



## HOME SEEKER APPLICATION

Name (first, middle, last): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary language: \_\_\_\_\_ DOB: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Gender:  Male  Female  Not listed, please specify \_\_\_\_\_

Current housing status: \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

Currently works, lives, or attends school in San Francisco:  Y  N Has Section 8:  Y  N

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Seeking housing for: # Adults: \_\_\_\_\_ # Children (specify full-time, part-time): \_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_ Monthly Household Income (if different): \_\_\_\_\_

Max Monthly Rent: \_\_\_\_\_

**Employment Status:**  Employed  Disability  Other  
 Unemployed  Retired

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ Years at Job: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ Years at Job: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Other: \_\_\_\_\_

## LIVING PREFERENCES

**Service Exchange Wanted:**  Y  N *If yes, the types of services you can provide:*

Housework  Cooking  Running errands  Transportation:  Driver's License  Car  
 Yardwork  Home maintenance  Pet Care Other \_\_\_\_\_

Prefer male/female homeowner:  M  F  No pref.

# Rooms Needed:  Single  Multiple

Need wheelchair accessible:  Y  N

Need lock on bedroom door:  Y  N

Need private bath:  Y  N

Need furnished room:  Y  N

Need unfurnished room:  Y  N

Need storage:  Y  N

Need in-home laundry:  Y  N

Need near public transit:  Y  N

Need parking:  Y  N

Have pets:  Y  N Type \_\_\_\_\_ Accept pets:  Y  N Type \_\_\_\_\_

Smoker:  Y  N  Inside  Outside Accept smoking in home:  Y  N

Marijuana use:  Y  N  Often  Occasional Accept Marijuana in home:  Y  N

Alcohol use:  Y  N  Often  Occasional Accept Alcohol in home:  Y  N

Need vegetarian home:  Y  N

### Visitors

- Never  Days only
- Rarely  Overnight
- Often  Vacations

### Children visitors

- Never  Days only
- Rarely  Overnight
- Often  Vacations

### House cleaning style

- Extremely clean and neat
- Clean
- Pick up after self
- Some clutter

### I am home

- Most of the day
- Weekends
- Evenings only
- Variable shifts

### Watch TV in a common area

- Rarely
- Daily
- Evenings

### Music

- Don't listen to music
- Listen in my room
- Play it loud

### Cooking

- Rarely
- Once daily
- All meals
- Microwave meals

### Prefer activities

- With housemates
- On my own

Brief description of your ideal home setting and housemate:

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Brief description of yourself (lifestyle, interests, hobbies, languages):

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### DECLARATION OF NON-CRIMINAL HISTORY

- ( ) I have never been convicted of a felony or misdemeanor  
( ) I have never been on probation  
( ) I have never been on parole

I declare under penalty of perjury that the foregoing is true. I give my permission to the Home Share staff, to share my *living preferences* with home seekers to assist me in finding a good match.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### OPTIONAL QUESTIONS

For demographic reporting only. Check all that apply:

- |                                  |   |   |
|----------------------------------|---|---|
| <input type="checkbox"/> Veteran | <input type="checkbox"/> Hispanic                               | <input type="checkbox"/> Non-Hispanic                   |
| <input type="checkbox"/> White   | <input type="checkbox"/> Black/African American                 | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Asian   | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> Other/Multiracial              |

#### HOME MATCH Non-Discrimination Policy

Our program is open to all. We do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, gender, gender identity, familial status, veteran status, disability, sexual orientation, marital status, source of income, age or other protected characteristics. We do not refer applicants to housemates based on these factors.

#### OFFICE USE ONLY

ID Verified:  Y  N Type: \_\_\_\_\_ References Provided:  Y  N  
Income Verified:  Y  N Signed Authorization:  Y  N  
Signed Program Agreement:  Y  N Staff Member: \_\_\_\_\_



## SAN FRANCISCO NEIGHBORHOOD LIST

If you are offering a room to rent, please select where you are located.

If you are seeking a room to rent, please select where you would like to live.

- Bayview
- Bernal Heights
- Castro
- Chinatown
- Cole Valley
- Cow Hollow
- Dogpatch
- Downtown
- Excelsior
- Financial District
- Fisherman's Wharf
- Forest Hill
- Forest Knolls
- Glen Park
- Haight-Ashbury
- Hayes Valley
- Hunter's Point
- Ingleside
- Inner Richmond
- Inner Sunset
- Japan Town
- Laguna Heights
- Laurel Heights
- Lower Haight
- Marina
- Mission Bay
- Mission District
- Nob Hill
- Noe Valley
- North Beach
- Outer Richmond
- Outer Sunset
- Pacific Heights
- Parkside
- Potrero Hill
- Portola
- Presidio
- Richmond
- Russian Hill
- Sea Cliff
- SoMa
- South Beach
- Sunset
- Telegraph Hill
- Tenderloin
- Twin Peaks
- Visitacion Valley
- West Portal
- Western Addition/  
NOPA (Panhandle)
- Any



## PERSONAL REFERENCES

Please provide the names and phone numbers of three people who will act as character references for you. These references will be used to help staff or potential housemates learn more about you.

**EMPLOYMENT REFERENCE (non-relative)** NAME \_\_\_\_\_

PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

**RESIDENCE REFERENCE (non-relative)** NAME \_\_\_\_\_

PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

**PERSONAL REFERENCE (non-relative)** NAME \_\_\_\_\_

PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

I/We hereby give permission for these references to be checked by HOME MATCH SF applicants and/or HOME MATCH SF staff.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## HOME MATCH San Francisco Program Waiver

The undersigned wishes to apply for and participate in the HOME MATCH San Francisco Program ("Program") jointly administered in San Francisco by Northern California Presbyterian Homes and Services (NCPHS) and Covia, and collectively referred to as the Administrators, on the following terms;

1. **The Undersigned Acknowledges and Agrees to the following Conditions of Participation:**
  - a. The Administrators do not guarantee the accuracy, reliability, completeness, or usefulness of any information provided by other Program applicants, participants, their references or any other third parties, and that the Administrators have no obligation to verify or seek to verify the statements of Program applicants or participants;
  - b. Although the Administrators may introduce me to a person(s) with whom a possible housing arrangement may be made, the Administrators do not make any promises, guarantees, or representations about the ability of any such person(s) to perform his or her obligations with respect to such possible housing arrangement;
  - c. Any decisions to enter into a housing arrangement, including selection of the other person(s), will be made solely by the undersigned and the other person(s) involved and that the Administrators have no part in or responsibility for such decision;
  - d. The Administrators do not endorse or advocate for and are not responsible for the conduct of any Program participant;
  - e. The Administrators have not made any express or implied guarantees or warranties regarding the suitability of housing arrangements involving any particular individual or residence; regarding the condition of any housing; or regarding the success of any housing arrangement;
  - f. When I call to check in for referrals, names of clients for me to contact may not always be available;
  - g. I give permission for my references to be checked by Program applicants or the Administrators. If I enter into a Living Together Agreement, I give permission for my references, emergency contact person or advocate to be contacted;
  - h. I give permission to the Administrators to conduct a criminal background search through National or Local Court database records, National Sex Offender databases or a third party provider of their choice, to the extent available; provided, however, that the Administrators are not required to perform such background search or database check. I will provide additional information regarding my criminal background to the Administrators upon request.
  - i. The Administrators cannot guarantee that a HOME MATCH will be arranged;
  - j. The Administrators may decline or remove me from participation in the Program at their own discretion if I make false or misleading statements as part of the application process, if I fail to provide requested information about my criminal background, if I direct rude, threatening or inappropriate language or behavior towards the Administrators' staff, volunteers or clients, or for any other reason;
  - k. This Agreement includes waivers by me of possible legal rights and claims and acceptance of certain liabilities; and that such waivers and acceptance of liabilities are the consideration for and which have induced the Administrators to admit me into the Program.
2. **Acceptance of Risk.** I understand that my participation in the Program may involve living in a close residential setting with another person, and that it has inherent risks that may arise in a variety of ways including, but not limited to, the condition of a residence, a housemate making false or misleading statements on a Program application or in any agreement we sign, a housemate's failure

to pay rent, a housemate's disclosed or undisclosed financial, psychological, social or substance abuse issues. I acknowledge and accept these risks.

3. **Waiver and Release of Claims.** In consideration for my participation in the Program, I waive and release any and all claims against the Administrators and the City and County of San Francisco and its agents, employees, consultants, departments, supervisors, elective and/or appointive boards, contractors, representatives and officers (collectively, "CCSF") for any injury, including death or injury to my person, family, guests, or property, or other liability, loss, damages, claims, expenses and attorneys' fees, resulting from, caused by or arising directly or indirectly from my participation in the Program. I agree not to sue the Administrators on the basis of these waived and released claims. I expressly waive all of my rights under Section 1542 of the California Civil Code. Such Section reads as follows:

"A general release does not extend to claims which the creditor does not know of suspect to exist in his or her favor at the time of executing the release, which if known by him of her must have materially affected his or her settlement with the debtor."

4. **Indemnification.** If the Administrators or CCSF suffer any legal claims, liabilities, or costs due to my participation in the Program, including my behavior or the behavior of anyone for whom I am legally responsible, I will defend, indemnify and hold the Administrators and CCSF harmless against any and all such claims. I will pay the cost of defense and the amount of the liability, if any, incurred by the Administrators or CCSF, except and only to the extent that the liability is caused by the gross negligence or willful misconduct of the Administrators or CCSF, as applicable.
5. **Additional Agreements.** I understand that it is my responsibility to check references of any potential housemate(s) and/or to determine that my landlord, if any, is agreeable to a Living Together Agreement. I will inform the Administrators when Living Together Agreement is made and when it ends; and to give the Administrators any and all amendments to or terminations of the Living Together Agreement.
6. **Statement of Non-Discrimination:** The Administrators abide by the Fair Employment and Housing Act, Unruh Civil Rights Act and other California and federal law which prohibit discrimination in housing on the basis of race, color, religion, sex, national origin, ancestry, gender, familial status, disability, sexual orientation, marital status, source of income, age or other protected characteristics. The Administrators do not refer applicants to housemates based on these factors. If housemates will be sharing common or living areas of a house, the law permits a preference on the basis of sex or gender.
7. **Confidentiality.** The Administrators will maintain confidentiality with regard to information set forth on the application or otherwise obtained through the application process. Subject to applicable laws, the Administrators will only use your information in connection with its operation of the Program, as deemed appropriate by the Administrators.
8. **Definitions.** For purposes of this agreement, "the Administrators", means NCPHS or COVIA and their affiliated entities, directors, officers, employees and agents. "Participant" means both applicants to the Program and those providing or seeking housing as a result of applying to the Program. "Participation" means all aspects of participation, including applying to the Program, providing housing to another person, and living in a housing obtained as a result of applying to the Program.

**Signature of Applicant(s)** I declare all information furnished in my application is true to the best of my knowledge. I consent to the terms of participating in the HOME MATCH Program in this Agreement. I consent to verification of all information provided by me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## **DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR TENANT PURPOSES**

*Please Read Carefully Before Signing the Authorization*

### **DISCLOSURE**

In considering you for tenancy and, if you are selected, in considering you for continued housing, Home Match San Francisco, a program of Covia ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr. Suite 410, Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an tenant-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for tenant purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.



## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize Home Match San Francisco, a program of Covia to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.

*Under California Civil Code §§ 1786.16(a)(2) and 1786.22, the following additional disclosure should be provided before procuring a consumer report:*

We will be obtaining a consumer report from IntelliCorp Records, they may be contacted by mail at 3000 Auburn Dr, Suite 410, Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

You have the right to request from that agency, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which the agency has previously furnished within the three-year period preceding your request. You may view the file maintained on you by the agency during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.



**Mayor's Office of Housing and Community Development**  
**City & County of San Francisco**

**2018-2019 Family Income Verification Form**

*The Mayor's Office of Housing and Community Development (MOHCD) collects client information to meet specific federal, state, and local reporting requirements and to improve program quality and service delivery. MOHCD protects all clients' personally identifiable information from unauthorized disclosure.*

**Agency Instructions**

1. **Use the Family Income Verification Form Instructions** to help with form completion.
2. Please **complete** and **review** this form **with client**.
3. This form must be kept on **file for five years**.
4. **All items must be completed** unless noted as optional.

**Client Information**

Client Name/Unique Identifier \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Optional) e-mail: \_\_\_\_\_ (Optional)

**Which best describes your ethnicity?** (Check one. Please also select from the "race" options below)

- Hispanic/Latino  Not Hispanic/Latino

**Which best describes your race?** (Check one)

- |   |   |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native         | <input type="checkbox"/> American Indian/Alaskan Native <b>and</b> Black/African American |
| <input type="checkbox"/> Asian                                  | <input type="checkbox"/> American Indian/Alaskan Native <b>and</b> White                  |
| <input type="checkbox"/> Black/African American                 | <input type="checkbox"/> Asian <b>and</b> White   |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> Black/African American <b>and</b> White                          |
| <input type="checkbox"/> White                                  | <input type="checkbox"/> Other/Multiracial  |

**Cultural Affiliation or Nationality** (optional): \_\_\_\_\_

**What is your gender?** (Check one that that best describes your current gender identity)

- |  |   |
|--|---|
| <input type="checkbox"/> Female                        | <input type="checkbox"/> Trans Female                     |
| <input type="checkbox"/> Male                          | <input type="checkbox"/> Trans Male                       |
| <input type="checkbox"/> Genderqueer/Gender Non-binary | <input type="checkbox"/> Not Listed. Please Specify _____ |

**How do you describe your sexual orientation or sexual identity?** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Bisexual                        | <input type="checkbox"/> Straight/Heterosexual             |
| <input type="checkbox"/> Gay /Lesbian/Same-Gender Loving | <input type="checkbox"/> Not listed. Please specify: _____ |
| <input type="checkbox"/> Questioning /Unsure             | <input type="checkbox"/> Decline to answer                 |

**Which best describes your family? (Check one)**

Family includes, but is not limited to the following—regardless of actual or perceived sexual orientation, gender identity, or marital status—a single person or a group of persons residing together.

- Single Headed Family  Dual Headed Family

Number of persons living in your family (including yourself): \_\_\_\_\_

Total estimated income for next 12 months for all adult members: \$ \_\_\_\_\_

**Current Income Information (Number of persons in “family” above must match this section)**

*(Circle correct income level. If number of family members is greater than eight persons, refer to instruction sheet)*

Family of:	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Extremely Low Income	\$0 – 30,800	\$0 - 35,200	\$0 – 39,600	\$0 – 44,000	\$0 – 47,550	\$0 – 51,050	\$0 – 54,600	\$0 – 58,100
Low Income	\$30,801- 51,350	\$35,201- 58,650	\$39,601- 66,000	\$44,001- 73,300	\$47,551- 79,200	\$51,051- 85,050	\$54,601- 90,900	\$58,101- 96,800
Moderate Income	\$51,351- 82,200	\$58,651- 93,950	\$66,001- 105,700	\$73,301- 117,400	\$79,201- 126,800	\$85,051- 136,200	\$90,901- 145,600	\$96,801- 155,000
Above Moderate Income	\$82,201 or greater	\$93,951 or greater	\$105,701 or greater	\$117,401 or greater	\$126,801 or greater	\$136,201 or greater	\$145,601 or greater	\$155,001 or greater

**Income Certification**

*Interviewer: Check the income level of the client and indicate below the source of information used to verify this information.*

*Please see instruction sheet to help with completion (\*\*current-within 2 months).*

- CalWorks  Food Stamps  Medi-CAL  Tax Return (most recent)  Unemployment (check stub)  
 SSI\*\*  Payroll Stub\*\*  Other (i.e. public housing/foster care) \*\*  
 Self-certified. Please explain \_\_\_\_\_

I hereby certify that, to the best of my knowledge, the above statements are true and correct. I understand this information is subject to verification only by authorized HUD (U.S. Department of Housing & Urban Development)/CDBG officials (for federally funded grants).

**CLIENT**

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Parent/Client Signature

\_\_\_\_\_  
Date

**INTERVIEWER**

\_\_\_\_\_  
Interviewer Printed Name

\_\_\_\_\_  
Interviewer Signature

\_\_\_\_\_  
Date

**NOTES:**