



BUILDING INSPECTION
(831) 648-3183
HOUSING PROGRAMS
(831) 648-3190
PLANNING/ZONING
(831) 648-3190

**CITY OF PACIFIC GROVE
COMMUNITY DEVELOPMENT DEPARTMENT**

300 FOREST AVENUE
PACIFIC GROVE, CALIFORNIA 93950
TELEPHONE (831) 648-3190
FAX (831) 648-3184

Please review this Notice before you submit your application

Notice to Applicants

December 2009

Dear Potential Poet-in-Residence:

Thank you for your interest in the Poet-in-Residence opportunity sponsored by the City of Pacific Grove, with oversight from the City's Cultural Arts Commission. Because of the generosity of the late Ms. Whitney Latham-Lechich, the City inherited her historic cottage with the stipulation that it be used to support poetry in the community. The cottage is called the Poet's Perch.

The Poet's Perch is being offered at less than one half of the current market rent - \$900 per month plus utilities. In exchange for the reduced rent, the selected candidate will be expected to organize one poetry-related event each month. Examples include producing readings, conducting workshops, and organizing an annual event.

There are two primary qualifications for being considered a successful candidate. The first qualification is to provide verification of being an established poet by meeting one or more of the following criteria: being a published poet; having taken coursework significantly related to the study, writing and teaching of poetry; having led workshops or taught courses related to the study, writing and/or teaching of poetry; and/or being qualified to teach poetry. Prospective tenants will also have experience producing events.

The second primary qualification is to complete a rental application and submit it along with a current credit report during the open application period.

The candidate selected as the Pacific Grove Poet-in-Residence will enter into a rental agreement and performance agreement with the City of Pacific Grove for the term of the residency. The anticipated move in date is June 2010 and the term of the residency is one year with the possibility of renewal.

Completed applications will be accepted January 1–31, 2010. You may drop off your application or mail it to: Housing Division; City Hall; 300 Forest Avenue; Pacific Grove, CA 93950

Sincerely,

Housing Division
Phone: 831-648-3199
Email: Housing@ci.pg.ca.us

It is the policy and intention of the City of Pacific Grove to comply in all of its policies and procedures affecting all of its programs and activities, including employment and housing, with all appropriate regulations prohibiting discrimination on the basis of gender, class, national origin, religion, sexual orientation, age, family status or persons with disabilities.

CITY OF PACIFIC GROVE – HOUSING DIVISION
300 Forest Avenue, Pacific Grove, CA 93950
Phone (831) 648-3199, Fax (831) 648-3184, Email Housing@ci.pg.ca.us

RESIDENTIAL RENTAL APPLICATION

Address of Property to Be Rented: 140 18th Street, Pacific Grove, CA 93950 (No smoking, No pets.)

Rental Term: Lease from June 1, 2010 to May 31, 2011 (Earlier move-in date may be possible.)

Amounts Due Prior to Occupancy	First month's rent	\$ 900.00
	Security deposit	\$ 1,800.00 (Payment plans available.)
	TOTAL	\$ 2,700.00

Applicant

Full Name: _____ Email: _____

Phone Number (Day): _____ Phone Number (Evening): _____

Social Security Number: _____ Driver's License Number/State: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

License Plate Number/State: _____

Additional Occupants

List everyone, including children, who will live with you:

Full Name	Relationship to Applicant
_____	_____
_____	_____

Rental History

Current Address: _____

Dates lived at address: _____ Reason for leaving: _____

Landlord/manager: _____ Landlord/manager's phone: _____

Previous Address: _____

Dates lived at address: _____ Reason for leaving: _____

Landlord/manager: _____ Landlord/manager's phone: _____

Employment History

Name and Address of Current Employer: _____

Phone: _____

Name of supervisor: _____ Supervisor's phone: _____

Dates employed at this job: _____ Position or title: _____

Name and Address of Previous Employer: _____

_____ Phone: _____

Name of supervisor: _____ Supervisor's phone: _____

Dates employed at this job: _____ Position or title: _____

Income

1. Your gross monthly employment income (before deductions): \$ _____

2. Average monthly amounts of other income (specify sources): \$ _____

TOTAL: \$ _____

Credit and Financial Information

Bank/Financial Accounts Account Number Bank/Institution Branch

Savings Account: _____

Checking Account: _____

Money Market or Similar Account: _____

Credit Accounts & Loans	Type of Account (Auto, Visa, Etc)	Account Number	Name of Creditor	Amount Owed	Monthly Payment
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Major Credit Card: _____

Major Credit Card: _____

Loan (car, student, mortgage, etc): _____

Other Major Obligation: _____

Have you ever: Filed for bankruptcy? [] yes [] no

Been sued? [] yes [] no

Been evicted? [] yes [] no

Been convicted of a crime? [] yes [] no

Explain any "yes" listed above: _____

Emergency Contact: _____ **Phone:** _____

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers, and personal references. This permission will survive the expiration of my tenancy.

Applicant Signature: _____ Date: _____

Name of household member who qualifies as poet: _____

1. Are you a published poet? YES NO

If "yes" list poem title(s), date(s), list publication and publisher(s): _____

2. Attach 5 of your most representative poems.

3. Have you taken coursework significantly related to the study, writing and/or teaching of poetry? YES NO

If "yes" list location, date, name of course and if it was degree related: _____

4. Have you led workshops or taught courses related to the study, writing and/or teaching of poetry? YES NO

If "yes" list title, subject, date and location. Attach sample syllabus if available: _____

5. What makes you qualified to teach poetry? _____

6. Have you produced events? If yes, please describe _____

7. If selected as a tenant, you will be required to work with the Cultural Arts Commission to provide poetry events in the community? Briefly describe the types of events you would develop and present in the community.

Additional space if needed:

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers, and personal references. This permission will survive the expiration of my tenancy.

Applicant Signature: _____ Date: _____

Consent to Background and Reference Check

I authorize the City of Pacific Grove to obtain information about me from my credit sources, current and previous landlords and employers, and references, to enable the City of Pacific Grove to evaluate my rental application. I authorize my credit sources, credit bureaus, current and previous landlords and employers, and references to disclose to the City of Pacific Grove information about me that is relevant to the City of Pacific Grove's decisions regarding my application and tenancy. This permission will survive the expiration of my tenancy.

Name

Address

Phone Number

Date

Signature