



# FUJI TOWERS

690 North Fifth Street  
San Jose, CA 95112  
(408) 275-8989 • FAX (408) 275-0658

## INFORMATION & APPLICATION PROCEDURES

UPDATED JANUARY 01, 2018

### **LIVING UNITS:**

#### ➤ **Unit sizes:**

24 Small studios (360 sq. ft.)

24 Mid-Size Studios (390 sq. ft.)

24 Large Studios (420 sq. ft.)

68 One-bedrooms (552 sq. ft.)

- All apartments include: kitchen and bathroom. Appliances: refrigerator, electric range, garbage disposal, heater, drapes or blinds. Laundry room with coin-operated washing and drying machines is available for tenants.
- One-bedroom units (2<sup>nd</sup>-6<sup>th</sup> floor) have a balcony.
- Emergency monitoring system available in tenant units.
- Six floors, 2 elevators, stairwells.
- Occupancy standards are based on local housing ordinances. Under/over utilization is not permitted and the following occupancy standards will apply.

### **ELIGIBILITY:**

- Eligible familial household must have at least one qualified permanent resident who is at **least 62 years old**. This person will be considered as Head of Household under the rental agreement. (This includes seniors with co-households under 62 years of age and/or minor children.)
- Evidence of citizenship or eligible alien status required: Birth certificate, green card, etc.
- Identification documents required: Social Security Card, photo I.D., and others.
- Household income must be within the HUD\* limits. **Tenant(s) must have a source of income.**
- Acceptable past landlord and rental history is important.
- All family members must be able to live independently with or without supportive services. Fuji Towers does not provide any medical assistance or personal care.
- Tenants must not have severely unfavorable credit history (credit history check conducted)
- Tenant(s) must not have criminal history involving violence, destruction of property, theft, assault, sexual assault, conviction of sex crimes, murder, or drug abuse. (National and multi-state and multi-county criminal background check conducted)

\*HUD = U.S. Department of Housing & Urban Development

**EQUAL HOUSING OPPORTUNITY:** It is the duty of the management of Fuji Towers to assure that occupancy and rules for acceptance and participation are the same for everyone without regard to race, color, creed, age, religion, national origin, sex, physical handicap, financial status, ancestry, medical condition, veteran status, AIDS related conditions, mental disability and any other arbitrary basis.

## INCOME LIMITS:

A current maximum/minimum income eligibility guideline set forth by HUD is available from the manager. Financial information is required from all residents and is kept in the strictest confidence.

### **Maximum Income Limit for 2015 (Santa Clara County) Effective 03/30/2016**

- 1-person household income, all sources, cannot exceed **\$59,350** per year.
- 2-person household combined income, all sources, cannot exceed **\$67,800** per year.

*Total annual income is calculated on the basis of total gross income of the entire household, including income derived from employment, business, social security, pension, public assistance, interests and dividends from assets, family contribution and any other sources.*

To be eligible for residency at Fuji Towers, the total household gross income must be within the current income guidelines. Furthermore, in compliance with HUD regulations, Fuji Towers must conduct annual income re-certification on any resident who is paying less than the Section 236 Market Rent.

## RENTAL RATES:

Fuji Towers offers a mix of subsidized and market rate units. Subsidized units are covered by Section 8 project-based subsidies, either through the Rental Assistance Demonstration Program (RAD 2) or the Project Based Voucher with the Housing Authority of the County of Santa Clara (HACSC). These subsidies allow low-income (within the low income limit of the year) tenants to pay 30% of their gross annual income towards the following contract market rate rents:

(Effective since 01/01/2018, UNTIL FURTHER NOTICE)

UNITS	Rent
RAD Studios (0 BDM)	\$1476
RAD One-Bedroom (1BDM)	\$1782
Market Studio (0 BDM)	\$1450
Market One-Bedroom (1 BDM)	\$1750

- Rental Assistance Program (RAP) is no longer available for new move-ins effective September 1, 1999.
- Market rent units are limited to 20% of the building occupied units.
- Rental fee includes all utilities with the exception of the telephone and cable television services.
- A limited number of parking spaces are available at \$15.00 per month. There is a long waiting list for parking space.
- **Rental rates include utility fees for the following utilities only: water, garbage, gas & electricity.**

### ONE YEAR LEASE TERM:

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*Upon selection for tenancy, tenant(s) are initially bound to a one-year lease term agreement with Fuji Towers. After the one-year term lease expires, tenant's lease will convert to a month-to-month rental lease. If a tenant fails to meet the one-year term lease, his/her/their security deposit will be retained as penalty.*

### OTHER INFORMATION:

- Security Deposit: one-month's rental amount is collected to hold the apartment for move-in.
- One month's rent collected before move-in.
- Other charges that may apply. Parking. Limited to space on hand (\$15 per month). Cost of damages, cleaning repairs. Coin-operated, self-service laundry rooms. Other charges as specified in House Rules.
- Building access: Reception desk. Building is open to the public between 6 a.m. to 10 p.m. Limited guest access after hours.
- Pet allowed only under the Pet Policy Addendum to Lease. \$300 Pet Security Deposit. Limited to one pet per apartment. Must notify if you plan to bring in a pet. Suitable pets are: domesticated cat, dog, bird, fish (tank size limited). All other pets are prohibited.
- Assistive animals are limited to one per apartment.

### OCCUPANCY & TENANT SELECTION PROCEDURES:

#### WAITING LIST

- interested persons must complete an application and return to:  
**Fuji Towers, 690 North 5<sup>th</sup> Street, San Jose, CA 95112**
- Fuji Towers Waiting List can be closed anytime (for RAD Units). If the Waiting List is closed, no applications will be handed out prior to the re-opening of the list. We will not be responsible for misdirected or delayed mail.
- Applications are accepted by walk in during Normal Business Hours, Monday through Friday, 8am to 4pm.
- Applications will be receipted and assigned a "control number" when the application is turned in.
- Applications submitted by mail: if you enclose a self-addressed, stamped envelope, we will mail your receipt back to you. Otherwise, no receipt will be returned until your preliminary interview. You can call the office to receive your application control number verbally.
- Applicants are required to inform Fuji Towers of any changes in address or phone number. Also notify us every six months of your continued interest.
- Receipt of application is no guarantee of eligibility. All information will be verified.
- Average wait can be from (but not limited to) 1-5 years, depending upon the number of vacancies ~~and your placement on the waiting list.~~
- Waiting List applicants will be given two instances to reject a rental offer. Applicant(s) will be denied consideration and **will be removed from the Waiting List** after his/her/their **second reelection of a rental offer**. If the applicant is removed and wishes to re-apply for the waiting list, he/she must wait until the date in which the waiting list re-opens.

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## RESIDENT SELECTION CRITERIA

1. **Documentation** - All applicants must provide a valid Social Security Card and photo identification such as Driver's License, CA I.D., etc.
2. **Credit History** - All applicants must complete a rental application and sign consent for release of information for verification of credit references. Applicant must indicate a favorable credit history (negative, slow payments, delinquent accounts, judgments, repossessions, or bankruptcy will generally disqualify applicant(s). A verified Unlawful Detainer filing or false information given will immediately disqualify applicant(s). Lack of credit does not constitute negative or bad credit.
3. **Rental History** - All applicants must have a positive rental history of at least five years. It must be verifiable, with references that include verification of timely rent payments and compliance with rules and regulations. References from relatives are not acceptable. Lack of a rental history does not necessarily mean negative rental history.
4. **Behavior & Conduct** - A history of behavior, which constitutes a direct threat to the health or safety of other individuals, will disqualify applicant(s).
5. **Housekeeping & Care of Property** - Applicant(s) must have positive references in regard to ability and willingness to maintain the apartment in a clean and sanitary manner and refrain from damaging the unit.
6. **Income & Asset Determination** - To verify all aspects of the eligibility process, third party verifications will be obtained from the related sources. Applicant(s) must sign authorizations for release of relevant information.

If you have questions or updates for application, contact Manager's office by mail or by phone, (408) 275-8989, Monday through Friday, 8am to 4pm.

### **REJECTIONS:** *(you will be notified in writing)*

If your application is unacceptable, you will be notified in writing. Some reasons for rejections are:

- Failure to meet eligibility criteria.
- Failure to complete information, or provide necessary documentation as requested.
- Failure to respond to phone calls and correspondence from Fuji Towers.
- Failure to update information and renew interest in staying on the Waiting List.
- Failure to appear for Preliminary Interview.
- Failure to qualify by HUD regulations
- Application received when Waiting List is closed.
- Applicant requires medical attention that the management is unable to provide. Applicants may have attendants. The provision care must already be in place, and not require management intervention.
- Applicant can be rejected for cause, such as poor rental history; unacceptable landlord reference; history of causing damage; history of failure to abide by apartment house rules and lease requirements; acts of violence or malicious behavior directed at previous tenants, managers, or management staff; or non-payment of rent or non-payment of other charges owed.
- Falsifying or intentional omission of information on application in order to qualify for low-income housing.
- Criminal history involving violence, destruction of property, theft, assault, sexual assault, conviction of sex crimes, murder, or drug abuse.

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