosure or authorization for release of criminal history
- Demand higher security deposit or rental amount based on criminal history
- Refuse to allow the addition of an immediate family member based on the family member's criminal history
- Disqualify tenants from rental assistance programs such as Section 8 based on criminal history (subject to certain exceptions below)
- Take any other negative action against applicants/tenants based on criminal history

#### **EXCEPTIONS:**

**LIFETIME SEX OFFENDERS:** In some circumstances, landlords may check the state registry of lifetime sex offenders. Prior to doing so, a landlord must first:

- 1) Include a statement in the rental application informing applicants of the sex offender screening requirement;
- 2) Have already determined that an applicant meets all other rental criteria;
- 3) Provided the applicant with a conditional rental agreement;
- 4) Informed the applicant in advance of checking the sex offender registry; and
- 5) Either obtain written consent from the applicant or give the applicant an opportunity to withdraw their application prior to conducting a search.

**PUBLIC HOUSING:** Public housing providers (i.e. Oakland Housing Authority) may be legally required to exclude the following persons from public housing and/or find such persons ineligible for Housing Choice Voucher Programs (Section 8):

- Persons subject to lifetime sex offender registration (42 U.S.C. Sec. 13663(a))
- Persons convicted of manufacturing methamphetamine on federally-assisted housing property (24 C.F.R. Sec. 982.553)



Housing and Community Development Department  
250 Frank H. Ogawa Plaza, Suite 6301, Oakland, CA 94612

Prior to conducting any required criminal history search, landlords must inform applicants in advance and give applicants an opportunity to withdraw their application.

**SMALL PRIVATE RENTALS**: The prohibition against consideration of criminal history does not apply to the following living situations:

- Single-family homes, duplexes, and triplexes where the owner occupies one of the units as a principal residence
- Units occupied by existing tenant(s) seeking to sublet or add/replace roommates

### **WRITTEN NOTICE AND OPPORTUNITY TO RESPOND REQUIRED**

If a landlord takes any action against an applicant or tenant based on criminal history (such as refusing to offer a lease, refusing to add a family member, etc.), the landlord is required to provide the applicant/tenant with written notice and an opportunity to respond.

#### **Notice must include:**

- The reasons for denial or other action
- Instructions on how to file a complaint with the City
- A list of local legal services
- A copy of the criminal history report, background check, or other information received that is the basis of the decision

#### **Tenant/applicant must be given opportunity to:**

- Respond to the information
- Present any rebutting or mitigating information, such as evidence that the information is incorrect, was remedied, or otherwise should not be used to deny the applicant housing

### **IF YOU BELIEVE A LANDLORD HAS VIOLATED THE LAW BY INQUIRING ABOUT, REFUSING TO RENT TO, OR OTHERWISE DISCRIMINATING AGAINST YOU ON THE BASIS OF CRIMINAL HISTORY:**

- 1) You may submit a complaint to the City by filling out the attached form and sending, along with documentation, to:

City of Oakland  
Housing Resource Center  
250 Frank Ogawa Plaza, Suite 6313  
Oakland, CA 94612

Complaint forms may be emailed to: [housingassistance@oaklandca.gov](mailto:housingassistance@oaklandca.gov)  
For more information call: Housing Resource Center at: 510.238.6182

- 2) Attached is a list of legal services and other resources that may be available to assist you



Housing and Community Development Department  
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## OAKLAND LAW PROHIBITS RENTAL DISCRIMINATION BASED ON CRIMINAL HISTORY

*Ronald V. Dellums and Simarashe Sherry Fair Chance Access to Housing Ordinance*

### **Housing Violators Subject to Administrative Action**

Violations by a housing provider of specific provisions of the Fair Chance Access to Housing Ordinance No. 13581 C.M.S. (O.M.C. 8.25) may be subject to an administrative citation.

The City of Oakland may issue a citation for any violation of the Fair Chance Access to Housing Ordinance, including but not limited to the following:

- Inquire about criminal history
- Indicate that persons with criminal backgrounds will not be considered for housing
- Refuse to rent or terminate a tenancy based on criminal history
- Require disclosure or authorization for release of criminal history
- Demand higher security deposit or rental amount based on criminal history
- Refuse to allow the addition of an immediate family member based on the family member's criminal history
- Disqualify tenants from rental assistance programs such as Section 8 based on criminal history (subject to certain exceptions)
- Take any other negative action against applicants/tenants based on criminal history

If you believe there has been a violation, you may submit a request for the City of Oakland or its authorized agent to investigate possible violations. Complete a written complaint on the attached Declaration Form and mail or email to:

City of Oakland  
Housing and Community Development Department  
250 Frank Ogawa Plaza, Suite 6301  
Oakland, CA 94612  
email: [housingassistance@oaklandca.gov](mailto:housingassistance@oaklandca.gov)

For information call (510) 238-6182 or visit  
<https://www.oaklandca.gov/resources/fair-chance-access-to-housing-ordinance>



**Ronald V. Dellums and Simarashe Sherry Fair Chance Access to Housing Ordinance NO. 13581 C.M.S. (O.M.C. 8.25)**

**Declaration of Housing Applicant or Tenant**

Full Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**1. Housing Provider:**

\_\_\_\_\_  
Name, full address and phone number of the housing provider (if known)

\_\_\_\_\_  
Address of relevant property

**2. Alleged Violation Options** (check all that are applicable):

- Asked about criminal history
- Not considered
- Refused to rent/terminated
- Required disclosure/authorization
- Rent/deposit increased
- Refused family member
- Disqualified rental assistance
- Other \_\_\_\_\_

**3. This Declaration** informs the City of Oakland about what I think is a violation of the Fair Chance Ordinance. (Please be as complete and accurate as possible. Attach extra sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. The foregoing is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check here if you are submitting documents (e.g., a copy of the advertisement or the rental application) with this Declaration. (Submitting documents that tend to support your allegations is optional but encouraged insofar as they would assist with this investigation.)



Housing and Community Development Department  
250 Frank H. Ogawa Plaza, Suite 6301, Oakland, CA 94612

## Local Organizations Providing Assistance to Tenants

### Causa Justa :: Just Cause

Main office: 3344 International Blvd., Oakland, CA 94601

Housing Clinic location: 1419 34<sup>th</sup> Ave #203 Oakland, CA 94601

(NOTE: drop-in hours temporarily suspended as of 6/7/19)

Tenant Hotline: 510-836-2687, General: 510-763-5877

Email: [info@cjjc.org](mailto:info@cjjc.org)

Website: <https://cjjc.org>

A nonprofit organization dedicated to defending and advancing the rights of California tenants for safe, decent, and affordable housing.

### Centro Legal de la Raza

3022 International Blvd., Suite 410, Oakland, CA 94601

Office hours: Mon-Thurs 9:00 am-12:00pm, 1:00-5:00; Fri 9:00am-12:00pm

Phone: 510-437-1554

Email: [info@centrolegal.org](mailto:info@centrolegal.org)

Website: <https://centrolegal.org>

Drop in Clinics:

- Every Tuesday, 9:00 AM  
Centro Legal, 3022 International Blvd. Suite 410, Oakland, CA 94601
- Every 2<sup>nd</sup> Thursday, 9 – 11 am  
Eastmont Library, 7200 Bancroft Ave #211, Oakland, CA 94605
- Every 3<sup>rd</sup> Thursday, 10 am – 12 noon  
West Oakland Library, 1801 Adeline St, Oakland, CA 94607

Centro Legal is a legal services agency protecting and advancing the rights of low-income, immigrant communities through bilingual legal representation, education, and advocacy, know-your-rights education and youth development.

### East Bay Community Law Center

1950 University Ave., Ste 200, and 2921 Adeline St, Berkeley, CA 94703

Phone: 510-548-4040

Hours: Monday-Friday 9:00am-5:00pm

Email: [info@ebclc.org](mailto:info@ebclc.org)

Website: <https://ebclc.org>

Counseling and assistance in filing legal paperwork (for low-income tenants only). Free community workshops for low-income tenants who have disputes with their property owners.

If you want to request a copy of this information in Chinese/ Spanish please contact: [housingassistance@oaklandca.gov](mailto:housingassistance@oaklandca.gov)/510.238.6182

如果您想要求此文件的中文版本, 請聯絡: 電郵[housingassistance@oaklandca.gov](mailto:housingassistance@oaklandca.gov)/電話 510.238.6182

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### Eviction Defense Center

350 Frank Ogawa Plaza, Suite 703, Oakland, CA 94612

Phone: 510-452-4541 Website: <https://www.evictiondefensecenteroakland.org>

Hotline: 510-693-2775 (accepts text messages & after hours)

Hours: Mon/Tues/Thurs 9:00am-5:00pm

Wed/Fri 9:00am-4:00pm; Closed 12:00-2:00pm Daily

Nonprofit provides low-cost legal services to tenants facing eviction in Alameda County and the city of Richmond. All services are offered on a sliding scale basis.

### Oakland Tenants Union

P.O. Box 10573, Oakland, CA 94601

Phone: 510-704-5276 (leave a voicemail)

Email: [help@oaklandtenantsunion.org](mailto:help@oaklandtenantsunion.org) Website: <https://oakandtenantsunion.org>

Drop-in hours: 1<sup>st</sup> and 3<sup>rd</sup> Sunday 3-5pm, Oakland Public Library, Main Branch

A *volunteer* referral and resource organization of housing activists dedicated to protecting tenants' rights and interests. *Volunteers* may not be able to return your call right away.

### Tenants Together

474 Valencia St #156, San Francisco, CA 94103 (no drop-in services)

Tenants' Rights Hotline: 888-495-8020

Email: [info@tenantstogether.org](mailto:info@tenantstogether.org) Website: [www.tenantstogether.org](http://www.tenantstogether.org)

A nonprofit organization dedicated to defending and advancing the rights of California tenants for safe, decent, and affordable housing.

### Bay Area Legal Aid-Alameda County Office

1735 Telegraph Ave, Oakland, CA 94612 (No walk-ins)

Phone: 510-663-4744 | Legal Advice Line: 800-551-5554

Tenants' Rights Legal Advice Line: 888-382-3405

M, Th, F: 9:30-12:30; T & W: 1:00-4:00pm

Website: <http://baylegal.org>

Provides legal assistance regardless of a client's location, language or disability Tenants may receive assistance with: evictions, housing discrimination, disputes, unsafe or unhealthy housing conditions, lock-outs and utility shut-offs, and tenants of foreclosed properties.

If you want to request a copy of this information in Chinese/ Spanish please contact: [housingassistance@oaklandca.gov](mailto:housingassistance@oaklandca.gov)/510.238.6182  
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### Alameda County Social Services Agency

Housing and Homeless Services

Website: [https://alamedasocialservices.org/public/services/housing\\_and\\_homeless/housing\\_and\\_homeless.cfm](https://alamedasocialservices.org/public/services/housing_and_homeless/housing_and_homeless.cfm)

Alameda County SSA provides cash aid or housing voucher assistance to families and single adults who are homeless or at-risk of becoming homeless in the county.

For emergency shelter, contact Eden Information and Referrals: 510-537-2552.

### Season of Sharing

Phone: 510-272-3700

Website:

[https://www.alamedasocialservices.org/public/services/community/season\\_of\\_sharing.cfm](https://www.alamedasocialservices.org/public/services/community/season_of_sharing.cfm)

The SOS program is a private fund providing one-time crisis based assistance for housing and critical family needs to Alameda County residents. Grants are based not only for criteria being met but also on merit and the greatest need. Assistance is not guaranteed. For more information, call the automated pre-screening phone number or visit the program website.

## **Local Organizations Providing Assistance to Seniors**

### Berkeley East Bay Gray Panthers

Phone: 510-842-6224

Website: <https://www.facebook.com/berkeleygraypanthers/>

Email: [graypanthersberk@aol.com](mailto:graypanthersberk@aol.com)

The Gray Panthers are involved in progressive education politics, social justice, civil rights for the homeless, housing affordability, climate change, the environment and against war.

### Legal Assistance for Seniors

333 Hegenberger Rd, Suite 850, Oakland, CA 94621

Phone: 510-832-3040

Hours: Monday-Friday 9:00am-5:00pm (call for an appointment)

Website: <https://www.lashicap.org>

Email: [las@lashicap.org](mailto:las@lashicap.org)

If you want to request a copy of this information in Chinese/ Spanish please contact: [housingassistance@oaklandca.gov](mailto:housingassistance@oaklandca.gov)/510.238.6182

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Housing and Community Development Department  
250 Frank H. Ogawa Plaza, Suite 6301, Oakland, CA 94612

## Local Organizations Providing Assistance to Property Owners and Tenants

### SEEDS Community Resolution Center

2530 San Pablo Ave, Suite A, Berkeley, CA 94702

Phone: 510-548-2377

Fax: 510-548-4051

Website: [www.seedscrc.org](http://www.seedscrc.org)

Email: [casedeveloper@seedscrc.org](mailto:casedeveloper@seedscrc.org)

Hours: Monday-Thursday 9:00am-5:00pm

Provides mediation, facilitation and training. Can schedule a mediation session within 10 to 14 business days after all parties involved go through an intake process by phone. \$75 per party involved, per mediation session (sliding scale available; no one is turned away for lack of funds).

### Housing and Economic Rights Advocates (HERA)

1814 Franklin St, Suite 1040, Oakland, CA 94612

Mailing Address: P.O. Box 29435, Oakland, CA 94604

Phone: 510-271-8443 (No drop-ins)

Fax: 510-868-4521

Drop-in hours for landlords: Tuesdays and Thursdays 9:30am- 1:00pm at RAP

Website: <http://www.heraca.org>

Email: [inquiries@heraca.org](mailto:inquiries@heraca.org)

Promotes affordable and fair credit access, asset building and preservation. Fights abusive mortgage servicing, problems with homeowner associations, foreclosure, escrow and other homeowner problem, predatory lending of all kinds, and discrimination in financial services and consumer transactions. Provides financial counseling to individuals and community education workshops. Trains service providers and other professionals. Translates clients' experiences and needs into policy work. Collaborates with many different partners across the state and country and creates positive solutions for vulnerable residents.

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