

# Petaluma Avenue Homes

PLEASE READ CAREFULLY

Dear Applicant,

This brand new affordable co-housing rental community is located in Sebastopol, CA. There will be a mix of one-bedroom, two-bedroom, and three-bedroom apartments. The building is expected to be ready for occupancy between January and March of 2009. Before you begin this process, there are some important things you should know.

- Applications should be mailed to Petaluma Avenue Homes, P.O. Box 2007, Berkeley, CA 94702.
- Federal regulations require that Petaluma Avenue Homes annually certify each household's income and assets. Management must also regularly inspect apartments to ensure that they are suitable for occupancy.
- If your name comes up to be considered for housing a *non-refundable* fee of \$20.00 per adult will be required for us to obtain a report of your credit from a credit-reporting agency. Please do not include this fee with your application. You will be notified when it is required.
- After completed applications are received, they will be evaluated. **Only COMPLETE applications will be processed. Please do not use white out.**
- If your application is incomplete, you are over-income, or you are otherwise unqualified, we will reject your application. If your application is rejected, you will get a **written notice** and instructions on the appeal process.
- It is your responsibility to **tell us in writing** if your address and telephone number changes after you apply. If you do not, you will be taken off the list.
- Please call us at (510) 376-0422 if you have any questions or need help with filling out the application. Mail the completed application to:

Petaluma Avenue Homes  
P.O. Box 2007  
Berkeley, CA 94702

Attached is a list of frequently asked questions and our resident selection criteria.

We look forward to serving your housing needs.

Affordable Housing Associates



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## Frequently Asked Questions

### How will applicants be selected?

Applications received before the cut-off date of July 31, 2008 will be entered in a random lottery selection process. This means that the order in which applications are turned in to us **will not** influence their ranking, and every application turned in before the deadline will have an equal chance of being considered. Applications received after July 31 will still be processed and considered. While preference will be given to applicants that live or work in Sebastopol, applicants who live and work outside of the City of Sebastopol will also be considered for selection.

### How will I find out my status?

We will contact you in writing or by phone to inform you of your status as soon as we have an update for you. After the selection process, it may take us up to a month to process applications and contact you.

### How much is the rent for an apartment?

This property has a mix of units designated for people in different income brackets. Every year HUD (The Department of Housing and Urban Development) publishes each county's income ranges for very low, low, moderate, and high-income brackets. Our rents and income limits are based on HUD guidelines. Unlike many other subsidy programs, a tenant's rent is not strictly based on 30% of his/her income.

### What are co-housing principles?

The vision behind co-housing is to create and foster community relationships between neighbors while maintaining each resident's personal independence. Residents have the privacy of their individual units, while the design of the property promotes resident interaction and access to a wide variety of shared common spaces. These shared community spaces include attractive courtyards and open spaces, children's play areas, community garden space, a computer room, laundry facilities, greet room, and a shared kitchen. Interested residents can plan and contribute towards the kinds of social activities and events that they desire.

### Are pets allowed?

Yes, but not all pets. Only one pet is permitted per household. The pet must weigh less than 30 pounds. No aggressive or threatening animals are allowed. AHA staff will determine if a specific pet or breed is acceptable.

### Is there parking?

Yes, parking will be provided.

### I need a place to stay as soon as possible, is there any way that I can be placed immediately?

Affordable Housing Associates does not have any emergency housing facilities. We recommend that you contact The Housing Help-Link at (800) 273-6222 for emergency housing referrals and Eden I & R at (510) 537-2552.



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## Applicant Selection Criteria

1. **Credit History:** The basic pattern of past and present use of credit is taken into account. Lack of credit history does not mean negative or bad credit. A clearly negative history is not allowed. More than three slow payments, delinquent accounts, judgments, charge-offs, or repossessions will usually disqualify an applicant. An eviction within the last five years will disqualify an applicant. Please inform us if your credit has been damaged due to a disability, medical debt, or other special circumstances that we should consider.
2. **Rental History:** Applicants who have lived in a rental property should have a positive rental history of at least five (5) years. It must be verifiable with reference(s) that include verification(s) of timely rent payments, compliance with rules and regulations, and evidence of no evictions. Lack of rental history does not mean negative or bad rental history.
3. **Behavior and Conduct:** A history of behavior, which constitutes a direct threat to the health or safety of other individuals, will disqualify an applicant. Any applicant who has been convicted of drug-related crimes and/or violent criminal activity will not be accepted.
4. **Student Status:** As a tax credit housing program, Affordable Housing Associates cannot provide housing for households that are composed entirely of full-time students unless they meet one of the following exceptions because a member is:
  - a. Receiving assistance under Title IV of the Social Security Act (AFDC/ TANF/ CalWorks)
  - b. Enrolled in a job training program receiving assistance through the Job Training Participations Act (JTPA) or other similar program
  - c. Married and filing a joint tax return
  - d. A single parent with a dependant child or children that are not dependents of another individual
5. **Housekeeping and Care of Property:** An applicant must have positive references with regard to ability and willingness to maintain the apartment in a clean and sanitary manner and refrain from damaging the unit.
6. **Income Qualification:** Based on household size, the general income requirements, as determined and defined by the Department of Housing and Urban Development (HUD), to qualify for our housing is as follows:

<u>Household Size</u>	<u>Minimum Annual Income</u>	<u>Maximum Annual Income*</u>
One Person	\$10,488	\$32,700
Two Persons	\$10,488	\$37,320
Three Persons	\$10,488	\$42,000
Four Persons	\$12,600	\$46,680
Five Persons	\$12,600	\$50,400
Six Persons	\$14,544	\$54,120
Seven Persons	\$14,544	\$57,900

\* Income limits are subject to change.

