



Meta Housing Corporation

HAYWARD MISSION FAMILY APARTMENTS

Summary Table – DBO/AHO Restricted Units

Hayward Mission Family Apartments will have a total of 140 units, of which 25 will be restricted under the Density Bonus Ordinance (DBO) and eight will be restricted under the Affordable Housing Ordinance (AHO).

DBO requires that a total of 25 units be affordable for households making no more than 60 percent of area median income (AMI) as determined by the California Department of Housing and Community Development (HCD) annually. AHO requires that a total of four units be affordable for households making no more than 50 percent of AMI and four units be affordable for households making no more than 60 percent AMI as determined by HCD annually. Because AHO restrictions overlap with DBO, all eight AHO units will also be DBO units. (A total of eight units will be restricted under DBO/AHO; 17 units will be restricted under DBO). Four of the 25 restricted units at low income must be restricted to very low income to meet the requirements of the AHO as shown in the table below.

The remaining 114 affordable units will not be restricted; however, the developer anticipates the distribution of units at Tax Credit Allocation Committee (TCAC) AMI levels as detailed below.

HAYWARD MISSION FAMILY APARTMENTS						
Density Bonus Ordinance/Affordable Housing Ordinance Units						
Bedroom Size	Total Units	Estimated TCAC AMI Levels	Non-Restricted Affordable Units	Restricted Units		
				Affordable Housing Ordinance No. of Very Low Income Units (HCD 50% AMI Max.)	Affordable Housing Ordinance No. of Low Income Units (HCD 60% AMI Max.)	Density Bonus Ordinance No. of Low Income Units (HCD 60% AMI Max.)
1-BR	14	30%		2	1	14
1-BR	18	60%	18			
1-BR	11	70%	11			
2-BR	7	30%		1	2	7
2-BR	23	60%	23			
2-BR	24	70%	24			
3-BR	5	30%	1	1	1	4
3-BR	8	60%	8			
3-BR	29	70%	29			
2-BR MGR	1	100%	1			
Total:	140		115	4	4	25



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SEC. 10-17.510 - AFFORDABLE HOUSING PLAN

Unless the Applicant proposes to pay affordable housing in-lieu fees consistent with Section 10.17.400-415, an Applicant shall submit an Affordable Housing Plan (AHP) as part of the earliest application for a Residential Development Project. In accordance with the Permit Streamlining Act, the Planning Director shall determine whether the AHP is complete. At any time during the review process, the Planning Director may require from the Applicant additional information reasonably necessary to clarify and supplement the application or determining the consistency of the proposed AHP with the requirements of this Article.

A complete AHP shall include, at a minimum:

1. The location, structure (attached or detached), proposed tenure (for-sale or rental), and size of the proposed market-rate units and Affordable Units and the basis for calculating the number of Affordable Units provided;
 - a. Location: 29497, 29505, 29547 & 29553 Mission Blvd., Hayward California
 - b. Structure: Attached
 - c. Proposed tenure: Multi-family Rental
 - d. Residential size: 113,462 – Gross Building Area SF
 - e. Commercial size: 1,800 square feet of retail space and 2,600 feet of space for a proposed child care center.
 - f. Affordable units: The max density for the project is 121 dwelling units (DUs). Per the 2017 Affordable Housing Ordinance (Ordinance No. 17-20), a minimum of 6% of the max density shall be provided as on-site rental Affordable Units at Affordable Rent.

Affordable Housing Ordinance Compliance

Calculation: 121 DUs x 0.06 (6%) = 8 DUs (rounded up from 7.26 DUs)
 Includes: 4 DUs affordable to Very-Low Income Households (3%), plus
 4 DUs affordable to Lower-Income Households (3%)
 Result: **In compliance with Affordable Housing Ordinance**

2. A floor or site plan depicting the location of the Affordable Housing Units and a floor plan describing the size, in square footage, of the Affordable Housing Units;
 - a. Please refer to Sheet A1.5: Restricted Unit Plan, which shows each Restricted Unit and its location within the building footprint. Restricted Units will be disbursed evenly throughout the development by floor and bedroom size. AHO-Restricted Unit mix is as follows:
 - i. One-Bedroom Units: (3) - 544 Gross Square Feet
 - ii. Two-Bedroom Units: (3) - 805 Gross Square Feet
 - iii. Three-Bedroom Units: (2) – 1,051 Gross Square Feet



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Restricted Units			
Bedroom Size	Affordable Housing Ordinance No. of Very Low Income Units (HCD 50% AMI Max.)	Affordable Housing Ordinance No. of Low Income Units (HCD 60% AMI Max.)	Density Bonus Ordinance No. of Low Income Units (HCD 60% AMI Max.)
1-BR	2	1	14
2-BR	1	2	7
3-BR	1	1	4
Total:	4	4	25

3. The income levels to which each Affordable Housing Unit will be made affordable;
 - a. At a minimum, 6% (8 units) of the attached Dwelling Units in the project will be held as rental Affordable Units per the 2017 Affordable Housing Ordinance (Ordinance No. 17-20). Four (4) units shall be made available at Affordable Rent for “Very Low Income Households” who’s monthly rent shall not exceed fifty percent (50%) of Area Median Income multiplied by thirty percent (30%) and divided by twelve (12). Four (4) units shall be made available at Affordable Rent for “Low Income Households” whose monthly rent shall not exceed sixty percent (60%) of Area Median Income multiplied by thirty percent (30%) and divided by twelve (12).

4. For phased Residential Development Projects, a phasing plan that provides for the timely development of the number of Affordable Units proportionate to each proposed phase of development as required by this Article;
 - a. N/A: Not a phased project

5. A description of any incentives that are requested by the Applicant;
 - a. Per SEC. 10-17.700 DEVELOPMENT INCENTIVES the project requests the following incentives available:
 - i. Density Bonus – Application and Write up will be submitted.
 - ii. Expedited Processing – As available for Residential Development Projects with on-site Affordable Units, the project is requesting expedited processing of development approvals and permits in order to meet development milestones set forth by project financing requirements and start construction in a timely manner.
 - iii. Technical and Financial Assistance – As needed.

6. If off-site units, rental units, or other alternatives are proposed under Sections 10-17.225, 10-17.230, or 10-17.310, the information necessary to support the findings required for approval of such alternatives;



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- a. N/A: No off-site units are contemplated in the design
7. A marketing plan that describes how the Applicant will inform the public, and those within the appropriate income groups, of the availability of Affordable Housing Units; and
 - a. Please see attached Marketing Plan by WSH Management.
 8. A written statement demonstrating compliance with the requirements of Section 10-17.215 for on-site Affordable Units;
 - a. Affordable Units should be integrated with the project: Per the submitted unit plan, all units will be disbursed throughout the project and are of equal size and finishes to all units in the project.
 - b. Building Permits: All permits for the project are for one building, therefore, all affordable housing unit permits will be pulled at the same time as all non-affordable housing units.
 - c. Inspections: All affordable housing units must be constructed and complete prior to any inspections on the rest of the building. All units will be inspected at the same time as this project is not a phased building.
 9. Any other information reasonably requested by the Planning Director to assist with evaluation of the AHP under the standards of this Article.
 - a. The documents that will be used to assure that the units remain affordable for the desired term, such as resale and rental restrictions, deeds of trust, and rights of first refusal and other documents;
 - i. Per the 2017 Affordable Housing Ordinance (Ordinance No. 17-20), rent restrictions shall be assured in the form of a regulatory agreement recorded against the applicable property for perpetuity.
 - b. If you have any questions about the project please reach out to Ross Ferrera, Vice President of Meta Housing Corporation, at (310) 575-3543 x 130 or by email at rferrera@metahousing.com.



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SEC. 10-19.220 - DENSITY BONUS APPLICATION

In order to receive the concessions and/or incentives described in Section 10-19.200, the Applicant must submit to the City a Density Bonus Application (DBA) which will be treated as part of the development application. At any time during the review process, the Planning Director may require from the Applicant additional information reasonably necessary to clarify and supplement the application or determining the consistency of the proposed DBA with the requirements of this Article.

The DBA should include, but not be limited to, the following:

- a) A description of the Residential Development Project including the proposed total number of Affordable Housing Units, Senior Housing Units or Mobilehome Park Units;

The proposed Hayward Mission Family Apartments project will be the new construction of 140 one, two, and three-bedroom rental apartments. The project will consist of 43 one-bedroom units 55 two-bedroom units (includes 1 two-bedroom manager's unit) and 42 three-bedroom units. The max density for the project is 121 dwelling units. The project is requesting a density bonus increase of 16%, or 19 units, which is lower than the bonus cap of 35% and acceptable given the affordability breakdown of the unit mix, in exchange for 20% of units reserved for Low Income Households, or 25 units. The density bonus units will be made available at Affordable Rent for "Low Income Households" whose monthly rent shall not exceed sixty percent (60%) of Area Median Income multiplied by thirty percent (30%) and divided by twelve (12).

Density Bonus Ordinance Compliance (Defer to State law)

Option: 20% Low Income Units at 60% AMI for 35% Density Bonus plus two concessions

Calculation: Affordability 121 DUs x 0.20 (20%) = 25 DUs (rounded up from 24.2 DUs)
 Density 121 DUs x 0.35 (35%) = 42 DUs (rounded down from 42.3 DUs)
 121 DUs + 42 DUs = 163 DUs (maximum)

Proposal: 25 DUs affordable to Low Income Households (20% of units restricted at 60% AMI) in exchange for a 16-percent increase Density Bonus (19 units) plus two concessions

Fourteen (14) One Bedroom Units
 Seven (7) Two Bedroom Units
 Four (4) Three Bedroom Units

Result: **In compliance with Density Bonus Ordinance**



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The apartment building will be constructed to complement the neighborhood while providing a high-quality and safe environment for its residents. Along with generous common areas and open space courtyards readily available to its residents, the project will offer a flexible community space suited to be adaptable to unique community needs, as well as providing for both temporary and permanent collective programmed spaces. The option to include retail/commercial spaces that will create active storefront opportunities for the neighborhood will be addressed during the planning and entitlement process.

- b) The zoning and general plan designations and assessor's parcel number(s) of the project site;

Zoning Designation: S-T5: T5 Urban Center Zone - 35 To 55 Units/Net Acre

General Plan Designation: SMU: Sustainable Mixed Use

Assessor's Parcel Numbers: 078C-0438-013-06 / 078C-0438-014 / 078C-0438-015-02

- c) A vicinity map and preliminary site plan, drawn to scale, including building footprints, driveway and parking layout.

Vicinity map and preliminary site plan are included with our Architectural Package submission.

- d) A description of the concessions or incentives requested.

The project is requesting a 16% increase in density equivalent to 19 dwelling units, as well as two concessions:

1. Relief from providing the thoroughfare identified in the South Hayward BART/Mission Boulevard Form Based Code.
 - a. Per State Density Bonus Law the project may request a concession that results in an identifiable cost reduction. The construction of the thoroughfare over and above the current project design would add significant and identifiable costs to the project and is a City development standard. Per the Form Based Code, the thoroughfare is a 56'-0" wide road section including 34'-0" of asphalt paving, two 5'-0" wide concrete sidewalks and two planter strips, as well as additional C3 facilities to handle the storm water run-off. The added cost to the project of the 326'-0" long road section is a significant expense, approximately \$327,300.
 - b. The 56'-0" wide thoroughfare section identified in the Form Based Code would eliminate 0.19 acres of usable land from the project site. The loss of this much land would eliminate approximately 30 residential units, approximately 12-18 on-site resident parking spaces, and almost 5,000 sq. ft. of resident outdoor amenity space from the project.
 - c. Additional Site information related to the removal of the thoroughfare:



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- i. The thoroughfare proposed by the Form-Based Code along the western property line extends from Valle Vista to Industrial Parkway. This area has multiple owners and includes a mix of open and fully developed properties.
 - ii. The new SoHay project to the north eliminated this thoroughfare in order to create an unbroken pedestrian link through a new park that extends from Mission Blvd. to Dixon Street. This segment of the thoroughfare would have created a vehicular interruption to this community-wide amenity and therefore this stretch was eliminated during the planning process. Therefore the thoroughfare's northern connection to Valle Vista has been permanently eliminated.
 - iii. Parcels adjacent to the project site on both the north and south are already developed, therefore building a short segment just on this project site creates a road to no-where. The Union Hall to the north has been approached by numerous developers and they have consistently stated they have no interest in any development on their site. The parcels between this project site and Industrial Parkway are occupied by retail establishments.

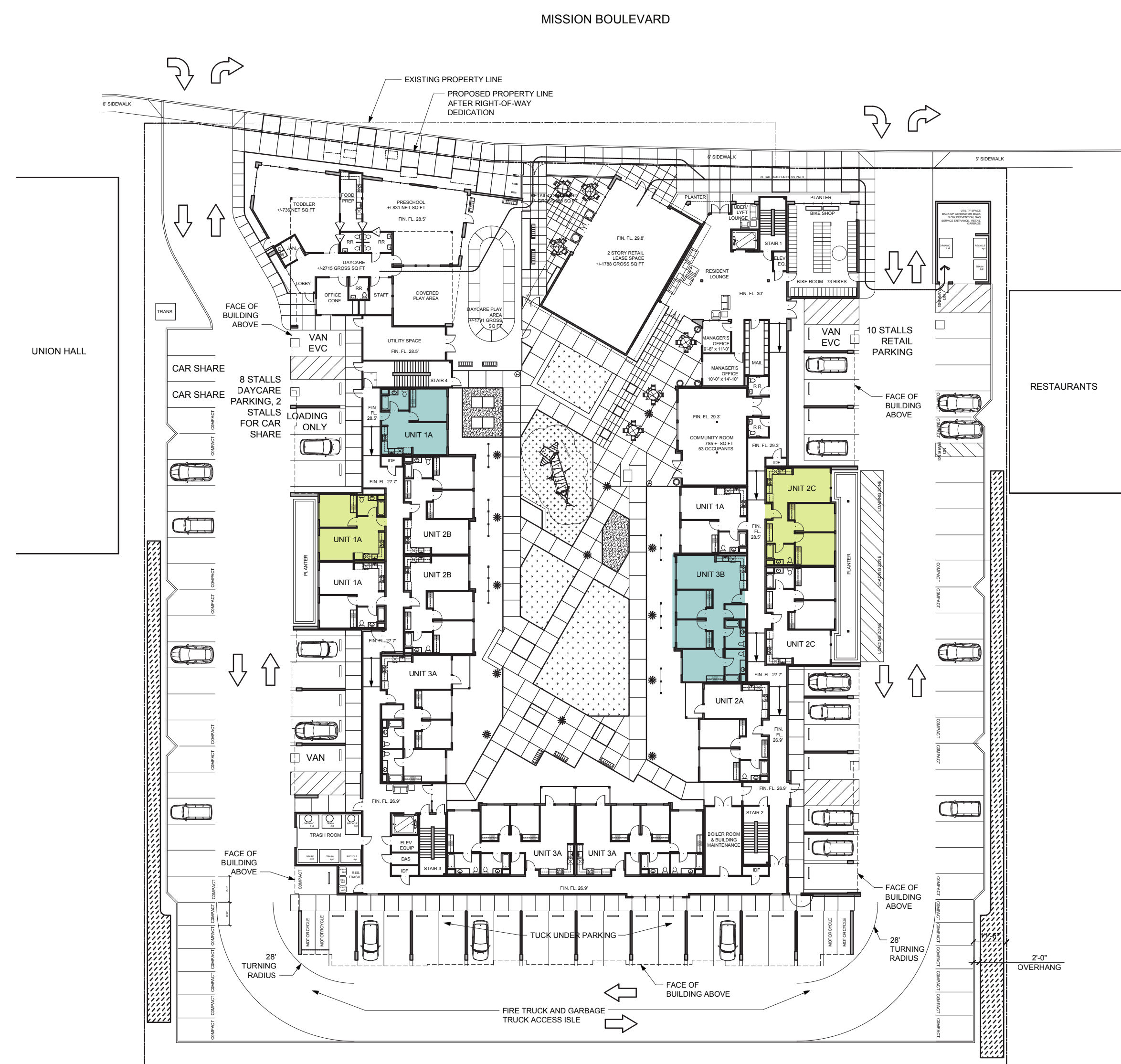
- 2. Relief from the outbuilding setback minimum of 3'-0" and maximum of 40'-0" from the rear property line.
 - a. Per State Density Bonus Law the project may request a reduction in site development standards or a modification of zoning code or architectural design requirements, such as a reduction in setback or minimum square footage requirements.
 - b. The outbuilding (trash enclosure) is strategically located coplanar with the primary building to establish the desired "street wall" effect along the Mission Boulevard frontage. It creates the perception of a 26'-0" wide opening, for the drive aisle, and provides screening of the parking areas from Mission Boulevard. This siting is consistent with the South Hayward BART/Mission Boulevard Form-Based Code for an accessory structure (utility and trash enclosure).
 - i. AS A NOTE: The site is roughly 325' deep. In order to provide fire and trash access, an access road is created around the perimeter of the building. In order to keep ground floor units facing the internal courtyard, tuck under parking is provided on the outer edge of the building, with the remainder of the parking around the perimeter of the drive aisle. This creates the larger side yard setback. However, the trash/utility enclosure located coplanar with the primary building along Mission acts as a street screen and helps to establish the desired "street wall". The perception from Mission will be of a 26' wide opening rather than a 51' setback.



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- e) If an additional incentive(s) is requested, the application should describe why the additional incentive(s) is necessary to provide the Affordable Housing Units.

No additional incentives are being requested at this time.



FIRST FLOOR PLAN
SCALE: 1/32" = 1' - 0"



SECOND FLOOR PLAN
SCALE: 1/32" = 1' - 0"

RESTRICTED UNITS:

25 OF 140 UNITS TO BE PROVIDED AS RESTRICTED

ONE BEDROOM UNITS -	14 UNITS
TWO BEDROOM UNITS -	7 UNITS
THREE BEDROOM UNITS -	4 UNITS
TOTAL:	25 UNITS

COLOR SIGNIFIES ANTICIPATED LOCATION OF UNITS (17) RESTRICTED UNDER ONLY DENSITY BONUS ORDINANCE (DBO)

COLOR SIGNIFIES ANTICIPATED LOCATION OF UNITS (8) RESTRICTED UNDER BOTH DENSITY BONUS ORDINANCE (DBO) & AFFORDABLE HOUSING ORDINANCE (AHO)



THIRD FLOOR PLAN
SCALE: 1/32" = 1' - 0"



FOURTH FLOOR PLAN
SCALE: 1/32" = 1' - 0"



FIFTH FLOOR PLAN
SCALE: 1/32" = 1' - 0"

RESTRICTED UNITS PLAN

Hayward Mission Apartments

Hayward, CA

Affordable and Permanent Supportive Housing

Marketing Plan

Submitted by:



June 2019

Hayward Mission Apartments
Hayward, CA
June 2019

Overview

Hayward Mission Apartments is a 140 unit, affordable apartment community developed for income qualified individuals or families.

Community & Apartment Features

Apartment Features:

- 1, 2, & 3 bedroom apartments
- Kitchens with full appliance package including electric range, and refrigerator
- Balcony or patio
- Window blind and carpeting
- Central a/c

Community Amenities include:

- Community Room
- Courtyard
- On-site Laundry room
- Pet Friendly* (deposit required)
- 100% Smoke Free
- Playground
- Controlled access
- Professional on-site management
- EngAGE service program

* Residents permitted one (1) pet that may not weight more than twenty (20) pounds. Pet must be neutered / spayed, and an additional deposit of \$300 is required.

Site Location & Surrounding Areas

Hayward Mission Apartments is located at 29497, 29505, 29547 & 29553 Mission Blvd.
Hayward, CA 94544

The primary market area consists of multifamily housing, office, retail, and commercial developments.

Marketing & Promotions Program

The marketing program will be focused on income-qualified households. Marketing of the project will include area social service agencies and outreach to groups least likely to know about this housing project so that prospective tenants within those groups feel welcome to apply.

To accomplish a successful lease-up of the community, the following marketing tools and programs will be utilized and implemented.

Advertising:

Anticipated Market Sources
Drive by traffic-“Coming Soon” Billboard, signage and banners
Community outreach
City of Hayward Website
Internet advertising, GoSection8, Apartments.com, etc.
Resident Referrals

Traffic Builders:

- “Coming Soon” Billboard
- The main monument I.D. sign at the entrance to the community
- First Mailer
- e-Blasts
- Second Mailer, if needed

Flyers: The initial flyer will be mailed to all persons on the interest list notifying them of construction status, anticipated move-in date and will include information regarding the applications process.

Resident Referrals: This can be a significant source of traffic for qualified residents. Resident referral flyers will be distributed to the residents and also referred to in the monthly newsletter to current residents.

East Bay Innovations (EBI): All referrals for the Section 811 PRA units will come directly from **East Bay Innovations (EBI)**.

Timeline for Marketing & Leasing

The marketing program described above is scheduled to kick off once construction begins. A property “Interest List” for the community will be maintained. The goal is to have 100% of the units “pre-leased” before the anticipated construction completion date and to reach 100% occupancy within 30 to 60 days after receiving the Certificate of Occupancy.

All persons added to the “Interest List” will be e-mailed letters describing features and amenities of the community and apartments, *WSH Management Resident Selection Criteria* (please go to the Appendix for sample) which show the requirements for renting an apartment, as well as rent and income limit information.

Plans & Procedures for Accepting Applications

1. Upon start of construction, names will be added to the “Interest List.” All persons added to the “Interest List” will be emailed or mailed an “Applicant Information Letter”. An application period will be established and applications must be submitted by the deadline. All applications must be returned via mail within 14 days of the respective mailing date (please go to the Appendix for sample).
2. The application period is to ensure that various ethnic, racial and language groups have sufficient time to learn about the availability of the project and complete the required preliminary application process. All persons that respond during this period and meet the following requirements will be accepted into the application process:
 - a) Complete application including verifiable income and asset information and at least five (5) years of housing or rental history. Incomplete, inaccurate or falsified information will be grounds for rejection.
 - b) Meet minimum and maximum income guidelines, household size requirements and be able to demonstrate ability to pay the rent.
3. Applications must be returned via mail within a 14-day time period.
4. Upon receipt, applications will be logged into a spreadsheet with date received, name, address, telephone and email address.
5. Applications will be reviewed for completeness and sorted giving preference as outlined in the Resident Selection Criteria (see Appendix A).
6. All eligible applications will be separated into groups according to preference score as outlined in the Resident Selection Criteria (see Appendix A).
7. Applications will then be entered into a randomized lottery to determine the order in which applicants are contacted and invited to continue the application process. To ensure fairness, the randomized lottery will be recorded.
8. If the number of applicants exceeds the number of available apartments, a waiting list will be established in the same order of preference as outlined above.
9. Those applicants on the waiting list will be notified that it is their responsibility to advise the office of any address changes and that if they cannot be contacted by mail, either for vacant units or in the course of a waiting list update, they will be dropped from the waiting list. All persons that submitted an application during the specified time period will receive a letter notifying them of their placement on the waiting list.

10. If the applicant meets the basic criteria, his/her name will be placed on the approved waiting list. When a vacancy occurs, the applicant will be called in to update the application.

Processing of Applications & Resident Selection Criteria

1. Selected applicants will be scheduled to come to the leasing office for the following:
 - a) Each adult occupant must complete an "Application to Rent".
 - b) Must provide two forms of government issued id, at least one must be a photo id.
 - c) Completion of all application forms, authorizations for verification of income/assets and the Arts Questionnaire. At least one member of the household must complete the Arts Questionnaire.
 - d) Payment of non-refundable Application Fee (\$20 per person)
2. Application Processing:
 - a) A credit report and criminal history report will be obtained for all applicants. Applicants will be given a score which will indicate if the applicant is approved or denied. Applicants may be denied based on the criminal history report only as allowed per California State Law. An Adverse Action Letter will be issued for any denials.
 - b) References from previous landlords will be acquired for each applicant who meets the initial criteria. If the landlord reference is negative, the applicant will be notified and given five (5) days in which to come to the leasing office and discuss the situation. If the applicant cannot adequately show that a negative landlord reference has been rectified, a rejection letter will be sent to the applicant showing reason for rejection. Negative references include failure to make timely rental payments within the last year, an unmet obligation owed to a previous landlord, or a judgment/eviction against an applicant by a current or previous landlord.
 - c) **Hayward Mission Apartments** is an affordable housing community therefore the income of every household member must be verified to determine LIHTC program eligibility. All regular sources of income, including income from assets must be verified. Verifications must be received prior to the Tenant Income Certification and the actual move-in. Once verifications are received the total household income is calculated to ensure that the household meets the minimum and maximum income guidelines. (Please see Appendix for a sample of the Rent Sheet.)
3. Upon completion of the application process a determination will be made by the Resident Manager and WSH Compliance Department to either approve or deny an application. Applicants that are denied will be notified in writing.
4. Approved Applicants will be contacted once their file is complete and approved (i.e. all income verifications are received; rental history verified, credit history, etc.). The applicant will then schedule an appointment to select their apartment by viewing the site plan. A "Holding Deposit Agreement" and payment of \$500 refundable Holding

Deposit is required when a unit is selected. Once the building is ready for occupancy the lease signing/move-in date will be scheduled.

On-Going Employee Training

Training Manuals: *WSH Management* Policies & Procedure manuals will be in place for standard operational procedures.

Training Sessions: *WSH Management* will offer a variety of classes throughout the year. Outside resources will be used for specific tax credit training and compliance and Fair Housing.

Appendix A- Resident Selection Criteria

Resident Selection Criteria

The following Resident Selection Criteria outlines the minimum requirements necessary to qualify for an apartment:

- Each adult occupant (18 years of age and older) must complete and submit a separate "Application to Rent".
- \$20.00 Non-refundable Application fee (per person).
- In order for the Application to be processed, it is required that the Applicant provide two forms of government issued identification, at least one of which must be a photographic identification.
- Occupancy requirements: Occupancy is limited to the household sizes listed below:

Unit Size	Household Size
1 Bedroom	1 to 3 persons
2 Bedroom	2 to 5 persons
3 Bedroom	4 to 7 persons

- Upon acceptance of your application and selection of an apartment, you must sign a Holding Deposit Agreement and pay a **\$500.00 Holding Deposit**. Upon move-in, the holding deposit will be applied toward a security deposit for the apartment. The holding deposit must be paid by personal check, money order or cashier's check only. Additional funds may be due prior to move in based on credit screening.
- Applicant's Consumer Report must be favorable. Favorable is defined as:
 - Income of at least 2 times the monthly rent (as outlined in the Rent & Income Limit chart above), with the exception of Section 8 & VASH voucher recipients. Voucher recipients must have income of at least 2 times their portion of the monthly rent.
 - No negative utility accounts within the past 6 months.
 - No more than 20% of total number of credit lines can be 60 days delinquent or longer.

- Must not have had any eviction judgments against him/her within the last five years.
- Must not have any negative Rental History. Negative Rental History is considered any of the following within the last two (2) years:
 - Two (2) or more late rental payments
 - Two (2) or more lease violations
 - Any damage to Rental Property
- Must not have more than two (2) bad checks on record within the last two (2) years.

- Applicant's Consumer Report that show the following will be Approved with Conditions:
 - No record of credit found, no credit trade lines or other credit issues
 - Between 20% to 40% of total credit lines showing 60 days delinquent
 - Discharged Chapter 7 bankruptcy
 - Discharged Chapter 13 bankruptcy
 - Public records for Child Support, Civil Judgments, foreclosures, garnishments, and tax liens with the exception of judgments for eviction
 - Two or less credit lines that are 90 to 120 days delinquent

- Applicant must not have been convicted for the manufacture or distribution of controlled substances, or violent crimes against other persons.

- All adult household members need to be present at the initial interview.

- Your sources of income must be legal and verifiable and total household income must not exceed the maximum allowable income limit under the Low Income Housing Tax Credit Program. Please see the Rent & Income Limit chart.

- If you are not currently receiving income on a regular basis, (for example Employment, Social Security, etc.) you must show proof of ownership of liquid assets equal to two times the rent for the term of the lease agreement. These assets must be verifiable and be in your name, or you must have an ownership right in the assets (for example a savings account, retirement account or trust for which you are the beneficiary).

- Applicants are financially responsible for any applicable fees that are associated with obtaining employment/income verifications that are necessary from 3rd parties, i.e. The Work Number. Typical costs associated with these services can range from \$3.00 to \$10.00 per verification.

- Student Eligibility: The applicable definition of student is a full-time student at an educational institution with regular facilities, other than a correspondence or night school, during at least five months of the calendar year for which application for housing has been made. Under Low Income Housing Tax Credit regulations, if a single applicant or all applicants are full-time students and not married, then that household is not eligible.

In order for a household of full-time students to be considered eligible, they must meet one of the following criteria:

- All members of the household are married and either file or are entitled to file a joint tax return
- The household consists of a single parent and his or her minor children, and both the parent and children are not a dependent of a third party.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKS, etc. Please note: SSA or SSI do not qualify)

- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) formerly known as the Job Training Partnership Act, or similar federal, state or local laws as defined by HUD 4350.3 REV-2.
 - The household consists of a tenant under the age of 24, who has exited the Foster Care system within the last 6 years.
-
- This apartment community is designated as “Smoke-Free” including individual apartments, common areas and all building grounds.
 - Any applicant, who purposefully falsifies, misrepresents or withholds any information related to program eligibility or submits inaccurate and/or incomplete information on the application will not be considered for housing. Furthermore, if such misrepresentation or omission is discovered after tenancy has begun, the tenancy may be terminated and further legal action taken.
 - All applicants are offered equal opportunity and are encouraged all to apply regardless of race, color, national origin, sex (gender), religion, disability, familial status, marital status, ancestry, sexual orientation, medical condition, age, source of income, gender/gender identity/gender expression, genetic information or any arbitrary reason.
 - Applicable laws prohibit discrimination in all housing programs on the basis of disability. This prohibition applies to all persons associated with the programs including applicants, vendors, tenants, employees and prospective employees. Please inform our office should you require a Reasonable Accommodation so we may engage in an interactive process with you to determine what reasonable accommodations can be made to provide you with equal access to housing.

Appendix B- Application Sample

APPLICATION TO RENT

(All sections must be completed)

Separate applications required from each occupant 18 years of age or older.

Resident Information						
Last Name		First Name		Middle Initial	Date of Birth	Age
1 st Government Issued ID#		2 nd Government Issued ID# (w/photo)		State	Home Phone # ()	Cell Phone # ()
1.	Present Address		City	State	Zip Code	Date In
	Owner/Manager Name		Owner/Manager Phone #	Current Rent \$ /mo.	Reason for moving out	
5 Year Residency History: Please list all other addresses you have resided at in the past 5 years. Use additional sheets if needed.						
2.	Previous Address (if within 5 years)		City	State	Zip Code	Date In
	Owner/Manager Name		Owner/Manager Phone #	Reason for moving out		
3.	Next previous Address		City	State	Zip Code	Date In
	Owner/Manager Name		Owner/Manager Phone #	Reason for moving out		
List all other proposed occupants in addition to yourself						
Last Name		First Name		Date of Birth	Age	Government Issued ID#
Last Name		First Name		Date of Birth	Age	Government Issued ID#

Employer/Income Information		
Employment Information (If Employed)		
Current occupation:		Employer name
How long with this employer?	Supervisor's Phone # ()	Employer address
Name of your supervisor		City, State, Zip
Other Income Information		
Source:		Amount: \$ per/ (check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Source:		Amount: \$ per/ (check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Source:		Amount: \$ per/ (check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Current gross income \$ per/ (check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Are you receiving Section 8 Rental Assistance from the Housing Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which Housing Authority?
Banking Information		
Bank Name	Branch	Checking Account Number
Bank Name	Branch	Savings Account Number

Automobile Information				
Automobile Make:	Model	Year	Color:	License Plate Number:
Automobile Make:	Model	Year	Color:	License Plate Number:

<p>Pet Information</p> <p>Do you have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:</p> <p>Note: Assistive animals for the disabled are not considered to be pets, but do require advance written approval of management.</p>	<p>Non-Smoking Acknowledgment</p> <p>I understand that this is a 100% non-smoking community and agree to comply with this policy. _____ (initials)</p>
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Accessible Units

Would you or anyone in your household benefit from the features of an accessible unit? (Please check one) Yes No
 If yes, type of unit needed? (Please check one) Mobility Hearing/ Visual
 If an accessible apartment is not available are you willing to lease an apartment that is not accessible? (Please check one)
 Yes No

Emergency Contact Information			
In Case of Emergency Contact	Address	Phone	Relationship


Increase in Household Size Policy

The IRS 8823 Guide stipulates that any addition of a new member(s) to an existing low-income household requires the income certification for the new member of the household, including third party verification. If the project is a 100% LIHTC project, then the new tenant's income is added to the income disclosed on the existing household's original income certification. 808A Street Apartments further stipulates that if the new household member is a current tenant's spouse, the unit must be certified as a new income-qualified household.

By **initialing** this I **agree** to the **Increase in Household Size Policy** outlined above. Initial _____

Please answer the following questions:	Yes	No
Have you ever been evicted or asked to move?		
Have you ever filed for bankruptcy?		
Have you ever been convicted of a felony?		
Have you ever been convicted of selling, distributing or manufacturing illegal drugs?		
If any question is answered "YES", please explain fully:		

PLEASE COMPLETE THE APPLICANT CONSENT ON THE NEXT PAGE

Applicant Consent:		
<p>Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report, now and in the future, as evidenced by signing below. Applicant expressly authorizes Landlord to contact all persons or firms named as references, former landlords and employers to verify the contents of this Application.</p> <p>In connection with my application for rental and/or employment, I understand that background inquires will be made on myself including consumer, criminal, driving and other reports. Employment records may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.</p> <p>I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.</p> <p>The undersigned makes application to rent housing accommodations designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including the requested deposits before occupancy. Falsification of information herein will result in automatic denial of application.</p> <p>Owner/Agent will require a payment of \$<u>20.00</u> per Applicant, which is to be used to screen Applicant with respect to credit history and other background information.</p> <p>The amount charged is itemized as follows:</p> <ol style="list-style-type: none"> 1. Actual cost of consumer report, unlawful detainer (eviction) search, and/or other screening reports \$<u>20.00</u> 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$<u>0</u> 3. Total fee charged (cannot exceed \$44.51 per applicant, which may be adjusted annually with the CPI as of 2013) \$<u>20.00</u> <p>The undersigned is applying to rent the premises designated as: _____.</p> <p>Apt. No. _____ Located at _____</p> <p>The rent for which is \$ _____ per month. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.</p>		
Applicant's Signature _____	Applicants Name Printed _____	Date _____
		

*****PLEASE REFER TO THE RENTAL SELECTION CRITERIA FOR ADDITIONAL INFORMATION*****

Appendix B- Rent Schedule

The following is an example of a Rent Schedules to be included in the application packet for any prospective residents.

Type	Unit/Sq. Ft.	# of Units	AMI Restrictions	Rent/Unit
1 Bed	500	14	30%	\$697.00
1 Bed	500	18	60%	\$1,395.00
1 Bed	500	11	70%	\$1,627.00
2 Bed	700	7	30%	\$837.00
2 Bed	700	23	60%	\$1,674.00
2 Bed	700	24	70%	\$1,953.00
3 Bed	900	5	30%	\$966.00
3 Bed	900	8	60%	\$1,933.00
3 Bed	900	29	70%	\$2,255.00
Mngr Units (2bd)	700	1	100%	\$2,614.00