

# San Dimas SHARES



Dear Program Applicant:

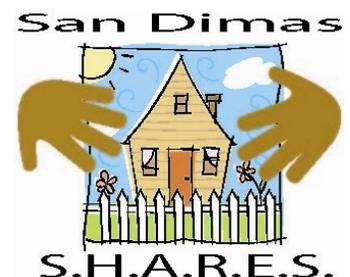
Thank you for your interest in the San Dimas S.H.A.R.E.S. (Senior Housing Alternatives, Education, Resources, and Support) Program. Our mission is to assist seniors (55+) find affordable rooms for rent. In addition to home share matching the San Dimas Housing Section also provides information on how to apply for affordable apartments and rental subsidy programs such as Section 8. Your application will be held in strict confidence and will only be available to Housing Staff.

Shared housing involves two or more unrelated individuals sharing a single dwelling owned or rented by one of the participants. Shared housing participants are either a “**home provider**” or a “**home seeker.**” Home “providers” are persons who have a home to share. Home “seekers” are persons looking for an affordable room for rent. Each applicant in the home sharing match must have their own private bedroom. **The average rent for a room is between \$400 and \$500 and includes utilities.**

All home providers and home seekers are interviewed by City Staff. After a review of their application, three personal references are called to verify the participants’ suitability for a shared housing match. Participants are then matched based on compatibility and introduced. The role of the City is to offer education and support services so that participants can make the best choice. **The decision to enter into a home sharing agreement is always made by the participants. This service cannot provide emergency housing, housemates for caregiving, or nursing care.**

Included in this packet is a program application and guidelines for your use in obtaining a successful housing match. If you are interested in applying, complete the attached application and return it to me. Please let me know if you need help or have questions. I look forward to hearing from you!

Sincerely,  
Elisa Mitchell  
City of San Dimas Housing Coordinator  
245 E. Bonita Avenue, San Dimas, CA 91773  
(909) 394-6208  
emitchell@ci.san-dimas.ca.us





# Program Application

City use only:	FY 20__ - __
Interview Date:	_____
Referred by:	_____
Contact:	Phone    Walk-in    Mail    Email

**Please check one:**     Home Seeker I seek housing     Home Provider I have a home to share

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_ Gender: Male / Female

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Language(s) spoken: \_\_\_\_\_

Do you require any special accommodations? Yes / No

If yes, please explain: \_\_\_\_\_

Reason for your interest in San Dimas S.H.A.R.E.S. (check all that apply):

Companionship     Financial/Affordability     Safety/Security     Exchange for Services

Willing to exchange/offer services for less rent? Yes / No

If yes, please explain (housekeeping/grocery shopping/companionship/cooking/driving):

Will you live with a Male \_\_\_\_\_ Female \_\_\_\_\_

Do you smoke? Yes / No    Will you live with a smoker? Yes / No

Have you ever had a problem with alcohol or drugs? Yes / No

If yes, how long have you been clean and sober? (Minimum of one year required) \_\_\_\_\_

Do you have pets? Yes / No    How many and what kind? \_\_\_\_\_

Will you live with someone who has pets? Yes / No     Outside of house okay     Inside okay

If you are a **Home Provider**, what will you charge for rent per month? \$ \_\_\_\_\_ Deposit? \$ \_\_\_\_\_

Does rent include utilities? Yes / No    If not, how much per month for utilities? \$ \_\_\_\_\_

**Home Provider**, please check all that apply:  room has private bath     private entry  
 furnished room     limited storage available     parking available     internet available

If you are a **Home Seeker**, what can you afford to pay for rent each month? \$ \_\_\_\_\_

**Home Seeker**, would you be willing to provide income verification (pay stubs, social security letters, or banks statements) as proof of your ability to pay rent? Yes / No

**Home Seeker**, have you ever been evicted?: Yes / No

A copy of your driver's license or identification card will be kept with your application. Applicant represents that the statements made in this application above are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SAN DIMAS SHARES SELF CERTIFICATION FORM

## CDBG Program Year 20\_\_ - 20\_\_

San Dimas SHARES is funded through the Federal Community Development Block Grant (CDBG). For this reason, the City of San Dimas Housing Section is able to provide this service at no charge. By completing this form you are assisting us to show that this program is utilized by the community.

Are you 55 years of age or older?  Yes  No

Does your family have a FEMALE HEAD OF HOUSEHOLD?  Yes  No

Do you own your home or do you rent?  Owner  Renter

Please check your Ethnicity (pick 1 of 2):  Hispanic or  Non-Hispanic

**Please check your Race (pick 1 of 10 choices):**

<input type="checkbox"/> White	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Asian & White	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Other
<input type="checkbox"/> Black/African American & White	<input type="checkbox"/> American Indian/Alaskan Native & White
<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaskan Native & Black

**APPLICANT STATEMENT:** I hereby certify that the information on this form is accurate and complete. I understand that this self-certification may be subject to further verification by the agency providing services, the City, the Los Angeles County Community Development Commission, or the U.S. Department of Housing & Urban Development. I, therefore, authorize such verification, and I will provide supporting documents, if necessary. **WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the U.S. Government.

\_\_\_\_\_  
 Street Address City Zip

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

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

\_\_\_\_\_  
 Phone number

**DECLARATION OF NON-CRIMINAL HISTORY**  
**For Home Seekers**

County of Los Angeles  
State of California

I, \_\_\_\_\_ declare and state as follows: That I am an applicant for the City of San Dimas Shared Housing Program. That I have never been convicted of a felony, or of a misdemeanor involving theft or personal property by force or otherwise. I am not now, nor have ever been, on probation or parole.

I declare under penalty of perjury that the forgoing is true and correct.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

**ONLY TO BE COMPLETED BY HOME PROVIDER IF NOT SIGNED BY HOME SEEKER ABOVE.**

**ACKNOWLEDGEMENT**  
**For Home Providers**

That I am a homeowner, or party entitled to possession of the herein concerned real property, acknowledge that the Applicant applying to share my residence has refused to execute a Declaration of Non-Criminal History for an undisclosed reason. This acknowledgement is notice to me that the City of San Dimas Shared Housing Program has brought this fact to my attention and that this fact notwithstanding, I intend and will allow said Applicant to reside in my residence.

Read and understood by:

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

**SAN DIMAS S.H.A.R.E.S. RELEASE FORM**

In applying to participate in the San Dimas SHARES Program, I understand that the name and phone number of prospective applicants will be submitted to me, and the final decision on whether or not I decide to a share living space with another person will be mine. I understand that the City of San Dimas and its staff are making no recommendations or guarantees to me as to the suitability, integrity, honesty, or mental or physical state of prospective applicants. I understand that I must rely and act on my own judgment when entering into any shared housing arrangement.

I hereby release, and agree to hold harmless, the City of San Dimas and its staff from any and all liability for personal injury, property damage or any other damage, including claims, actions or suits by me or any third party arising out of my participation in any aspects of San Dimas SHARES.

I hereby also agree to release my name and phone number for the purpose of participating in the San Dimas SHARES Program. I hereby give permission for the references provided below to be checked by other home sharing applicants and/or San Dimas Housing staff.

Read and understood by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REFERENCES**

Please supply the names of three (3) references (one reference for the home seeker must be the most current landlord or roommate) in order for interested home sharers to find out more about you. All references should be people who have known you at least one year. Together, the references should cover a span of at least five years to the present. Only one reference may be a family member. References will be checked by Housing staff, unless the home provider prefers to call.

Reference # 1 (Landlord, roommate, employer, coworker, friend, or neighbor)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Reference # 2 (Employer, coworker, friend, or neighbor)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Reference # 3 (Family member, friend, or neighbor)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

## SAN DIMAS SHARES PROGRAM GUIDELINES

For a shared living arrangement to be successful, it is imperative that potential home sharers clarify their expectations. Get to know the other person well enough to decide whether or not a shared living arrangement will work. Compatibility is important. You want to be sure that there is enough common ground on which to begin a home sharing arrangement. This means exploring differences as well as similarities.

The goal is to make sure that there are no extreme differences which would make living together unwise. One way to do this is for the home provider and home seeker to review the "Have you discussed?" checklist with each other.

When you feel that you have found someone you wish to home share with, we **STRONGLY** advise the following:

1. Your first meeting should take place on a neutral ground, possibly here at the Senior Center or at a public place.
2. Both home seeker and home provider should take time consider the positive and negative aspects of entering a shared housing arrangement. Discuss your plans with friends and family, and include them in meetings with your potential house mate.
3. Home seekers should visit the potential home. In this meeting discuss rent, deposit, chores, schedules, guests, conditions (noise, pets, etc.), eating arrangements, utility bills, and how many days needed for changing or terminating the living arrangement.
4. Have a rental agreement signed. The City can provide you with a sample rental agreement, however, the terms of the agreement will be decided by participants.

When you have accomplished the above guidelines, one option is to arrange a trial home sharing period in order to evaluate expectations. Trial periods can last a weekend, a week or two, or a month. Taking time to get to know each other is the key to establishing a successful home sharing arrangement.

After you make the mutual decision to live with someone, it is essential to have open on-going communications about each person's needs. Many people have difficulty asserting themselves. However, the more each person can tell the other about what he or she wants, the greater the likelihood that everyone's needs can be met.

## SAN DIMAS SHARES – HAVE YOU DISCUSSED?

The selection of a home sharer is up to you. Give yourself enough time to decide and ask as many questions as you can to be satisfied that your match will be successful.

A guide to getting to know your prospective house mate.

	<u>Personal Habits</u>	<u>Discussed ( ✓ )</u>
Daily Schedule:	Consider daily/weekend schedules and habits or rising and retiring. How will you share the common living areas?	_____
Privacy:	Discuss how much privacy is needed by each person.	_____
Health:	Discuss any medical conditions which may effect shared housework or yard work, heating or cooling of the home, presence of pets, plants, pacemaker/microwave , etc.	_____
Smoking:	Is smoking permitted? Are there any restrictions?	_____
Drinking:	Is drinking permitted? Are there any restrictions?	_____
Socializing:	Discuss if you are talkative, shy, active, a home-body. How much, if any, time might you want to spend together?	_____
Noise:	Consider noise levels. Are there any restrictions on times of playing the stereo, TV, radio, and musical instruments?	_____
	<u>Use of Shared Areas</u>	
Housekeeping/ Maintenance:	Discuss standards of cleanliness and how you will share general cleaning of shared areas. When appropriate include yard work and storage space.	_____
Guests:	Discuss restrictions of day, evening, and overnight guests. What areas are permitted for entertaining? How often may guests visit? How long my they stay? How many at a time?	_____
Heating/cooling:	Discuss general temperature level and costs.	_____

Use of Shared Areas

Discussed ( ✓ )

Telephone: Discuss if phones will be separate or shared. Who pays for additional phone line? If shared discuss costs and if there are restrictions on times and lengths of calls. \_\_\_\_\_

TV/Computer: Discuss sharing of these services and their expenses. Will "home seeker" be able to utilize TV and computer in their bedroom? \_\_\_\_\_

Meals: Discuss sharing or scheduling of kitchen and dining areas including appliances and utensils. \_\_\_\_\_

Cars/parking: Discuss shared garage/driveway use, if rides are offered, etc. \_\_\_\_\_

Term of Shared Housing Arrangement

Lease: How long do you want to live together? Will this be a short term or long term commitment? \_\_\_\_\_

Rent/deposit: Discuss rent price and deposit. When is rent due and how will rent increases be handled? \_\_\_\_\_

Pets: If there is a pet where will it be allowed? What house or yard cleaning will be expected. If the owner of the pet is "house seeker", will a deposit be required? \_\_\_\_\_

Termination: Discuss how many days notice is required when terminating the rental agreement? When will deposit be returned? \_\_\_\_\_

Other Important Topics

Money: Discourage borrowing money from one another. Discuss shared purchases of items for use in the house (e.g. food, telephone, cable TV, soap, paper towels, toilet paper, etc.) \_\_\_\_\_

Resolving Problems: Discuss how you will plan to resolve differences. Will you talk right away? Leave notes? Will you have regularly scheduled meetings? \_\_\_\_\_

GOOD LUCK!