

EL Civics

COAAP #4.9 – Housing Rental

Describe methods and procedures to obtain housing and related services including low-cost housing.

Student Activity Packet Level: Beginning High



Name: _____

To the Student:

EL Civics is a program that helps people who are new to the United States. You are going to study some EL Civics lessons. These lessons will help you connect learning English with your life, and the lessons will reflect your experiences as a community member, parent, and participant in the workforce. This student activity packet contains two tasks that you will learn about and practice:

- Task 1: Complete a Rental Application Form
- Task 2: Write a Note About a Housing Problem

After you complete these lessons, you will take a test that will assess your understanding and application of the material.

The test date is: _____.

Task 1: Complete a Rental Application Form

Assessment Task: Given an agency-created personal and housing history, student will fill out an authentic form with a reduced number of sections.

Task 1 Handouts Provided

- Handout 1: Introduction: Finding Housing
- Handout 2: Vocabulary: Renting
- Handout 3: Discussion/Conversation Questions: Housing
- Handout 4: Reading: Applicant Information
- Handout 5: Activity/Practice 1: Pair Practice
- Handout 6: Activity/Practice 2: Independent Practice
- Handout 7: Practice Assessment

A special Thank You to [Pixabay](#), [Public Domain Vectors](#), and [Pixy.org](#) for many of the images here.

Task 1 – Handout 1

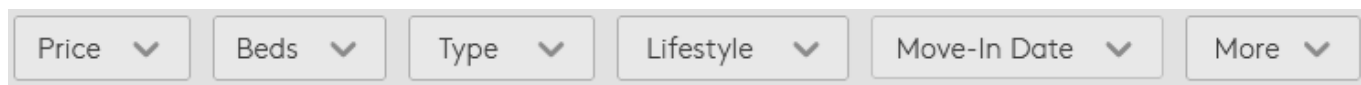
INTRODUCTION: Finding Housing

When you are looking for an apartment or house to rent, the best place to go is the internet. There are many websites that can help you find a house or apartment.

On many websites, you can choose what you are looking for. For example:

- how many bedrooms
- how many bathrooms
- the price (how much you can pay for rent)
- type (apartment, house, condominium)

One popular website is called [Apartments dot com](https://www.apartments.com) (it’s pronounced like the website). First, you type in your city. Next, you can choose these:



Other websites you can use are:

- [Zillow](https://www.zillow.com)
- ["Realtor dot com"](https://www.realtor.com)
- ["Rent dot com"](https://www.rent.com)
- [Zumper](https://www.zumper.com)
- [Apartment Finder](https://www.apartmentfinder.com)

The websites will give a lot of information about each apartment and photos. There is also contact information (phone number and email). Many have videos and virtual tours!

Here is an example on Apartments dot com: you click on the pictures on the website for all the information!

Pacific Woods Apartment Homes
16350 S Harbor Blvd, Santa Ana, CA 92704

Jamboree
MANAGEMENT

\$2,185 - 2,775

1-2 Beds

Specials

Cat Friendly, Fitness Center, Pool,
Dishwasher, Walk-In Closets, Clubhouse,
Balcony, Range

(949) 386-1383



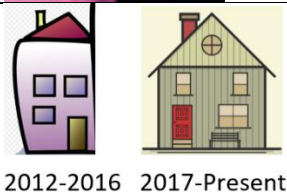




[Videos](#) | [Virtual Tour](#)

Email

Task 1 – Handout 2

VOCABULARY: Renting

Directions: Read and say each word. Copy it. Look at the pictures and definitions.

Words	Copy the words	Image	Definition
1. applicant	_____		the person who wants to rent the house or apartment
2. landlord or landlady	_____		the person who owns the house or apartment (you pay rent to them)
3. residential history	_____		where you live now and in the past
4. co-applicant	_____		the person who is renting the home with you (husband, wife, brother, friend) and helps pay the rent
5. dependents	_____		children (or anyone that you take care of that live with you)
6. pets	_____		your animals that live with you
7. current	_____		now; in the present

Task 1 – Handout 3

DISCUSSION/CONVERSATION QUESTIONS: Housing

Directions: Ask and answer with a partner or group.

1. Do you live in a house or an apartment?
2. Do you like your neighbors?
3. Who do you live with?
4. How many bedrooms do you have?
5. How many bathrooms do you have?
6. What do you like about your home?
7. What don't you like about your home?
8. Do you want to move to a different place or stay in your home?
9. Do you rent your home or own your home?
10. Do you like your landlord or landlady?
11. How many children or other dependents do you have?
12. Do you have pets? How many?

Task 1 – Handout 4

READING: Applicant Information

When you want to rent an apartment or a house, you need to fill out an application. Read the applicant information for Jose Gomez. You will learn about personal information and residential history.

Personal information about Jose and his family.

PLEASE TELL US ABOUT YOURSELF	
Full Name: <u>Jose Luis Gomez</u>	Home Phone: <u>(714) 555-1675</u>
Date of Birth: <u>02/15/89</u>	Social Security #: <u>042-67-7562</u>
Email Address: <u>kgomez79@gmail.com</u>	Other Phone: <u>(714) 555-7900</u>
Co-Applicant Name: <u>Marta Gomez</u>	
Co-Applicant Date of Birth: <u>06/06/91</u>	Social Security #: <u>017-03-3684</u>
Names and Ages of Dependents: <u>Rosa Gomez, 11, Luis Gomez, 8.</u>	
List All Pets: <u>1 cat</u>	

Information about his residential history.

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)		
Current Address: <u>5621 Main St.</u>	Apt. #: <u>14</u>	
City: <u>Orange</u>	State: <u>CA</u>	Zip: <u>92863</u>
Month/Year Moved In: <u>11/2017</u>	Reasons for Leaving: <u>Bigger Apt.</u>	Rent: <u>\$2600</u>

Now practice asking and answering with a partner about Jose’s application.

Example:

- A. What’s his **full name**?
- B. His full name is Jose Luis Gomez.

- A. What’s the **home phone**?
- B. (714) 555-1675

Now continue. Ask about all the information in the application.


Task 1 – Handout 5

ACTIVITY/PRACTICE 1: Pair Practice


Directions: Work with a partner. Read the information below about the people who want to rent an apartment. Write the numbers 1- 18 in your notebook and fill in the correct information.

Scenario:

Binh Tran (applicant) and his wife Anh (co-applicant) want to rent an apartment. They have 2 children: Lam, age 10, and Minh, age 8. They have one dog.



Binh Tran
 SSN: 924-19-5622
 DOB: 10-09-78
 tran_binh78@gmail.com
 Home (949) 555-7566
 Cell (714) 555-0143



Anh Tran
 SSN: 901-42-7058
 DOB: 02-14-77
 anhtran007@gmail.com
 Home (949) 555-7566
 Cell (714) 555-0147

PLEASE TELL US ABOUT YOURSELF	
Full Name: _____ 1	Home Phone: _____ 2
Date of Birth: _____ 3	Social Security #: _____ 4
Email Address: _____ 5	Other Phone: _____ 6
Co-Applicant Name: _____ 7	
Co-Applicant Date of Birth: _____ 8	Social Security #: _____ 9
Names and Ages of Dependents: _____ 10	
List All Pets: _____ 11	

Their current address is 2774 N. Main St. #18, Orange, CA 92865. They moved there in April of 2020. Their current rent is \$2400 a month.

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)	
Current Address: _____ 12	Apt. #: _____ 13
City: _____ 14	State: _____ 15 Zip: _____ 16
Month/Year Moved In: _____ 17	Reasons for Leaving: far from work Rent: _____ 18


Task 1 – Handout 6


ACTIVITY/PRACTICE 2: Independent Practice

Directions: Read the information below about the people who want to rent an apartment. Write the numbers 1- 18 in your notebook and fill in the correct information.

Scenario:

Fatima Khan (applicant) and her husband Amir (co-applicant) want to rent an apartment. They have 1 child: Ahmed, age 17. They have no pets.

	<p>Fatima Khan SSN: 923-12-3223 DOB: 12-07-67 fatimakh67@gmail.com Home (714) 555-1159 Cell (714) 555-2580</p>
---	--

	<p>Amir Khan SSN: 990-15-0448 DOB: 03-02-65 khan65amir@gmail.com Home (714) 555-1159 Cell (714) 555-7502</p>
--	--

PLEASE TELL US ABOUT YOURSELF	
Full Name: _____ 1	Home Phone: _____ 2
Date of Birth: _____ 3	Social Security #: _____ 4
Email Address: _____ 5	Other Phone: _____ 6
Co-Applicant Name: _____ 7	
Co-Applicant Date of Birth: _____ 8	Social Security #: _____ 9
Names and Ages of Dependents: _____ 10	
List All Pets: _____ 11	

Their current address is 3102 Pine Ave. #2B, Santa Ana, CA 92704. They moved there in June of 2016. Their current rent is \$3500 a month.

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)	
Current Address: _____ 12	Apt. #: _____ 13
City: _____ 14	State: _____ 15 Zip: _____ 16
Month/Year Moved In: _____ 17	Reasons for Leaving: too big Rent: _____ 18


Task 1 – Handout 7

PRACTICE ASSESSMENT : Fill Out an Application


Directions: Read the information below about the people who want to rent an apartment. Write the numbers 1- 18 in your notebook and fill in the correct information.

Scenario:

Joseph Walker (applicant) and his wife Kenya (co-applicant) want to rent an apartment. They have 2 children: Sara, age 13, and Tom, age 6. They have 1 dog.



Joseph Walker
 SSN: 970-12-9885
 DOB: 09-13-75
 jwalker@gmail.com
 Home (949) 555-7544
 Cell (949) 555-7251



Kenya Walker
 SSN: 988-09-0786
 DOB: 05-23-77
 walker_k@gmail.com
 Home (949) 555-7544
 Cell (949) 555-7044

PLEASE TELL US ABOUT YOURSELF	
Full Name: _____ 1	Home Phone: _____ 2
Date of Birth: _____ 3	Social Security #: _____ 4
Email Address: _____ 5	Other Phone: _____ 6
Co-Applicant Name: _____ 7	
Co-Applicant Date of Birth: _____ 8	Social Security #: _____ 9
Names and Ages of Dependents: _____ 10	
List All Pets: _____ 11	

Their current address is 7022 Raitt Ave. #18, Santa Ana, CA 92701. They moved there in May of 2020. Their current rent is \$2900 a month.

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)	
Current Address: _____ 12	Apt. #: _____ 13
City: _____ 14	State: _____ 15 Zip: _____ 16
Month/Year Moved In: _____ 17	Reasons for Leaving: too small Rent: _____ 18

Task 2: Write a Note about a Housing Problem

Assessment Task: Given a scenario or prompt, you will write a note or email to the landlord about a problem. You will describe the problem and ask for repairs.



"Derelict House emoji clipart" by [joypixels](#) is licensed under [CC BY 4.0](#)

Task 2 Handouts Provided

- Handout 1: Resource Guide: Help with Housing
- Handout 2: Vocabulary Match: Things in the Home
- Handout 3: Vocabulary: Housing Problems
- Handout 4: Activity/Practice 1: What's the Problem?
- Handout 5: Activity/Practice 2: Reporting Problems
- Handout 6: Activity/Practice 3: Information Needed
- Handout 7: Activity/Practice 4: Pair Practice
- Handout 8: Activity/Practice 5: Independent Practice
- Handout 9: Practice Assessment: Write a Note to the Landlord/Landlady

Task 2 – Handout 1

RESOURCE GUIDE: Help with Housing

If you need help with housing problems, renting, or knowing your rights, here are some places that can help you.

Agency & Contact Information	Services
Housing is Key (State of CA) Tenant Resources	<ul style="list-style-type: none"> • Housing Rights fact sheets in English, Spanish, Chinese, Korean, Vietnamese, and Tagalog • Guides to CA Tenant and Landlord rights & responsibilities in English and Spanish • List of HUD approved counseling agencies • List of Legal Aid & Advocacy groups
Epicenter Foundation 206 W. 4 th Street, Suite 245 Santa Ana, CA 92701 714-361-4139 info@epicenterfoundation.org	<ul style="list-style-type: none"> • First-time home buyer help • Money management & credit restoration • Down payment assistance • Pre-purchase counseling • Monthly free virtual workshops
Home Ownership OC 801 Civic Center Drive West, #200 Santa Ana, CA 92703 714-204-2314 Deaf/hard of hearing TTY 800-855-7100	<ul style="list-style-type: none"> • Credit & budget coaching • Home buyer coaching & education • Foreclosure prevention • Rental and fair housing coaching & education • Referrals to fair housing partners on discrimination and rental rights
Fair Housing Council of OC 1516 Brookhollow Drive, Suite A Santa Ana, CA 92705 714-569-0823 info@fairhousingoc.org	<ul style="list-style-type: none"> • Free for low to moderate income clients • Services in English, Spanish, and Vietnamese • Fair housing enforcement, training & education • HUD counseling • Landlord/tenant FAQs • Workshops, clinics, & educational materials
OC Housing Authority 1501 E. St. Andrew Place Santa Ana, CA 92705 714-480-2700 OCHAContact@occr.ocgov.com	<ul style="list-style-type: none"> • Housing choice voucher programs (HUD) • Affordable connectivity program • Special purpose vouchers for veterans, family unification, non-elderly disabled, emergency housing, and more • Services in English, Spanish, Vietnamese, Chinese
2-1-1 Orange County Call 2-1-1 or (949) 646-4257 Toll-Free (888) 600-4357 available 24/7 in 180 languages	<ul style="list-style-type: none"> • Confidential (anonymous if desired) • Help with housing & utility expenses • Caregiver resources • Help with healthcare expenses • Food programs

Task 2 – Handout 2

VOCABULARY MATCH: Things in the Home

Directions: Match the name to the picture. Then practice saying the words.

refrigerator
door

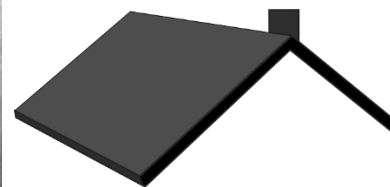
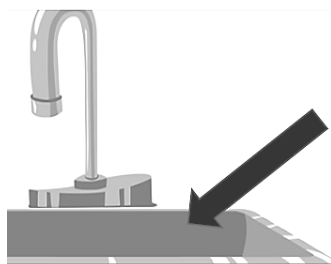
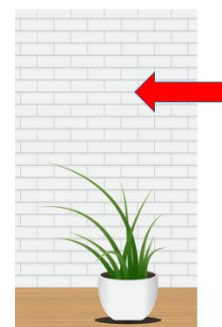
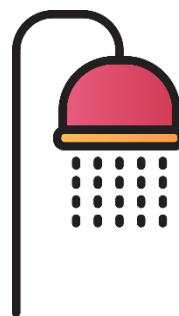
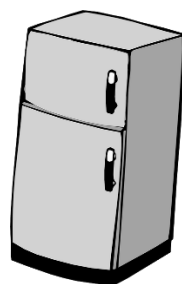
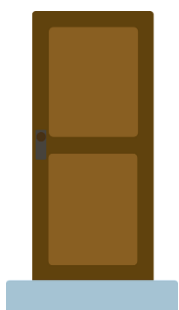
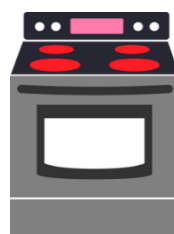
faucet
window

bathtub
wall

lock
oven

roof
toilet

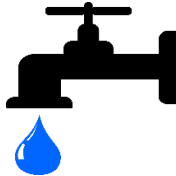
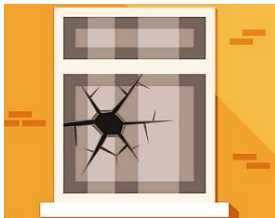





sink
shower



Task 2 – Handout 3

VOCABULARY: Housing Problems

Directions: Read and say each word. Copy it. Look at the pictures and definitions.

Word	Copy	Image	Definition
1. leaking	_____		water is coming out
2. broken	_____		separated into pieces (like a broken window)
3. cracked	_____		starting to break
4. not working	_____		something is not operating correctly (my oven has no heat)
5. roaches or ants	_____ _____		cockroaches: big, brown insects. ants: small insects that live in big groups
6. clogged	_____		blocked; the water will not go down
7. repair	_____		fix something that is broken or not working

Task 2 – Handout 4

ACTIVITY/PRACTICE 1: What’s the Problem?

Directions: Work with a partner or group. For each vocabulary word, think of where you can have this problem. They are started for you.

1. Leaking:

- a. faucet
- b. _____
- c. _____
- d. _____

2. Broken:

- a. window
- b. _____
- c. _____
- d. _____

3. Cracked:

- a. wall
- b. _____
- c. _____

4. Not working:

- a. oven
- b. _____
- c. _____
- d. _____

5. Roaches or Ants:

- a. in the kitchen
- b. _____
- c. _____
- d. _____

6. Clogged:

- a. toilet
- b. _____
- c. _____

Practice with a partner:

- A. What’s the problem?
- B. My faucet is leaking.

- A. What’s the problem?
- B. My oven is not working.

- A. What’s the problem?
- B. My window is broken.

- A. What’s the problem?
- B. I have roaches in the kitchen.

- A. What’s the problem?
- B. My wall is cracked.

- A. What’s the problem?
- B. My toilet is clogged.

Now practice again, but change the underlined words, using your ideas above.

Example: My faucet is leaking. Change to “**My sink is leaking**”.

Task 2 – Handout 5

ACTIVITY/PRACTICE 2: Reporting Problems

When you rent a house or apartment, the landlord or landlady is responsible for fixing many things. If you have the problems you practiced in the previous activity, you can report them to the landlord or landlady. He or she needs to fix (repair) them.

Example:

Tan Nguyen has a problem. His kitchen sink is leaking.

Here is what Mr. Nguyen writes to the landlady (Ms. Sandoval).

Dear Ms. Sandoval,

My name is Tan Nguyen. I live in apartment 14.

My kitchen sink is leaking. Please send someone to fix it as soon as possible.

Thank you.

Sincerely,
Tan Nguyen
(714) 555-7581

Practice: now you try it. Read the problem, then write the information for numbers 1-6.

Ana Ortiz in apartment D has a problem. Her oven is not working. Her landlord is Mr. Singh.

Dear _____ **1** _____,

My name is _____ **2** _____. I live in apartment _____ **3** _____.

My _____ **4** _____.

Please send _____ **5** _____.

Thank you.

Sincerely,

_____ **6** _____

(714) 555-7445

Task 2 – Handout 6

ACTIVITY/PRACTICE 3: Information Needed

When you write a note to the landlady or landlord, you need to include this information:

- full name of the tenant (person who lives in the apartment)
- the apartment number (if it's a house, write the address)
- describe the problem
- ask for someone to fix the problem
- signature and phone number of the tenant

Also, you need to start with a greeting (Dear Mr. or Ms. with the last name of the landlord or landlady), and finish with a closing (Sincerely).

Look at the example again:

Dear Ms. Sandoval,

My name is Tan Nguyen. I live in apartment 14.

My kitchen sink is leaking. Please send someone to fix it as soon as possible.

Thank you.

Sincerely,
Tan Nguyen
(714) 555-7581

Answer these questions:

1. What is the greeting?
2. What is the tenant's full name?
3. What is the apartment number?
4. What's the problem?
5. Does he ask for repairs?
6. What is the closing?
7. Does he sign his name?
8. What's his phone number?

Task 2 – Handout 7

ACTIVITY/PRACTICE 4: Pair Practice

Directions: Work with a partner. One student does #1, and the other student does #2. Read the problem, then write a note to the landlord or landlady. You can look at the previous pages to help you. *When you finish, check your partner's note. Is it correct and complete?*

1. Harry Taylor in apartment 12 has a problem. His lock is broken. His landlady is Ms. Wright. His phone number is (949) 555-8787.

<hr/> <hr/> <hr/> <hr/> <p>Thank you.</p> <hr/> <hr/> <hr/>

2. Aida Romero in apartment 6D has a problem. Her shower is leaking. Her landlord is Mr. Zhang. Her phone number is (714) 555-0224.

<hr/> <hr/> <hr/> <hr/> <p>Thank you.</p> <hr/> <hr/> <hr/>

Task 2 – Handout 8

ACTIVITY/PRACTICE 5: Independent Practice

Directions: Read the problem, then write a note to the landlord or landlady. You are Lee Chang.

Lee Chang in apartment 23 has a problem. His toilet is clogged. His landlord is Mr. Wycoff. His phone number is (949) 555-4821.

<hr/> <hr/> <hr/> <hr/> <p>Thank you.</p> <hr/> <hr/> <hr/>

Read your note again. Did you include:

- a greeting?
- the landlord's name?
- the tenant's name and apartment number?
- the problem and ask for help?
- a closing?
- a signature and phone number?

Task 2 – Handout 9

PRACTICE ASSESSMENT: Write a Note to the Landlord/Landlady

Directions: Read the problem, then write a note to the landlord or landlady. You are Rosa Garcia. Do not look at the previous pages!

Rosa Garcia in apartment 4F has a problem. Her stove isn't working. Her landlady is Mrs. Lam. Her phone number is (714) 555-5692.

<hr/> <hr/> <hr/> <hr/> <p>Thank you.</p> <hr/> <hr/> <hr/>
