

**EL Civics Objective 4.9 – Housing Rentals
Level: Beginning High BH**



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

Teacher Guide & Answer Key Tasks 1 & 2 – Beginning High

For instructors only



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EL Civics Objective 4.9 – Housing Rentals Level: Beginning High BH



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COLLEGE



Santiago
Canyon
College

What happens here matters.

Task 1: Complete a Rental Application Form

CIVIC OBJECTIVE

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

LANGUAGE & LITERACY OBJECTIVE

In this lesson, students will learn to:

8. Complete an application to rent housing or apply for a mortgage

ASSESSMENT TASK – 14 points possible

Given an agency-created personal and housing history, student (BL-BH) will fill out an authentic form with a reduced number of sections that student needs to complete.

COR CONTENT REPRESENTED

- short conversations about familiar topics
- frequently occurring content-specific vocabulary
- information & details in a form
- items using written information
- skimming and scanning strategies
- yes, no, and “wh” questions
- fill out a simple form

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

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Task 1 – Handout 1

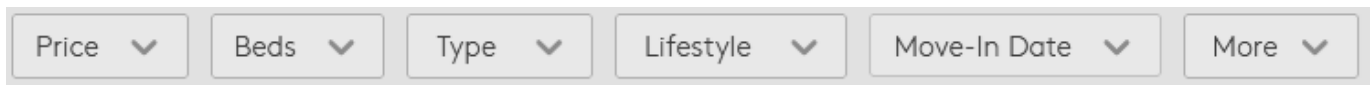
INTRODUCTION: Finding Housing

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.com. First, you type in your city. Next, you can choose these:



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 (phone number and email). Many have videos and virtual tours!

Here is an example on Apartments dot com: you click on it 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	_____ _____	 2012-2016 2017-Present	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 home?
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. Fill in the correct information on the application.


Instructors: The practices & practice evaluation mirror the assessment (just with a different scenario).

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: Binh Tran Date of Birth: 10-09-78
Social Security #: 924-19-5622
Home Phone: (949) 555-7566 Other Phone: (714) 555-0143
Email Address: tran_binh78@gmail.com
Co-Applicant Name: Anh Tran
Co-Applicant Date of Birth: 02-14-77
Social Security #: 901-42-7058
Names & Ages of Dependents: Lam, 10, Minh, 8
List All Pets: one dog

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: 2774 N. Main St. Apt. #: 18
City: Orange State: CA Zip: 92865
Month/Year Moved In: 04/2020 Reasons for Leaving: far from work Rent: \$2400


Task 1 – Handout 6


ACTIVITY/PRACTICE 2: Independent Practice

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

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>
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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>
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PLEASE TELL US ABOUT YOURSELF

Full Name: Fatima Khan Date of Birth: 12-07-67
Social Security #: 923-12-3223
Home Phone: (714) 555-1159 Other Phone: (714) 555-2580
Email Address: fatimakh67@gmail.com
Co-Applicant Name: Amir Khan
Co-Applicant Date of Birth: 03-02-65
Social Security #: 990-15-0448
Names & Ages of Dependents: Ahmed, age 17
List All Pets: no pets

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: 3102 Pine Ave. Apt. #: 2B
City: Santa Ana State: CA Zip: 92704
Month/Year Moved In: 06/2018 Reasons for Leaving: too big Rent: \$3500


Task 1 – Handout 7

PRACTICE ASSESSMENT: Fill Out an Application

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

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: Joseph Walker Date of Birth: 09-13-75
Social Security #: 970-12-9885
Home Phone: (949) 555-7544 Other Phone: (949) 555-7251
Email Address: jwalker@gmail.com
Co-Applicant Name: Kenya Walker
Co-Applicant Date of Birth: 05-23-77
Social Security #: 988-09-0786
Names & Ages of Dependents: Sara, age 13, and Tom, age 6
List All Pets: 1 dog

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: 7022 Raitt Ave Apt. #: 18
City: Santa Ana State: CA Zip: 92701
Month/Year Moved In: 05/2020 Reasons for Leaving: too small Rent: \$2900

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Task 2: Write a Note about a Housing Problem

CIVIC OBJECTIVE

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

LANGUAGE & LITERACY OBJECTIVE

In this lesson, students will learn to:

1. Identify or name various types of housing, areas of the home, common household items and/or problems.
6. Report and/or discuss issues of concern with landlord, property manager or real estate agent.
11. Write a note, email, or letter about a housing problem.

ASSESSMENT TASK – 8 points possible

Given a scenario or prompt, students will write a note or email to the landlord about a problem, describing the problem and asking for repairs.

COR CONTENT REPRESENTED

- short conversations about familiar topics
- purpose & audience of texts
- frequently occurring content-specific vocabulary
- informal & formal language use
- items using written information
- short note or message
- yes, no, and “wh” questions

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: Write the name under the picture. Then practice saying the words.

refrigerator
door

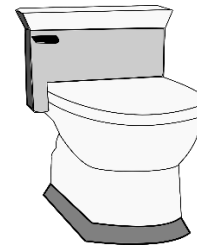
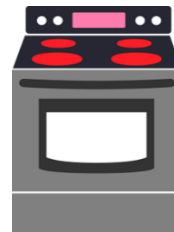
faucet
window

bathtub
wall

lock
oven

roof
toilet

sink
shower

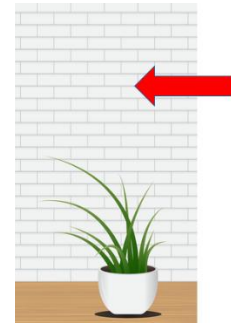
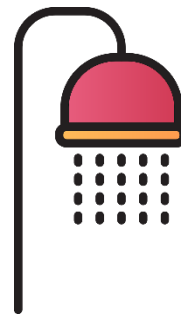
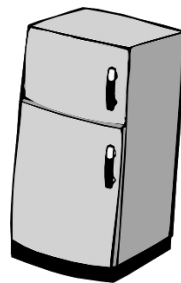
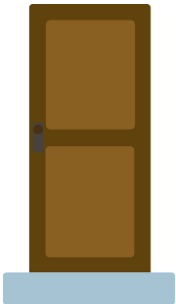


faucet

window

oven

toilet

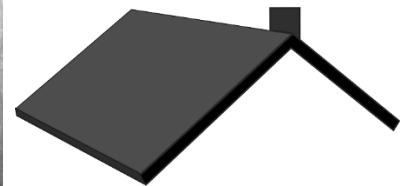
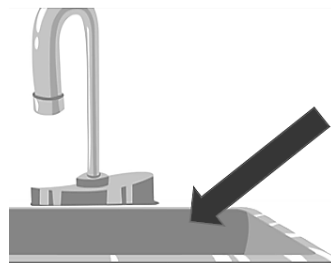
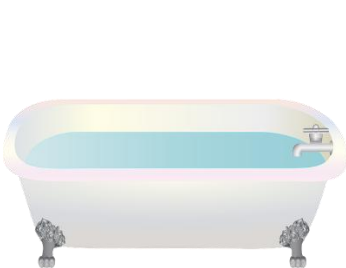


door

refrigerator

shower

wall



bathtub

sink

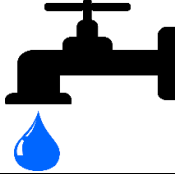

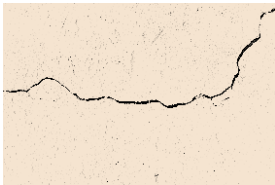




lock

roof

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.

Answers will vary

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 window is broken.

A. What's the problem?

B. My wall is cracked.

A. What's the problem?

B. My oven is not working.

A. What's the problem?

B. I have roaches in the kitchen.

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 landlord (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 fill in the information below.

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

Dear Mr. Singh,

My name is Ana Ortiz. I live in apartment D.

My oven is not working.

Please send someone to fix it.

Thank you.

Sincerely,

Ana Ortiz

(714) 555-0226

Task 2 – Handout 6

ACTIVITY/PRACTICE 3: Information Needed

Instructors: students will write notes based on scenarios given (on the assessment as well). Spelling should be comprehensible, but doesn't need to be perfect.

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? Dear (or Dear Ms. Sandoval)
2. What is the tenant's full name? Tan Nguyen
3. What is the apartment number? 14
4. What's the problem? kitchen sink is leaking
5. Does he ask for repairs? Yes
6. What is the closing? Sincerely
7. Does he sign his name? Yes
8. What's his phone number? (714) 555-7581

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?*

Instructors: Sample emails are below. Students need to include the elements specified: greeting, full name & apt. #, the problem, ask for repair, closing/signature/phone.

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.

Dear Ms. Wright,
My name is Harry Taylor. I live in apartment 12.
My lock is broken.
Please send someone to fix it.
Thank you.
Sincerely,
Harry Taylor
(949) 555-8787

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.

Dear Mr. Zhang,
My name is Aida Romero. I live in apartment 6D.
My shower is leaking.
Please send someone to fix it.
Thank you.
Sincerely,
Aida Romero
(714) 555-0224

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.

Instructors: Answers will vary. Sample email is below. Students need to include the elements specified: greeting, full name & apt. #, the problem, ask for repair, closing/signature/phone.

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

Dear Mr. Wycoff,

My name is Lee Chang. I live in apartment 23.

My toilet is clogged.

Please send someone to fix it.

Thank you.

Sincerely,

Lee Chang

(949) 555-4281

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

Instructors: Answers will vary. Sample email is below. Students need to include the elements specified: greeting, full name & apt. #, the problem, ask for repair, closing/signature/phone.

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.

Dear Mrs. Lam,

My name is Rosa Garcia. I live in apartment 4F.

My stove isn't working.

Please send someone to fix it.

Thank you.

Sincerely,

Rosa Garcia

(714) 555-5692