



The Parkview: Application Checklist

Thank you for your interest in the Affordable Apartment Program at this property.

In order for us to evaluate your eligibility, please return the following items with your application:

1. A completed application signed by all applicants.
2. Copies of Social Security cards for all household members
3. A copy of his or her state or national picture ID for all applicants.
4. Copies of last two pay stubs or equivalent proof of other income for all household members
5. **SSI or SSA** - Original printout of benefits or copy of last letter showing current monthly benefit.
6. **GA** - Original printout of benefits paid in last 12 months or copy of last Notice of Action letter.
7. **Self-Employment/Rental Income** - Copy of last year's IRS Tax Return including Schedules C & E.
8. Copy of the most recent bank statement (for all accounts) for all household members
9. Copy of the most recent statement for all mutual fund, IRA, Pension, Retirement accounts or stock accounts for all household members
10. Evidence regarding the City's Local Preference Policy (See Attached)
11. Physician's Report for Residential Care Facilities- to be filled out by applicant's doctor.

PLEASE PROVIDE THE FOLLOWING TYPES OF DOCUMENTATION TO VERIFY YOUR ELIGIBILITY UNDER THE CITY'S PREFERENCE POLICY:

Preference 1: Applicants currently residing (or who resided within the last 6 months) in a residential housing development located in the City of Pleasanton that is subject to a regulatory agreement to which the U.S. Department of Housing and Urban Development, including the Federal Housing Administration and/or the City is a party.

Please submit a copy of one of the following:

Your current lease agreement, letter from your property manager confirming tenancy, Voter registration (indicating current address), utility bill (indicating current address), or Social Security payment (indicating current address).

Preference 2: Applicants currently residing (or who resided within the last 6 months) in the City.

Submit a copy of one of the following:

Utility bill (in applicant's name, with Pleasanton address); Property tax bill (with grant deed, in applicant's name, with Pleasanton address); Current apartment lease agreement, (in applicant's name, with Pleasanton address); or, Voter registration (indicating Pleasanton address).

Preference 3: Applicants with a son, daughter, stepchild, grandchild, parent, sibling, spouse or domestic partner, or principal caregiver (any of the preceding being referred to as the “Qualifying Person”) currently residing in the City of Pleasanton.

Submit:

The Qualifying Person’s name, address, phone number and description of the relationship with these individuals and evidence that they live in Pleasanton. This can be documented by providing a copy of a recent utility bill, property tax bill, current apartment lease agreement, or Voter registration.

Preference 4: Applicants with a son, daughter, stepchild, grandchild, parent, sibling, spouse or domestic partner or principal caregiver (the preceding being referred to as the “Qualifying Person”) currently working in the City of Pleasanton.

Submit:

The Qualifying Person’s name, address, phone number and description of the relationship with these individuals. For proof of employment please submit one of the following: Pay stub, W-2 or tax return or Payroll record from employer. All items must have the name of the Qualifying Person currently working in the City of Pleasanton. For this preference applicants must also provide proof that the Employer is local by submitting one of the following items: Business license filed with the City, City Directory, phone book with address of business, letter from employer (on employer’s letterhead) or letter from Pleasanton Chamber of Commerce.

Preference 5: All other applicants are not eligible for a local preference.