



HORTON 4TH AVE APARTMENTS

808 4th Ave
San Diego, CA 92101
Office
(619) 238-4500

RESIDENT SCREENING CRITERIA Affordable/Market Rate Units

PURPOSE OF THIS DOCUMENT

We offer the following information so that all applicants will have available to them a detailed statement of the rental qualifying policies of Horton 4th Ave. Apartments. Although we have attempted to make this document easy to read and understand, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information in this document, please contact our management team.

I. OCCUPANCY POLICY

1. Our properties follow the California Department Fair Employment & Housing Guideline of 2 persons per bedroom, plus one additional person for the unit.

Please see chart below for the **maximum** number of occupants allowed:

Studio Bedroom Apartment	2 persons
One Bedroom Apartment/Lofts	3 persons

If the addition of a child to the household, through birth, adoption, custody change, or other circumstances, puts the household over the occupancy limits, the household will be given through the end of their lease term or 6 months (whichever is longer) to move to a larger unit if Horton 4th Ave Apartments has a unit available or off of the property.

II. APPLICATION PROCESS

Steps to become a resident at Horton 4th Ave Apartments

1. Call the Management Office at (619) 238-4500 and leave your name, telephone number and address. An application packet can/may be mailed, or emailed to you. Or schedule a time with the manager to pick up an application. Complete the application and mail/drop it off to the address indicated in your packet.
2. Applications will be taken on a first come, first served basis. We kindly ask that you contact us immediately with any changes to your contact information so we may update our records accordingly. The management team will invite you to the office to conduct an interview with you. During this interview, we will begin the verification process to make sure that you meet our qualifications.
3. Once you have been offered/assigned a unit you are required to pay a holding deposit of \$500. See Holding Deposit Agreement for more information.
4. During the interview, you are required to pay a non-refundable application-processing fee of \$45.00 per adult.
5. Be prepared to wait a maximum of 2 weeks for the application process.
6. 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. If move in occurs after the 1st day of the month, rent will be prorated. All move in money owed must be paid in the form of a cashier's check or money order(s) only.



III. GENERAL REQUIREMENTS

1. Positive identification with a government issued picture i.e. and social security card will be required.
2. Complete an accurate rental applications are required.
3. All applicants must be eighteen years of age or older or emancipated with legal proof.
4. Inaccurate or falsified information will be grounds for denial.
5. 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.

IV. DISABLED ACCESSIBILITY

Horton 4th Ave. Apartments will comply with Federal Fair Housing laws, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) regarding reasonable accommodations. Horton 4th Ave Apartments will consider reasonable accommodation requests from applicants and residents and will work diligently to ensure equal opportunity housing for individuals with disabilities.

V. PET POLICY/PET DEPOSIT

1. Horton 4th Ave Apartments does not accept pets. (Service and Assistive animals are excluded)

VI. CREDIT REQUIREMENTS

1. Credit report reflecting any kind of debt owed to previous Landlord(s) within the last 5 years will be denied.
2. Outstanding debt (i.e., collections, judgments, etc.,) being reported on the credit report, which is, more than \$15,000 (not including medical and/or student loans) may result in denial.

VII. INCOME REQUIREMENTS

1. Monthly household income should be at least 2.5 times the stated monthly rent **Market Rate Units**.
2. It must not exceed the following annual income for **Affordable Units**: But income must be at least 2 times the rent.

80% limits = 1 Resident - \$72900

80% limits = 2 Resident - \$83300

80% limits = 3 Resident - \$93700

\$1418 Max Mo. Rent 0-bedroom

100% limits= 1 Resident-\$74850

100% limits= 2 Resident-\$85500

100% limits= 3 Resident-\$96200

\$1792 Max Mo. Rent 0-bedroom

\$2046 Max Mo. Rent 1-bedroom

110% limits= 1 Resident-\$82300

110% limits= 2 Resident-\$94100

110% limits= 3 Resident-\$105850

\$2259 Max Mo. Rent 1-bedroom

***Note:** Income and Rent limits are subject to change based on the Affordable Housing Program Guidelines.



VIII. PROOF OF INCOME

1. Current employment, Two (2) months of consecutive pay stubs will be required, for new move ins.
2. Two (2) months Bank statements are required for approval.
3. Self-employed applicants will be required to show proof of income through copies of the previous 2 year's tax returns.
4. You will be denied if your source of income cannot be verified, you have falsely reported your information, and/or if your annual income exceeds the maximum allowable income and/or household size for the for the affordable housing program.

IX. RENTAL REQUIREMENTS

1. 2 years of rental history will be verified.
2. 2 years of eviction free rental history will be required.
3. Rental history reflecting damage to property, and inappropriate behavior may be denied.

X. CRIMINAL BACKGROUND

1. Criminal activities resulting in felony convictions involving violence, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance if the conviction or exit from incarceration occurred within five (5) years. This includes, but is not limited to, the following felonies committed by any household member:
 - a) Murder/Manslaughter
 - b) Burglary
 - c) Arson
 - d) Felony Assault
 - e) Kidnapping
 - f) Terrorist activities
 - g) Sexual offenses, sex crimes
 - h) Crimes involving explosives
2. Criminal activities resulting in felony convictions other than crimes involving violence, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance (and those listed above) if the conviction or exit from incarceration occurred within five (5) years
3. A record of three (3) or more felony convictions if the conviction or exit from incarceration occurred within five (5) years
Criminal activities including misdemeanor offenses involving violence, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance within five (5) years of conviction or exit from incarceration
4. Any Sex Offender Registration: Applicant is currently subject to registration under a state sex offender registration program

If the owner/agent discovers an unresolved criminal charge of any criminal activity as described above, the circumstances surrounding the arrest will be investigated.

If there is evidence that the applicant participated in such illegal activity, the owner/agent will meet with the applicant and the other adult household members to determine if the application should be suspended or if the offending party should be removed from the applicant household.

Based on a preponderance of the evidence, if the owner/agent investigation indicates that an applicant participated in criminal activity as described above, the resident will be required to meet with the owner/agent and may be subject to rejection.



5. Admission will be denied if household owes money to any Housing Authority, Apartment Community, or Rental Agent.
6. Admission may be jeopardized if there are one or more accounts showing a complete failure to pay with a current balance due.
7. History of one or more evictions for non-payment of rent or for disruptive and/or aggressive behavior.

A criminal background check will be conducted on each adult applicant. A search of public records will be conducted to determine whether the applicant or any proposed tenant has been convicted of any crime.

1. If the applicant poses a threat to the Community or is convicted of a felony of manufacturing or distributing an illegal substance, convicted of arson, burglary, vandalism, assault, or crime of abuse, restraining or stalking or for murder, within the last 5 years involving a crime against persons, property, or terrorism will result in denial of application.

Any individual whose tenancy may constitute a direct threat to the health or safety of the public or other tenants, or whose tenancy may result in substantial physical damage to the property of others or is a registered sex offender will be denied tenancy.

Resident Signature: _____ **Date:** _____

Resident Signature: _____ **Date:** _____

Resident Signature: _____ **Date:** _____

Agent Signature: _____ **Date:** _____

