



CASA LOYOLA

A Private Catholic Residence for Single Women in Santa Barbara

19 E. Micheltorena Street, Santa Barbara CA 93101

Casa Loyola is a ministry of Our Lady of Sorrows Church, which oversees the management and tenancy of the residence. As a ministry of Our Lady of Sorrows, the parish offers rent-subsidized Catholic housing for single women who work or study within the greater Santa Barbara area. The residence is situated on the property of Notre Dame School, the parish school, and priority is given to those who work at a Catholic school or parish, however all interested parties of all faiths are encouraged to apply.

Casa Loyola is ideally located in the heart of downtown Santa Barbara, within walking distance to Our Lady of Sorrows Catholic Church and close to many of the beautiful amenities Santa Barbara offers: community parks, outdoor activities, shopping, the arts, beach and harbor.

Safe, secure and affordable, this former convent, with onsite chapel, provides each resident with private and shared living spaces and amenities: Casa Loyola offers:

- Private areas for each tenant:
 - An upstairs private bedroom, with vanity, approximately 10' x 12'
 - Furnished with a single bed frame, nightstand, reading lamp, chair and small desk, built-in bookcase
 - The closet has built-in drawers and shelving
- Common, shared living spaces and amenities:
 - Laundry, dining & living rooms, full kitchen privileges and nearby parking in the parish lot
 - Shared kitchen and refrigerator storage is assigned
 - Storage outside of the private bedroom is limited to shared and assigned closet space; garage space may be available with approval from the Property Manager.

Rent is \$650 (including utilities and Wi-Fi) per-month, per-room, with a month-to-month rental agreement (with a maximum of 24 months). While employed at Notre Dame School, Our Lady of Sorrows, other area Catholic schools, or as the Casa Loyola Property Manager, the 24-month maximum tenancy does not apply. One, two-bedroom suite with bathroom, if available, is \$1,030 per month. A security deposit of \$500 is required upon approval of residency. Standard lease provisions will apply. Pets are not allowed under any circumstances.

As this is a communal living residence, certain decorum of respectability and common courtesy are essential and required to ensure continued tenancy each month. These values are consistent with the Catholic faith and purpose of Our Lady of Sorrows parish to transform one another with the love and joy of Jesus through Mary. It is to this end that House Rules as Addendum to Lease No. 1 are in place and expected to be followed.

For more information and availability, please contact the Property Manager: casaloyola@olssb.org (Email subject line should read CASA LOYOLA APPLICATION).

Transforming others with the love and joy of Jesus through Mary.



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1. **Read and sign all documents in this application packet**, ensuring your daytime and evening phone numbers are included where you can be reached.

Please print boldly and clearly. All of the following documents are *required* to consider your application complete.

- a. **Landlord's Rental Qualifying Criteria** – Pages 3-4

- i. Ensure you meet the criteria before proceeding; include a copy of our photo ID

- b. **Application To Rent** – Pages 5-6

- c. **Authorization to Release Information** – Page 7

- d. **Referral Form** – Page 8

- i. From your current pastor or religious leader of your worship community, or
 - ii. Any Principal or Vice-Principal of a Catholic School

- e. **Addendum To Lease No. 1 House Rules** – Pages 9-14

- i. *This document is included as a sample only.* Please consider how the House Rules may impact your lifestyle before proceeding. Upholding and living by the House Rules ensures your month-to-month tenancy.

2. **Pay the credit report fee** (\$16.95) directly to Tenant Verification Services (TVS):
<https://www.tenantverification.com/>.

3. **Return completed application packet to:**

Casa Loyola Property Manager
19 E. Micheltoarena Street
Santa Barbara, CA 93101

NOTE: For information concerning neighborhood criminal activity you can contact the local police department or visit their website:
<http://www.santabarbaraca.gov/government/departments/police.html>



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Landlord's Rental Qualifying Criteria

Thank you for applying with Casa Loyola for your housing needs. We are committed to complying with all applicable laws, including Fair Housing laws, and prohibit discrimination based on color, race, religion, national origin or ancestry, physical or mental disability, medical conditions, sexual orientation, age, or any other consideration made unlawful by federal, state and local laws.

1. **REFERRAL REQUIREMENT:** To ensure that residents of Casa Loyola are in good standing with their faith community, all applicants shall be referred from either (1) your current parish pastor or religious leader of your worship community or (2) any Principal or Vice-Principal of a Catholic School. The referral form in this packet must be completed and submitted with the application.

2. **APPLICATION:** An application for residency must be completed and signed by everyone over 18 years of age. Omissions and false information may be grounds for application denial. A screening fee of \$16.95 is required for processing and reviewing applicant's credit report. Fee must be paid by the applicant at the time the applicant registers with Tenant Verification Services (TVS): <https://www.tenantverification.com/>.

3. **IDENTIFICATION:** A copy of your driver's license, Visa or Passport will be required. If you are not a US citizen, you must provide two forms of photo identification.

4. **RENTAL HISTORY:** Current and previous rental history must be verifiable. Any unpaid rental collections, evictions, property damage beyond normal wear and tear or illegal activity on premises shall be grounds for denial. Relatives are not acceptable forms of rental references.

5. **INCOME REQUIREMENT:** Applicants may be denied if income does not exceed two times the amount of the monthly rent. Unemployment compensation will not be considered income. If an applicant is self-employed, applicant must submit the most current 1099 and last two years' tax returns. Last three months' bank statements may also be required. Casa Loyola does not have Section 8 or assisted-living qualifications.

6. **CREDIT:** A credit check will be performed and used for approval. Applications may be rejected for unpaid collections or judgments without proof of an approved payment plan or more than two trade accounts 30 days late at the time of application.

7. **CRIMINAL HISTORY:** A criminal background check will be performed and used for approval for any applicants/occupants over the age of 18. Certain offenses are cause for automatic rejection.

8. **LIVESCAN FINGERPRINTING:** Live scan will be performed if applicant is approved for residency. A subsequent VIRTUS training will be required, per the Archdiocese of Los Angeles for all staff, volunteers, clergy, residents who access Archdiocesan property that may come in contact with children.



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Residential qualifying criteria are subject to change at the Owner's discretion and without notice.

Signing this acknowledgement indicates that you have had the opportunity to review the Landlord's Rental Qualifying Criteria. If you do not meet the selection criteria or provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.

I UNDERSTAND THAT ANY WILLFUL MISREPRESENTATION OF ANY INFORMATION CONNECTED WITH THIS APPLICATION IS CAUSE FOR IMMEDIATE TERMINATION OF OCCUPANCY. I ACCEPT FULL FINANCIAL RESPONSIBILITY FOR ALL COSTS INCURRED BY CASA LOYOLA RELATED TO TERMINATION OF OCCUPANCY INCLUDING COSTS FOR REMOVAL OF PERSONAL PROPERTY.

Applicant Signature

Date



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Application To Rent

(All sections must be completed)

Individual applications required from each occupant, minimum of 18 years of age

APPLYING FOR: 1 Bedroom Located at 19 E. Micheltorena Street, Santa Barbara, CA 93101 Rent: \$ _____ per month

Applicant was referred to Landlord by: _____ of _____
(Name of Pastor or authorized agent) (Parish/County)

Pastor/Agent Phone #: _____ Pastor/Agent Email: _____

How did you hear about the rental? _____ Expected Move-in date: _____

Name: _____ Phone: (____) _____
Last First Middle

Social Security #: _____ Driver's Lic/State: _____ Birthdate: _____

Email Address: _____

RENTAL HISTORY

Current Address: _____
Street Unit# City State Zip

How Long? From (Month/Year): _____ to: _____ Rent paid: _____

Owner/Manager: _____ Tel: _____ Reason for leaving: _____

Previous Address: _____
Street Unit # City State Zip

How Long? From (Month/Year): _____ to: _____ Rent paid: _____

Owner/Manager: _____ Tel: _____ Reason for leaving: _____

CURRENT EMPLOYMENT

Company Name: _____ Address: _____

Phone: _____ Occupation: _____ Monthly Salary: \$ _____

Name of Supervisor: _____ Dates of Employment: From: _____ to: _____

PREVIOUS EMPLOYMENT

Company Name: _____ Address: _____

Phone: _____ Occupation: _____ Monthly Salary: \$ _____

Name of Supervisor: _____ Dates of Employment: From: _____ to: _____

Describe other income Applicant would like considered : _____



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ADDITIONAL INFORMATION

- 1. Have you ever used any other names? ___ No ___ Yes
If yes, please list them: _____
2. Have you ever had any credit problems? ___ No ___ Yes
3. Have you ever been evicted or refused to pay rent? SEEMS DUPLICATE OF #5 ___ No ___ Yes
4. Have you ever had an unlawful detainer filed against you? ___ No ___ Yes
5. Have you ever been evicted for non-payment of rent or for any other reason? ___ No ___ Yes
6. Have you ever been evicted based on relationship or communication issues with the Landlord or other tenants? ___ No ___ Yes
7. Have you ever filed bankruptcy? ___ No ___ Yes
8. Have you ever been convicted of a felony? ___ No ___ Yes
9. Have you ever been arrested, charged for, or convicted of a crime other than minor traffic offenses? ___ No ___ Yes
If yes, please provide date and details: _____
10. Are you a registered or unregistered sex offender? ___ No ___ Yes
11. Will you be using any water-filled furniture in your residence? ___ No ___ Yes
12. Do you smoke? ___ No ___ Yes
13. Are you currently using, or have used in the past, any illegal drugs? ___ No ___ Yes
14. Are you a student? ___ No ___ Yes
If yes, which institution? _____ Expected Graduation Date: _____

EMERGENCY CONTACT

Name: _____ Address: _____
Relationship: _____ Phone: (____) _____

VEHICLES (Operable automobiles including Trucks, Vans, Motorcycles)

Year: _____ Make: _____ Model: _____ Color: _____ Lic# _____ State: _____

By signing this form below, applicant indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.

Applicant agrees that the landlord may charge an Application-Screening Fee to qualify him/her as a prospective tenant. Applicant acknowledges that the rental property for which application is made may not be presently available and may not be available in a reasonable time but will be available at a presently undetermined time in the future. Applicant agrees to pay the nonrefundable fee at this time and understands that any amount of the application-screening fee not used as provided shall be refunded to applicant(s).

Applicant represents that all the statements in his/her application to rent are true and correct and hereby authorizes verification of the items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant further authorizes Landlord to obtain a criminal background check related to Applicant.

Applicant _____ Date: _____

For Property Manager's Use Only

On date: _____, _____ (name/initials) notified [] Applicant [] _____
by [] phone [] e-mail [] fax [] in person that applicant was [] approved [] not approved. Reason for disapproval:



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Authorization to Release Information

I, _____ (applicant), have submitted an application to rent a room located at 19 E. Micheltorena Street, Santa Barbara, CA 93101.

The Landlord is:

Our Lady of Sorrows Church
21 E. Sola Street
Santa Barbara, CA 93101
(805) 963-1734 (phone) (805) 965-6461 (fax)
accounting@olssb.org

The Landlord's Representative is:

Casa Loyola Property Manager
19 E. Micheltorena Street
Santa Barbara, CA 93101
(805) 404-5426
casaloyola@olssb.org

I give my permission:

1. To my current and former employers to release any information about my employment history and income history to the above-named entity or entity's agent;
2. To my current and former landlords to release any information about my rental history to the above-named entity or entity's agent;
3. To my bank or other financial institutions, to provide verification of funds that I have on deposit to the above-named entity or entity's agent;
4. To the above-named entity or entity's agent, to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant Signature

Date



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Referral Form

In order to apply for residency at Casa Loyola, a private Catholic residence for single women and ministry of Our Lady of Sorrows Church, a referral must be received from one of the following:

__ Your current pastor or religious leader of your worship community

__ Any Principal or Vice-Principal of a Catholic School

Date of Referral: _____

Applicant Name: _____

Applicant Phone Number: _____

Referring Parish or Worship Community : _____

Number of years in Parish or Worship Community: _____

Name and Signature of Referring Pastor/Staff Member:

or

Name and Signature of Referring Principal/Vice Principal/School Administrator:

Referrer Phone Number: _____ Referrer E-Mail: _____

Comments: _____

Status of Referral: (To be used by Residence Manager Only)

Date Parish/School Referrer Contacted: _____

Comments: _____



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Addendum To The Lease No. 1: House Rules

Residential housing is an ever-changing environment based on facilities, economics and oversight to maintain the property. House Rules may be amended at any time to ensure the safety, well-being and enjoyment of all residents and guests.

Certain decorum of respectability and common courtesy are essential and expected at all times to ensure a safe housing experience and are required to secure your monthly rental agreement, with a maximum of 24 months. The House Rules are attached to the month-to-month rental agreement as an addendum and must be acknowledged and agreed upon.

Please initial each below confirming you have read and acknowledge each rule:

1. **_____ The Casa Loyola property resides on the Notre Dame School parcel and is owned by The Archdiocese of Los Angeles and overseen by Our Lady of Sorrows Church.**

For this reason, as children are present (both school students and children of third-party use groups) throughout the week during school and evening hours and weekends for events, sports and fundraisers, there is:

- a. _____ Very limited use of alcohol on the Casa Loyola property. A glass of wine or a drink with dinner is ok in the communal areas only. Drinking in excess is not allowed in any communal area or private rooms at any time. Alcohols is never allowed in private rooms, even for storage, at any time. If alcohol is seen in any room, each resident is required to report it immediately to the Property Manager. If residents want to party and drink excessively, they must do so somewhere else, off Casa Loyola property. Drinking on the front lawn or patio areas is not allowed at any time for any reason.
- b. _____ No use of illegal drugs of any kind at any time are allowed on the property for use or storage.
- c. _____ No smoking of any kind allowed at any time (cigarettes, vape or other legal or illegal substances, including prescriptions) on the property or 25 feet beyond its boundaries. All residents are required to agree and sign the separate Archdiocese of Los Angeles' Non-Smoking Policy.
- d. _____ Common sounds of schoolchildren, outdoor sports and events throughout the week, Monday through Sunday.
- e. _____ No use of the trash or recycle receptacles located on school property between the hours of 7am and 5pm Monday through Friday. Please respect the use of others on the school property after hours and on weekends.
- f. _____ School yard and grounds are not considered part of the Casa Loyola property for tenant use. Any use of Notre Dame School blacktop, picnic areas, fields, buildings or any area beyond the chain link fence gate enclosing the garden or back entry requires an Archdiocese Outside User Agreement with approval by the principal. Contact info@notredamesb.org for such inquiries.
- g. _____ Patio and garden areas are to be used as follows. The back garden area is for the exclusive use of Notre Dame School and is not to be used by Casa Loyola Residents for any purposes, including but not limited to hanging laundry on a clothesline for drying. The side lanai patio off the dining room is for the exclusive use of Casa Loyola Residents. Adding plants or other vegetation to the side lanai patio



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requires the prior written approval of the Property Manager.

2. ____ **Rent is due on the 1st of each month and past due on the 5th of each month.** Each tenant must pay rent promptly and directly to the Property Manager. Failure to pay rent in a timely manner will result in a \$25 late fee and may result in a 3-Day Pay or Quit Notice to vacate the premises.
3. ____ **Each resident is responsible for her behavior and actions toward other residents and the property to secure monthly tenancy.** Each resident is a representative of the Roman Catholic Church, the Archdiocese of Los Angeles and Our Lady of Sorrows Church. It is vital that each tenant:
 - a. ____ Acts, speaks and treats others in the spirit of service, humility, efficiency and good will.
 - b. ____ Functions as a servant-leader to fellow residents, guests/visitors, vendors, parishioners and public-at-large in order to reflect the welcoming approach that those who know of Our Lady of Sorrows hope for and expect.
 - c. ____ Conduct themselves according to the mission of the Church while at Casa Loyola and in their daily lives as representatives of the parish.
4. ____ **No pets are allowed** under any circumstances to consider the health needs of all residents, as well as maintain a quiet, peaceful living environment.
5. ____ **Observe quiet hours:** 10:00pm to 7:00am, 7 days a week (Monday-Sunday). Out of respect for all residents and guests and to provide a healthy, serene atmosphere, all tenants shall observe quiet hours (meaning no disruptive music, large groups in common areas, loud voices, or TV's, etc.) so other tenants can rest peacefully and adequately enjoy quiet time anywhere on the premises.
6. ____ **No dangerously** combustible materials, liquids, air conditioners, etc. are allowed on the property for personal or communal use or storage.
7. ____ **Violence, harassment, perceived liabilities and threats and other illegal activities** toward any residents, guests/visitors, vendors or other property renters will not be tolerated and may be cause for eviction.
8. ____ **Any tenant and or her guest(s) causing damage** to the house, yard or furnishings will be required to adequately repair the damage or be charged a fair market price to have the damage repaired; in addition, behavior of this nature could result in eviction. If it is a tenant's guest that causes the damage, the tenant shall be treated as if she caused the damage.
9. ____ **It is the tenant's responsibility to maintain the room and private vanity** in good, clean order. Because management is responsible for the overall sanitary conditions, pests, fire safety, etc., each room is subject to inspection with a five-day notice from the Property Manager. Do not paint, nail, stain, build or make any changes to the room unless pre-approved by the Property Manager.
10. ____ **Each resident's personal storage** is limited to the bedroom and assigned, shared hallway closets space on the second floor. Large suitcases (1-2 pieces) may be stored in the downstairs hall closet. Any use of other closets or storage must be approved by the Property Manager and must not interfere with any mechanical systems.



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11. ___ **No personal furnishings** of any kind are allowed inside the common areas of the house or garage, either as storage or for shared use by other residents. Casa Loyola is a fully furnished residence and any items or furnishings that do not fit within the allowed spaces must be stored offsite at the tenant's expense.
12. ___ **Bicycles.** Residents who choose to bring a bicycle must abide by the following guidelines:
 - a. All bicycles must be registered with the Property Manager as there is limited bicycle storage.
 - b. Bicycles must not be stored in the tenant's rooms.
 - c. Casa Loyola is not responsible for the theft of any bicycle, bike lock or related accessories.
13. ___ **Professional housekeeping services** are retained for general cleaning of the common areas once a week, excluding employee holidays. The housekeeper is an employee of Our Lady of Sorrows Church. Please do not impede the ability to clean in a timely manner. Since Casa Loyola is not staffed with 24-hour janitorial services, all common spaces, (other than your room), should be in the same or better condition when you leave them as when you came into them. While these areas may be cleaned regularly, they can become dirty quickly due to the amount of people that use them. You are responsible for removing your own trash and cleaning any messes you make. All trash must be discarded in proper trash receptacles, both inside and outside the residence after you use each common space.
 - a. ___ The housekeeper is a parish employee and is not available for hire by any resident for any projects. This is due to workers' compensation and insurance-related reasons. All residents are responsible for cleaning their own rooms and related personal housekeeping projects.
14. ___ **Recycle as much as possible.** Bins are provided in the kitchen pantry. Do not place plastic bags or Styrofoam in recycling bins. Empty bins when you see that they are full as it is each resident's responsibility to remove the trash when needed, per trash hours stated in 1e above.
15. ___ **To conserve water and energy**, the dishwasher should be used as often as possible and only run when full; wash only large loads of laundry; take minimal showers; shut off lights at night and when not using a room. Energy conservation is everyone's duty. As electric bills rise, this may impact the monthly rent.
16. ___ **The chapel** is available 24 hours for residents only. Visitors and resident guests may use the chapel only with approval of the Property Manager.
17. ___ **Guests/Visitors.** One of the primary goals of the house is to foster a welcoming and safe environment. To assist in accomplishing this goal, tenants and their guests are required to follow the guidelines:
 - a. ___ Guests are permitted if they do not constitute a problem for the other tenants.
 - b. ___ Each resident is responsible for her guests.
 - c. ___ Guests may stay overnight in one of the four guest rooms downstairs with prior approval of the Property Manager and only upon availability. Tenants are responsible for housekeeping of guest rooms used; including changing, washing (on sanitary laundry cycle), storing bedding and towels and bathroom clean up; leaving the rooms ready for the next guest.



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- d. ___ Overnight guests may not sleep in common spaces or individual rooms without prior approval of the Property Manager.
- e. ___ Under no circumstances may male guests stay in any upstairs rooms.
- f. ___ Visitors may not enter common areas without being escorted by the resident they are visiting.
- g. ___ No room keys will be issued or given to visitors/guests.
- h. ___ The cost for guest rooms:
- i. Religious pay no fee
 - ii. Family members pay no fee
 - iii. Friends and acquaintances pay \$25 per night per room
 - iv. All others will be charged \$75 per night, per room, unless other arrangements have been made with the Property Manager
 - v. Guests may not stay more than three consecutive nights within a given week without special permission
18. ___ **When the tenant vacates the room**, the Property Manager and the tenant will again inspect the room. The Property Manager will subtract from the security deposit any monies that are needed to repair the room based on actions of the tenant and return the balance to the tenant within 21 days from the final inspection. Typical “wear and tear” is excluded.
19. ___ **Health and Safety**. Tenants are not permitted on roofs, ledges, overhangs, balconies accessed through a window, or permitted to climb the exterior of buildings. Hanging or releasing antennae, flags, or other materials from the exterior of building is not permitted. Use of house windows for the purpose of entering or exiting the building is prohibited and subject to disciplinary action. Tenants may not prop open or enter residence through propped doors, as this jeopardizes the security of the building.
20. ___ **A tenant may not allow access for another person** unless she is the host for that person or specifically knows that the person is a current tenant of the building. Egress access must be safe and passable at all times, including corridors, stairwells, other common space and living space. In the event that a tenant's room needs to be accessed, for example: emergency maintenance, pest control, medical situations, and safety inspections, tenants may be required to remove excess items from their floor and furniture surfaces; 24-hour advance notification will be given whenever possible.
21. ___ **Always lock your room door** as you leave even if you will only be out of your room for a few minutes or will remain close by. Casa Loyola, Our Lady of Sorrows Church, Notre Dame School and Property Manager are not responsible for items lost or stolen from your room.
22. ___ **Always lock common residence entry doors and gates** you use to ensure the safety of others and their property, as well as Casa Loyola's property. Do not prop doors open to come and go and if you must do so, ask a friend or other resident to watch the entry while open. Casa Loyola, Our Lady of Sorrows Church, Notre Dame School and Property Manager are not responsible for items lost or stolen from common areas or grounds.
23. ___ **Each tenant shall comply with fire safety rules**. Tampering with fire extinguishers, smoke detectors, sprinklers, fire and emergency doors, and other fire safety equipment is not allowed and grounds to terminate your tenancy.



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24. ____ **Small appliances that draw a normal amount of electricity are permitted**, such as irons, hair dryers, curlers, flat irons, etc. Small coffee pots or hot water warmers are also allowed. Please use plug-in or battery-operated candles only in private bedrooms. Small refrigerators, microwave, portable heaters or portable A/C units are not permitted in the private bedrooms. **Unplug all small appliances** when not in use.
25. ____ **In order to maintain continued residency at Casa Loyola**, tenants must be able to care for themselves and their room. In the event the Property Manager determines that a tenant is unable to care for herself and/or their room, the Lease may be terminated and the tenant shall have to vacate the Property and find alternative appropriate living accommodations. Please note that failure to vacate under these circumstances could result in eviction.
26. ____ **In order to qualify for residency at Casa Loyola**, tenants must be Live Scan fingerprinted through the Archdiocese of Los Angeles (regardless of having been fingerprinted before with any other entity) within 90 days of the date of this lease. If fingerprinting is not available in the Santa Barbara area within this time frame, attending the weekly fingerprinting offered at the Archdiocesan Catholic Center in Los Angeles is required. This is a one-time requirement.
27. ____ **In order to maintain continued residency at Casa Loyola**, tenants must take a Virtus training class offered through the Archdiocese of Los Angeles' Safeguard The Children program within 90 days of the date of this lease. This is an ongoing requirement and recertification is required every four years.
28. ____ **Lockouts and Lost Keys.** Property Manager will not provide entry to a room for anyone other than a resident of that room, including parents, friends, guests, and/or other individuals. Exceptions may only be made in case of emergency as determined by the Property Manager. Tenants are responsible for their building and room keys.
29. ____ **Charges and fees:**
- a. Room Lockout - \$5.00
 - b. Labor for Core Replacement (Lock Change) - \$30.00, plus locksmith fees for on-site work
 - c. Room/Suite Door Key - Not Returned/Lost (Lock Core Change Needed) \$ 40.00, plus locksmith fees for on-site work
 - d. Room/Suite Door Lock - Damaged - Lock Replacement \$250.00, plus locksmith fees for on-site work
 - e. Duplicate Key - No Lock Change Required (Key Broken but Returned) \$ 10.00
 - f. Loaner Key \$5.00, if returned on time
 - g. Loaner Key Not Returned \$10.00
 - h. Alternative Access Key Replacement \$250.00, plus locksmith fees for on-site work
 - i. Room Change Fee \$100.00



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In signing this Addendum to The Lease No. 1: House Rules document, I am confirming that I possess no existing special medical or physical limitations that require assistance from others or would prevent me from living and participating in the communal living as described above. Should I experience any limitations due to unforeseen changes, I understand that Casa Loyola may not be the right residence for me, and I may be required to move out at any time. In the event of any conflict between this Addendum No. 1 and the Lease, the

I also confirm that I have read and agree to uphold all Lease Addendum: House Rules to secure my month-to-month rental agreement, which has a term of no more than 24 months. I am exempt from this term limit if I am a teacher/staff member at Notre Dame School or other local Catholic school or am the Casa Loyola Property Manager.

I understand that serving those who I reside with and treating them in a way that demonstrates patience, giving others the benefit of the doubt and positive conflict resolution to ensure a harmonious living environment is a critical aspect of securing my month-to-month rental agreement that can be revoked at any time for not upholding these House Rules and treating others with respect per the expectations provided herein.

Printed Full Name of Tenant _____

Tenant Signature _____ Date _____

Room # _____

Questions or concerns not covered above are subject to the approval of the Pastor of Our Lady of Sorrows and/or the Property Manager. Any pre-existing arrangements for exceptions to the items mentioned in this application packet, include Addendum to the Lease No 1: House Rules are null as of July 1, 2021, and must be re-assessed by the Pastor of Our Lady of Sorrows. Please submit your request to the Property Manager to coordinate the request.

Exceptions that might be considered "grandfathered" must be resubmitted with a copy of the original written agreement dated prior to July 1, 2021.