

EL Civics

COAAP #4.9 – Housing Rentals

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

Student Activity Packet Level: Intermediate Low



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 3: Write an Email 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: Discussion/Conversation Questions: Housing & Renting
- Handout 2: Introduction: Housing
- Handout 3: Vocabulary: Rental Applications
- Handout 4: Reading: A Sample Application
- Handout 5: Activity/Practice 1: Pair Practice
- Handout 6: Activity/Practice 2: Independent Practice
- Handout 7: Practice Assessment: A Rental Application

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Task 1 – Handout 1

DISCUSSION/CONVERSATION QUESTIONS: Housing & Renting

Directions: discuss the questions with a partner or group.

NOTE: a **landlord** or **landlady** is the person who owns the apartment or house (you pay rent to them). A **tenant** is the person who rents the apartment or house (the renter).

1. Do you live in a house, apartment, or some other kind of housing?
2. Do you like your home? Why or why not?
3. How many bedrooms and bathrooms do you have?
4. Do you rent your home or own your home?
5. Do you like your landlord or landlady?
6. What are some problems in your home?
7. Is it easy or difficult to rent? Why?
8. Did you fill out an application when you rented your home? What information did your landlord or landlady want?
9. Do you know what rights you have as a tenant?
10. Do you know what responsibilities you have as a tenant? What rules do you need to follow?

Task 1 – Handout 2

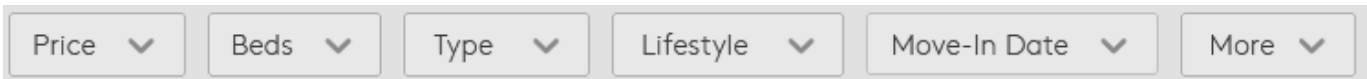
INTRODUCTION: Housing

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

Many websites allow you to choose what you are looking for in a home, such as:

- number of bedrooms
- number of bathrooms
- maximum rent
- city or area
- and much more!

One very popular website is called Apartments.com. First, you type in your city. Next, you will see these options:



Other websites you can use are:

- Zillow
- Realtor.com
- Rent.com
- Zumper
- Apartment Finder

The websites will give a lot of information about each apartment and photos. There is also contact information so you can call, email, or visit the place that you choose. Many have videos and virtual tours!

Here is what an ad on apartments dot com looks like: you click on the ad for all the information!

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

Jamboree
MANAGEMENT

Videos | Virtual Tour

\$2,185 - 2,775

1-2 Beds

Specials

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

(949) 386-1383

Email

Task 1 – Handout 3

VOCABULARY: Rental Applications

When you find an apartment or a house you want to rent, you need to fill out an application. You need to include information about yourself, any other occupants, and your history. Landlords and landladies want to be sure that you can pay your rent, that you are a good tenant, and often they want someone who will stay—not someone who moves every month!

1. **Applicant:** person applying for the apartment.
2. **Co-Applicant:** the person who applies for a loan with the applicant (wife, husband, brother, etc.). They are agreeing to be responsible for the rent and the rules along with the applicant.
3. **Dependents:** any children or others who live with you that you are responsible for.
4. **Pets:** any animals (if the apartment is okay for pets). It's important to check if the apartment allows pets, and what kinds. Sometimes there are limits on how many, what kind of animals, and what size.
5. **Residential History:** where you live now and in the past. Usually they want to know about the last 3-5 years.
6. **Employment Information:** your job and your salary, any other income, such as your spouse's or co-applicant's.
7. **Salary or Income:** how much money you make. Salary is from work, income can be from work, investments, or any way that you receive money.
8. **Source:** where something comes from (The source of my income is my job at Target.)
9. **Bank Information:** your bank name and account. Some landlords/landladies will ask for this information to verify your income. Others will only ask for copies of paystubs to be sure that you can pay the rent.
10. **Credit History:** the record that shows if you are good with money. Do you pay your bills? Do you pay them on time?
11. **Personal References:** people that can be a reference for you (past landlord or your manager at work are good choices).
12. **Security Deposit:** money that you pay with your first month's rent. It pays for any damage to the apartment that you did not fix.

Task 1 – Handout 4

READING: A Sample Application

Directions: Read the applicant information for Jose Gomez.

First is the personal information about Jose and his family.

PLEASE TELL US ABOUT YOURSELF	
Full Name: <u>Jose Luis Gomez</u>	Date of Birth: <u>02/15/89</u>
Social Security #: <u>042-67-7562</u>	
Home Phone: <u>(714) 555-1675</u>	Other Phone: <u>(714) 555-7900</u>
Email Address: <u>jgomez79@gmail.com</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 & Ages of Dependents: <u>Rosa Gomez, 11. Luis Gomez, 8</u>	
List All Pets: <u>1 cat</u>	

Next is the 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>	

Finally, his employment information.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an "X"	
Your Status: <input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
<input type="checkbox"/> Student	<input type="checkbox"/> Unemployed
Employer <u>Acme Construction</u>	
Dates employed <u>6/2014 - Present</u>	Employed as <u>Construction Worker</u>
Supervisor Name <u>Sam Jones</u>	Phone (<u>714</u>) <u>555-0312</u>
Salary \$ <u>3700.00</u> per month. (If employed by above less than 12 months, give name & phone of previous employer or school:	
_____ .)	
If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.	
Amount <u>\$1600/month</u>	Source/Contact Name <u>Marta Gomez (spouse)</u>


Task 1 – Handout 5 (2 pages)


ACTIVITY/PRACTICE 1: Pair Practice

Directions: Work with a partner. Read the information below about the people who want to rent an apartment. Fill in the correct information on the application.

Scenario:

Binh Tran (applicant) and his wife Anh would like to rent an apartment in Garden Grove. They have 2 children: Lam, age 10, and Minh, age 8. They have lived at their current address since April of 2020, which is at 2774 N. Main St. #18, Orange, CA 92865. Their current rent is \$2400 a month. Their current apartment is too far from work. They have one poodle (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: _____ **Date of Birth:** _____
Social Security #: _____
Home Phone: _____ **Other Phone:** _____
Email Address: _____
Co-Applicant Name: _____
Co-Applicant Date of Birth: _____
Social Security #: _____
Names & Ages of Dependents: _____
List All Pets: _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: _____ **Apt. #:** _____
City: _____ **State:** _____ **Zip:** _____
Month/Year Moved In: _____ **Reasons for Leaving:** _____
Rent: _____

Task 1 – Handout 5, cont.

Directions. Now read the information about Binh’s and Anh’s employment. Fill in the correct information on the application.

Scenario:

Binh has worked as a full-time chef at the Ha Noi Corner Restaurant in Garden Grove since 2019. His salary is \$2900 a month. His supervisor is Hoa Nguyen, who can be contacted at (714) 555-8776. Anh works in retail. Her salary is \$1920 a month.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an “X”	
Your Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed
Employer	_____
Dates employed	_____ Employed as _____
Supervisor Name	_____ Phone (___) _____
Salary \$	_____ per _____. (If employed by above less than 12 months, give name & phone of previous employer or school: _____ .)
If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.	
Amount \$	_____ Source/Contact Name _____

Check your answers again. Did you:

- spell your answers correctly?
- use capitals when needed?
- put the information in the correct places?
- answer ALL the questions?


Task 1 – Handout 6 (2 pages)


ACTIVITY/PRACTICE 2: Independent Practice

Directions: Read the information on this page and the next about the people who want to rent an apartment. Fill in the correct information on the application. You can look at the previous pages to help you.

Scenario:

Fatima Khan and her husband Amir would like to rent an apartment in Anaheim (Fatima is the primary applicant). They have 1 child living with them: Ahmed, age 17. They have lived at their current address since June of 2018, which is at 3102 Pine Ave. #2B, Santa Ana, CA 92704. Their current rent is \$3500 a month. Their apartment is too big. 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>
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	<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: _____ **Date of Birth:** _____

Social Security #: _____

Home Phone: _____ **Other Phone:** _____

Email Address: _____

Co-Applicant Name: _____

Co-Applicant Date of Birth: _____

Social Security #: _____

Names & Ages of Dependents: _____

List All Pets: _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: _____ **Apt. #:** _____

City: _____ **State:** _____ **Zip:** _____

Month/Year Moved In: _____ **Reasons for Leaving:** _____

Rent: _____

Task 1 – Handout 6, cont.

ACTIVITY/PRACTICE 2: Independent Practice

Directions. Now read the information about Fatima’s and Amir’s employment. Fill in the correct information on the application.

Scenario:

Fatima has worked as a full-time math teacher at Wilson High School since 2011. Her salary is \$5500 a month. Her principal is Nicole Lee, who can be contacted at (949) 555-2449. Amir works in banking. His salary is \$3700 a month.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an “X”	
<p>Your Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed</p>	
<p>Employer _____</p>	
<p>Dates employed _____ Employed as _____</p>	
<p>Supervisor Name _____ Phone (___) _____</p>	
<p>Salary \$ _____ per _____. (If employed by above less than 12 months, give name & phone of previous employer or school: _____ .)</p>	
<p>If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.</p>	
<p>Amount \$ _____ Source/Contact Name _____</p>	

Be sure to check your answers when you finish!


Task 1 – Handout 7 (2 pages)

PRACTICE ASSESSMENT: A Rental Application

Directions: Read the information on this page and the next about the people who want to rent an apartment. Fill in the correct information on the application. Do not look at the previous pages.

Scenario:

Joseph Walker and his wife Kenya would like to rent an apartment in Orange (Joseph is the applicant). They have 2 children: Sara, age 13, and Tom, age 6. They have lived at their current address since May of 2020, which is at 7022 Raitt Ave. #18, Santa Ana, CA 92701. Their current rent is \$2900 a month. They want to move to a bigger apartment. 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: _____ **Date of Birth:** _____

Social Security #: _____

Home Phone: _____ **Other Phone:** _____

Email Address: _____

Co-Applicant Name: _____

Co-Applicant Date of Birth: _____

Social Security #: _____

Names & Ages of Dependents: _____

List All Pets: _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: _____ **Apt. #:** _____

City: _____ **State:** _____ **Zip:** _____

Month/Year Moved In: _____ **Reasons for Leaving:** _____

Rent: _____

Task 1 – Handout 7, cont.

PRACTICE ASSESSMENT: A Rental Application

Directions. Now read the information about Joseph’s and Kenya’s employment. Fill in the correct information on the application.

Scenario:

Joseph has worked as a full-time computer tech at IBM since 2015. His salary is \$4800 a month. His supervisor is Debora Singh, who can be contacted at (949) 555-0489. Kenya works in education. Her salary is \$3100 a month.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an “X”

Your Status: Full Time Part Time Student Unemployed

Employer _____

Dates employed _____ **Employed as** _____

Supervisor Name _____ **Phone (___)** _____

Salary \$ _____ **per** _____. **(If employed by above less than 12 months, give name & phone of previous employer or school: _____ .)**

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ **Source/Contact Name** _____

Task 3: Write an Email about a Housing Problem

Assessment Task: Given a scenario or prompt, you will write an email to the landlord or landlady about a problem. You will describe the problem, how long it's been going on, and ask for repairs.



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

Task 3 Handouts Provided

- Handout 1: Resource Guide: Help with Housing
- Handout 2: Introduction: Household Items
- Handout 3: Vocabulary: Housing Problems
- Handout 4: Activity/Practice 1: What's the Problem?
- Handout 5: Activity/Practice 2: Reporting Problems
- Handout 6: Mini Lesson: How Long?
- Handout 7: Activity/Practice 3: Write an Email
- Handout 8: Practice Assessment: Email to the Landlord or Landlady

Task 3 – Handout 1

RESOURCE GUIDE: Help with Housing

A resource guide for help with housing problems and knowing your rights and responsibilities.

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 3 – Handout 2

INTRODUCTION: Household Items

Directions: How many of these household items do you know? Write the names under the pictures.

refrigerator
door

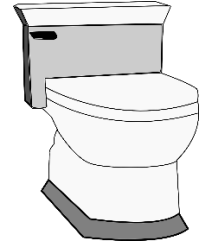
faucet
window

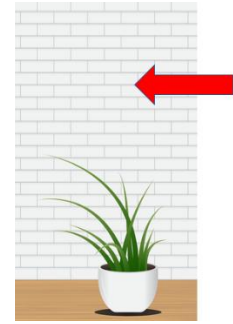
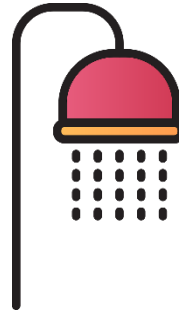
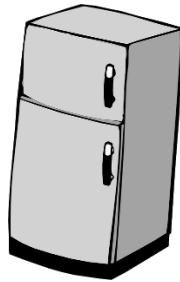
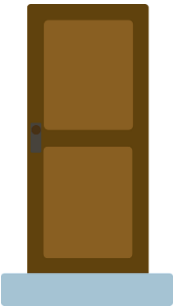
bathtub
wall

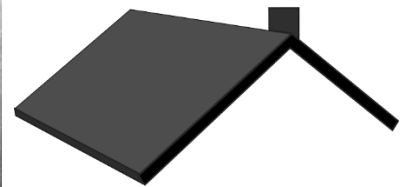
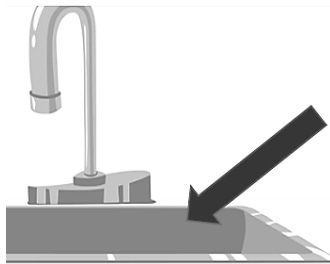
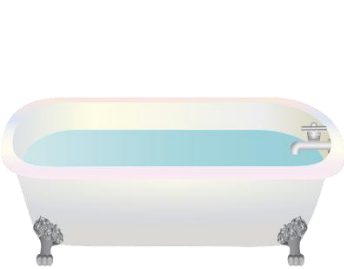
lock
oven

roof
toilet

sink
shower



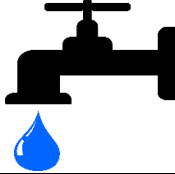

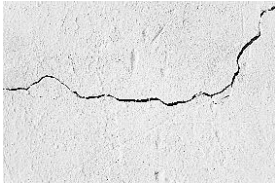








Task 3 – Handout 3

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 3 – 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. _____

4. Not working:

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

2. Broken:

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

5. Roaches or Ants:

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

3. Cracked:

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

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 3 – 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 him or her to be fixed.

Example:

Tan Nguyen’s kitchen sink has been leaking for a week. Here is what Mr. Nguyen writes to the landlady (Ms. Sandoval).

EMAIL
TO: mssandoval09@gmail.com
FROM: tnguyen@yahoo.com
SUBJECT: kitchen sink
<p>Dear Ms. Sandoval,</p> <p>My name is Tan Nguyen in apartment #13. My kitchen sink has been leaking for a week. Could you please send someone to fix it by the end of next week?</p> <p>I appreciate your attention to this matter.</p> <p>Thank you.</p> <p>Sincerely, Tan Nguyen (714) 555-9088</p>

Discuss with your teacher and classmates.
What information is included in the email?

Answer:

1. What is the problem?
2. How long has the problem continued?
3. What does Mr. Nguyen ask for?
4. Does Mr. Nguyen give a time limit for the solution?
5. What is the contact information for Mr. Nguyen?
6. What is the greeting?
7. What is the closing?

Task 3 – Handout 6

MINI LESSON: How long?

One of the things you need to report to the landlord or landlady is how long the problem has been going on. Remember the example in Practice 2 on the previous page? You can do this by changing the grammar in the sentence.

Let's look at an example from Practice 1:

My sink is leaking. This says that your sink is leaking right now. But **how long** has it been leaking?

If you change the verb "**is**" to "**has been**", then you can say how long. This says when the problem started, and that it is still a problem now.

For a negative verb, change "**isn't**" to "**hasn't been**".

EXAMPLES:

My sink **is** leaking. Change it to: My sink **has been** leaking for 2 days.

My refrigerator **isn't** working. Change it to: My refrigerator **hasn't been** working for 4 days.

PRACTICE:

Now you try it. Change **is** to **has been** or **isn't** to **hasn't been**. Use the time in (parentheses) for how long. Write the new sentences below.

1. My toilet is clogged (3 days).

2. The shower is leaking (one week).

3. The window is broken (5 days).

4. The wall is cracked (2 weeks).

5. The stove isn't working (4 days).

EXTENSION:

Try writing 3 problems on your own. You can use examples from previous pages, and put in the time (3 days, 1 week, etc.).

1. _____

2. _____

3. _____

BONUS: for the verb "**have**", change to "**have had**". I **have had** ants in my kitchen for 1 week.

