
City of Industry Property and Housing Management Authority



REGULAR MEETING AGENDA
FEBRUARY 9, 2022
10:30 a.m.

Chair Ken Calvo
Vice Chair Tim Seal
Board Member Phil Cook
Board Member, Raheleh Gorginfar
Board Member Timothy O’Gorman

Location: City Council Chamber, 15651 Mayor Dave Way, City of Industry, California

Addressing the Authority:

NOTICE OF TELEPHONIC MEETING:

- **Pursuant to AB 361 (Government Code Section 54953(e), this meeting will be held in person and telephonically. Members of the public can attend the hybrid meeting and offer public comments either in person or telephonically, by calling the following conference call number: 657-204-3264, then entering the following Conference ID: 759 539 84#. In accordance with Section 4 of the County of Los Angeles Department of Public Health, Order of the Health Officer, dated July 30, 2021, and the State of California Health Officer Order dated January 5, 2022, all individuals who attend the meeting in person must wear a mask. Pursuant to the Governor’s Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Industry Property and Housing Authority meeting (including assisted listening devices), please contact the City Clerk’s Office at (626) 333-2211 by 5:00 p.m. on Monday, February 7, 2022, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.**

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- **Agenda Items:** Members of the public may address the Industry Property and Housing Management Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a three-minute time limit per person for any matter listed on the Agenda.
 - **Public Comments (Non-Agenda Items Only):** Anyone wishing to address the IPHMA on an item not on the Agenda may do so during the “Public Comments” period. In order to conduct a timely meeting, there will be a three-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Authority from taking action on a specific item unless it appears on the posted Agenda.

Agendas and other writings:

In compliance with Government Code Section 54957.5(b), staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 Mayor Dave Way, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday, 8:00 a.m. to 5:00 p.m., Fridays 8:00 a.m. to 4:00 pm. City Hall doors are closed between 12:00 p.m. to 1:00 p.m. each day. Any person with a question concerning any agenda item may call the City Clerk’s Office at (626) 333-2211.

1. Call to Order

2. Flag Salute

3. Roll Call

4. Public Comments

5. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the Industry Property & Housing Management Authority (IPHMA) request specific items be removed from the Consent Calendar for separate action.

5.1 Consideration of the Register of Demands for February 9, 2022

RECOMMENDED ACTION: *Approve the Register of Demands for February 9, 2022.*

5.2 Consideration of Resolution No. IPHMA 2022-02 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2022-02, continuing the authorization of remote teleconferencing meetings pursuant to AB 361.*

6. **BOARD MATTERS**

6.1 Review of Industry Property and Housing Management Authority Rental Application Process

RECOMMENDED ACTION: *Provide direction to Staff.*

7. **EXECUTIVE DIRECTOR COMMENTS**

8. **AB 1234 REPORTS**

9. **BOARD MEMBER COMMUNICATIONS**

10. Adjournment. Next regular meeting: Wednesday, March 9, 2022, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting February 9, 2022

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	1,800.00
160	INDUSTRY PROPERTY & HOUSING	37,803.49
TOTAL ALL FUNDS		39,603.49

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	39,603.49
TOTAL ALL BANKS		39,603.49

APPROVED PER CITY MANAGER

**Industry Property and Housing Management Authority
Board Meeting
February 9, 2022**

Check	Date			Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
200149	01/12/2022			LA PUENTE VALLEY COUNTY WATER	\$1,165.04
	Invoice	Date	Description	Amount	
	2022-00001161	01/01/2022	10/18-12/17/21 SVC - 15652 NELSON AVE	\$261.64	
	2022-00001162	01/01/2022	10/18-12/17/21 SVC - 15702 NELSON AVE	\$243.24	
	2022-00001163	01/01/2022	10/18-12/17/21 SVC - 15714 NELSON AVE	\$221.16	
	2022-00001164	01/01/2022	10/18-12/17/21 SVC - 15722 NELSON AVE	\$169.64	
	2022-00001165	01/01/2022	10/18-12/17/21 SVC - 15730 NELSON AVE	\$136.52	
	2022-00001166	01/01/2022	10/18-12/17/21 SVC - 15736 NELSON AVE	\$132.84	
200150	01/12/2022			SO CALIFORNIA EDISON COMPANY	\$66.13
	Invoice	Date	Description	Amount	
	2022-00001159	01/04/2022	12/03-01/03/22 SVC - 15722 NELSON AVE	\$52.82	
	2022-00001160	01/04/2022	12/03-01/03/22 SVC - 15652 NELSON AVE	\$13.31	
200151	01/19/2022			INDUSTRY PUBLIC UTILITIES	\$1,527.44
	Invoice	Date	Description	Amount	
	2022-00001237	01/01/2022	10/18-12/17/21 SVC - HANDORF LOOP RD-IRRIG BOOST	\$61.56	
	2022-00001238	01/01/2022	10/18-12/17/21 SVC - HANDORF LOOP RD-IRRIGATION	\$46.20	
	2022-00001239	01/01/2022	10/18-12/17/21 SVC - 14063 PROCTOR	\$114.06	
	2022-00001240	01/01/2022	10/18-12/17/21 SVC - 16200 TEMPLE CONDOS A & B	\$232.21	
	2022-00001241	01/01/2022	10/18-12/17/21 SVC - 16200 TEMPLE CONDOS C & D	\$148.86	
	2022-00001242	01/01/2022	10/18-12/17/21 SVC - 16212 TEMPLE	\$166.38	
	2022-00001243	01/01/2022	10/18-12/17/21 SVC - 16217 TEMPLE	\$88.86	
	2022-00001244	01/01/2022	10/18-12/17/21 SVC - 16220 TEMPLE	\$78.36	
	2022-00001245	01/01/2022	10/18-12/17/21 SVC - 16224 TEMPLE	\$82.82	
	2022-00001246	01/01/2022	10/18-12/17/21 SVC - 16227 TEMPLE	\$72.06	
	2022-00001247	01/01/2022	10/18-12/17/21 SVC - 16229 TEMPLE	\$63.66	

**Industry Property and Housing Management Authority
Board Meeting
February 9, 2022**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	2022-00001248	01/01/2022	10/18-12/17/21 SVC - 16238 TEMPLE	\$74.42
	2022-00001249	01/01/2022	10/18-12/17/21 SVC - 16242 TEMPLE	\$103.82
	2022-00001250	01/01/2022	10/18-12/17/21 SVC - BUNKHOUSE	\$128.41
	2022-00001254	01/01/2022	10/18-12/17/21 SVC - 16218 TEMPLE	\$65.76
200152	01/19/2022		INDUSTRY PUBLIC UTILITY COMMISSI	\$11.90
	Invoice	Date	Description	Amount
	2022-00001252	01/06/2022	12/10-01/01/22 SVC - 16229 E TEMPLE AVE	\$4.67
	2022-00001253	01/06/2022	12/10-01/01/22 SVC - 17229 CHESTNUT ST	\$7.23
200153	01/19/2022		SOCALGAS	\$48.55
	Invoice	Date	Description	Amount
	2022-00001251	01/07/2022	12/06-01/05/22 SVC - 16200 TEMPLE AVE APT 202	\$48.55
200154	01/26/2022		SO CALIFORNIA EDISON COMPANY	\$14.65
	Invoice	Date	Description	Amount
	2022-00001289	01/13/2022	12/14-01/12/22 SVC - 20137 E WALNUT DR S	\$14.65
200155	01/26/2022		SOCALGAS	\$8.02
	Invoice	Date	Description	Amount
	2022-00001290	01/10/2022	12/07-01/06/22 SVC - 15722 NELSON AVE	\$8.02
200156	01/26/2022		WALNUT VALLEY WATER DISTRICT	\$67.00
	Invoice	Date	Description	Amount
	4219817	01/12/2022	12/02-12/30/21 SVC - 20137 WALNUT DR	\$33.42
	4215413	01/11/2022	12/01-12/31/21 SVC - 22002 VALLEY BLVD	\$33.58

**Industry Property and Housing Management Authority
Board Meeting
February 9, 2022**

Check	Date	Payee Name			Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
200157	02/02/2022	ROWLAND WATER DISTRICT			\$196.72
	Invoice	Date	Description	Amount	
	2022-00001335	01/26/2022	12/07-01/09/22 SVC - 17229 CHESTNUT ST	\$43.32	
	2022-00001336	01/26/2022	12/07-01/09/22 SVC - 17217 CHESTNUT ST	\$95.37	
	2022-00001337	01/26/2022	12/07-01/09/22 SVC - 17217 & 17229 CHESTNUT ST	\$58.03	
200158	02/09/2022	ABORTA-BUG PEST CONTROL			\$1,575.00
	Invoice	Date	Description	Amount	
	20534	01/03/2022	JANUARY 2022 PEST SVC @ \$75 PER HOUSE	\$1,575.00	
200159	02/09/2022	CNC ENGINEERING			\$9,260.00
	Invoice	Date	Description	Amount	
	504643	01/27/2022	COORDINATION FOR MISC REPAIRS - 16242 E TEMPLE	\$810.00	
	504644	01/27/2022	COORDINATION FOR ROOF & HVAC REPAIRS - 16229 E	\$450.00	
	504645	01/27/2022	GENERAL - CONSULTANT COORDINATION	\$450.00	
	504646	01/27/2022	COORDINATION FOR MISC REPAIRS - 16238 E TEMPLE	\$540.00	
	504647	01/27/2022	COORDINATION FOR PLUMBING REPAIRS - 16200 E TE	\$360.00	
	504648	01/27/2022	COORDINATION FOR PLUMBING REPAIRS - 16200 E TE	\$180.00	
	504649	01/27/2022	COORDINATION FOR APPLIANCE REPAIRS - 16200 E TI	\$1,170.00	
	504650	01/27/2022	COORDINATION FOR ROOF INSPECTION - 15714 NELSON	\$270.00	
	504651	01/27/2022	PROJECT RESEARCH & STUDY REPORT - 16217 E TEM	\$90.00	
	504652	01/27/2022	COORDINATION FOR HVAC REPAIRS - 15736 NELSON /	\$540.00	
	504653	01/27/2022	COORDINATION FOR MISC REPAIRS - 16224 E TEMPLE	\$450.00	
	504654	01/27/2022	COORDINATION FOR FLOORING REPAIRS - 16220 E TE	\$90.00	
	504655	01/27/2022	COORDINATION FOR ROOF & HVAC REPAIRS - 15652 N	\$720.00	
	504656	01/27/2022	COORDINATION FOR PEST CTRL & PROJECT RESEAR	\$180.00	
	504657	01/27/2022	COORDINATION FOR HVAC & ROOF REPAIRS - 15730 N	\$630.00	

**Industry Property and Housing Management Authority
Board Meeting
February 9, 2022**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	504658	01/27/2022	COORDINATION FOR MISC REPAIRS - 16227 E TEMPLE	\$990.00
	504659	01/27/2022	COORDINATION FOR APPLIANCE & HNDRL REPAIRS -	\$990.00
	504660	01/27/2022	MISC HOUSING CAPITAL IMPROVEMENTS	\$350.00
200160	02/09/2022		ENVIRONMENTAL CONCEPTS LANDSC	\$2,880.00
	Invoice	Date	Description	Amount
	95248	12/31/2021	TREE TRIMMING SVC - 16238 TEMPLE AVE	\$1,920.00
	95249	12/31/2021	TREE TRIMMING SVC - 16224 TEMPLE AVE	\$960.00
200161	02/09/2022		IPHMA - PAYROLL ACCOUNT	\$3,500.00
	Invoice	Date	Description	Amount
	FEB-22	01/26/2022	REPLENISH PAYROLL ACCOUNT FOR FEBRUARY 2022	\$3,500.00
200162	02/09/2022		IRRI-CARE PLUMBING & BACKFLOW T	\$45.00
	Invoice	Date	Description	Amount
	12949	01/13/2022	BACKFLOW TESTING - 22036 E VALLEY BLVD	\$45.00
200163	02/09/2022		JANUS PEST MANAGEMENT	\$59.00
	Invoice	Date	Description	Amount
	243471	12/03/2021	PEST SVC - 16212 TEMPLE AVE	\$59.00
200164	02/09/2022		KLINE'S PLUMBING, INC.	\$900.00
	Invoice	Date	Description	Amount
	12153	12/20/2021	PLUMBING SVC - 16224 TEMPLE AVE	\$350.00
	12152	12/20/2021	PLUMBING SVC - 16218 TEMPLE AVE	\$175.00
	12189	01/19/2022	LEAKING TUB REPAIR - 16000 TEMPLE AVE #D	\$375.00

**Industry Property and Housing Management Authority
Board Meeting
February 9, 2022**

Check	Date			Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
200165	02/09/2022			LOWE'S/SYNCHRONY BANK	\$2,023.10
Invoice	Date	Description	Amount		
78584	12/28/2021	REFRIGERATOR - 15714 NELSON AVE	\$2,023.10		
200166	02/09/2022			PERFORMING ART FLOORING, INC.	\$1,450.00
Invoice	Date	Description	Amount		
22007-1	01/26/2022	INSTALL NEW TILE - 16224 TEMPLE AVE	\$1,450.00		
200167	02/09/2022			SATSUMA LANDSCAPE & MAINT.	\$12,770.94
Invoice	Date	Description	Amount		
0122EHNHCS	01/28/2022	JANUARY 2022 LANDSCAPE MAINTENANCE	\$12,770.94		
200168	02/09/2022			TEMP AIR SYSTEM INC.	\$1,645.00
Invoice	Date	Description	Amount		
801432	12/23/2021	FURNACE INSPECTION - 17229 CHESTNUT ST	\$195.00		
801501	01/17/2022	INSTALL GAS LINE SEDIMENT TRAP - 16242 E TEMPLE	\$500.00		
801500	01/17/2022	INSTALL GAS LINE SEDIMENT TRAP - 15652 NELSON A	\$250.00		
801499	01/17/2022	REPLACE MOTOR ON FURNACE - 15730 NELSON AVE	\$700.00		
200169	02/09/2022			WEST COAST ARBORISTS, INC.	\$390.00
Invoice	Date	Description	Amount		
1-7632	01/12/2022	TREE INVENTORY - VARIOUS HOUSES	\$390.00		

Checks	Status	Count	action	Amount
	Total	21		\$39,603.49

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

RESOLUTION NO. IPHMA 2022-02

A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECITALS

WHEREAS, the Industry Property and Housing Management Authority (“IPHMA”) is committed to preserving and encouraging public access and participation in meetings of its legislative bodies; and

WHEREAS, all meetings of the IPHMA are open and public, as required by the Ralph M. Brown Act (Gov. Code §§54950 – 54963) (“Brown Act”), so that any member of the public may attend, participate, and observe the legislative bodies conduct their business; and

WHEREAS, in March 2020 as a response to the ongoing COVID-19 pandemic, Governor Newsom issued Executive Orders N-25-20 and N-29-20. These orders suspended certain elements of the Brown Act and specifically allowed for legislative bodies as defined by the Brown Act to hold their meetings entirely electronically with no physical meeting place. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which provided that the provisions in Executive Order N-29-20 suspending certain elements of the Brown Act would continue to apply through September 30, 2021; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code §54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code §54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, one of the conditions required is that a state of emergency has been declared by the Governor pursuant to Government Code §8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code §8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, in March 2020, in response to the spread of COVID-19 in the State of California, the Governor Proclaimed a State of Emergency pursuant to Government Code §8625, and issued a number of executive orders aimed at containing the COVID-19 virus, and the County of Los Angeles through various Orders of the Los Angeles County Health Officer, continues to impose or recommend measures to promote social distancing; and

WHEREAS, Los Angeles County officials have recommended and imposed measures to promote social distancing, and requiring masks for all regardless of vaccination status in an effort to slow the continuously high levels of transmission of COVID-19 throughout the State and Los Angeles County; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside the household; and

WHEREAS, due to the rise in COVID-19 cases caused by the Omicron variant, the IPHMA is concerned about the health and safety of all individuals of the public who attend public meetings; and

WHEREAS, as a consequence of the continued state of emergency, on November 4, 2021, the Board adopted Resolution No. IPHMA 2021-06, and on December 4, 2021, the Board adopted Resolution No. IPHMA 2021-07, and on January 3, 2022, Resolution No. IPHMA 2022-01, finding and determining that the IPHMA would continue to conduct its meetings without compliance with Government Code §54953(b)(3), as authorized by Government Code §54953(e), and that the IPHMA would continue to comply with the requirements to provide the public with access to all public meetings as prescribed in §54953(e)(2); and

WHEREAS, pursuant to the provisions of AB 361, the IPHMA Board hereby finds and determines that the findings set forth in Resolution No. IPHMA 2022-01 remain, and that it is thereby necessary to continue to conduct its meetings without compliance with Government Code §54953(b)(3), as authorized by Government Code §54953(e).

NOW, THEREFORE, THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1: All of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

SECTION 2: The IPHMA hereby considers the existing conditions of the state of emergency, local officials in Los Angeles County have recommended or imposed measures to promote social distancing in connection with COVID-19. Based on these facts, findings, and determinations, the IPHMA authorizes staff to conduct remote teleconference meetings of the IPHMA, under the provisions of Government Code §54953(e).

SECTION 3: The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution and AB 361, including continuing to conduct open and public meetings in accordance with the Brown Act.

SECTION 4: This Resolution shall take effect February 2, 2022, and shall be effective until the earlier of March 4, 2022, or such time as the IPHMA adopts a

subsequent resolution in accordance with Government Code §54953(e)(3) to extend the time during which the IPHMA may continue to meet by teleconference.

PASSED, APPROVED AND ADOPTED by the Industry Property and Housing Management Authority at a regular meeting held on February 9, 2022, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

Ken Calvo, Chairman

ATTEST:

Julie Robles, Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.1



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

TO: Honorable Chair and Members of the City of Industry Property and Housing Management Authority

FROM: Joshua Nelson, Executive Director *JN*

STAFF: Bing Hyun, Assistant Executive Director *BH*

DATE: February 9, 2022

SUBJECT: Review of Rental Application Process

Discussion:

Previously, the Industry Property and Housing Management Authority (IPHMA) discussed the Rental Application Process. To continue the discussion, Exhibit A identifies steps in the Rental Application Process, including multiple options for advertising vacancies, eligibility requirements, selection process, and determining rent amount.

For reference, the following are recommendations from the Draft 2018 State Controller Report:

- Establish a clear objective and strategic plan for the IPHMA, to align with its operating activities
- Establish formal policies and procedures for the application process
- Advertise vacancies to create a fair opportunity to receive rental applications
- Develop a methodology to determine the rental value for rental properties

The IPHMA may continue discussing the process and add, delete, or modify the steps or options. Upon final determination, the IPHMA should direct staff to prepare a Resolution for adoption to formalize the process for all future vacancies.

Fiscal Impact:

Depending upon the selected process, there may be costs associated with obtaining and reviewing credit reports, criminal background checks, employment/income verification, or obtaining a third-party service to conduct any portion of the review.

Recommendation:

- 1.) Direct staff as deemed appropriate.

Exhibit:

- A. Draft IPHMA Rental Application Process
-

JN/BH

EXHIBIT A

IPHMA Rental Application Process

[Attached]

EXHIBIT A

1. STATEMENT OF OBJECTIVE - OPTIONS

- a. To provide decent, safe, and sanitary housing; or
- b. To provide decent, safe, and sanitary housing in support of the City's guiding vision of the General Plan to "Be an employment base and commercial and business hub for the San Gabriel Valley and Los Angeles metropolitan area"; or
- c. Defer until Housing Element is adopted, to allow City Council to further define comprehensive housing vision.

2. ADVERTISEMENT - OPTIONS

- a. Post vacancy on City website for ten (10) days, or until ten (10) applications received, whichever comes first; and/or
- b. Post at public locations where meeting agendas are normally posted.

3. APPLICATION

- a. California Apartment Association application template is recommended. See attached.

4. ELIGIBILITY

- a. Staff will review applications, only to verify accuracy/conduct basic background check (e.g. obtain credit report, criminal history, verify employment/income) and disqualify any applications that would result in overcrowding (maximum of two persons per bedroom).

5. SELECTION PROCESS - OPTIONS

- a. *Executive Director* - final recommendation to be transmitted for full Board approval; or
- b. *IPHMA Ad Hoc Committee* – IPHMA Chair designates or Board votes on nominations to form Rental Application Review Ad Hoc Committee, composed of two (2) IPHMA boardmembers. Ad Hoc Committee will review applications and recommend an applicant. The Ad Hoc Committee's final recommendation will be transmitted for full Board approval; or
- c. *IPHMA Board* – All applications submitted for consideration at open meeting; or
- d. *Scoring System* – Applications will be scored and prioritized based on certain information provided in the application (e.g. income, occupation, household size, etc.).

6. RENT AMOUNT – OPTIONS

- a. *Rent, as determined by appraisal* – seeks highest rental income; or
- b. *Lower of the following: Rent, as determined by appraisal, or 30% of household income (to ensure household is not overpaying for housing)* – seeks highest rent value affordable to selected tenant; or
- c. *Same as similar/adjacent unit* – establishes same rent amount for similar units.

- d. *IPHMA determination* - Prior to advertising the notice of availability, a fair market rent appraisal may be obtained from an appraiser licensed by the State of California Bureau of Real Estate Appraisers and submitted to the IPHMA. IPHMA may set the rent at the amount determined by the appraisal or direct staff to obtain another fair market rent appraisal.

APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
3.	Next previous address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source		Amount \$		Frequency			
Other income source		Amount \$		Frequency			



**Unauthorized Reproduction
of Blank Forms is Illegal.**



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ Date

_____ Applicant (signature required)



**Unauthorized Reproduction
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CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

