

Pauline Weaver Senior Apartments Frequently Asked Questions (FAQ)

PROJECT LOCATION:

47003 MISSION FALLS COURT, FREMONT, CA 94539

TEMPORARY LEASE-UP OFFICE*:

47102 MISSION FALLS COURT, STE 202, FREMONT, CA 94539

510-499-2491

*Temporary leasing office is located ACROSS THE STREET from the project site. Please **DO NOT** enter the project site. Only authorized construction personnel may enter the project site.

OVERVIEW:

1. Can you please provide an overview of Pauline Weaver Senior Apartments?

Pauline Weaver Senior Apartments is a brand new, 90-unit affordable rental apartment community in Fremont for senior households. The community is approximately one mile south of Warm Spring BART station and in close proximity to amenities on Warm Springs Blvd and Mission Blvd. The community has four floors, all with elevator access.

The Head-of-Household or spouse **must** be age 62 or older at the time of application.

The apartments will include seventy-four (74) resident one-bedroom apartments and fifteen (15) resident two-bedroom apartments. Of these Thirty (30) units are reserved for Project Based Voucher referrals through the Housing Authority of the County of Alameda (HACA).

All apartments are made affordable through funding from the City of Fremont, Housing Authority of the County of Alameda and the Low-Income Housing Tax Credit Program.

Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate Square Footage
One Bedroom / One Bathroom	74	700 square feet
Two Bedroom / One Bathroom	15	880 square Feet
One Manager's Unit*	1	
Unit Total	90	

**Manager's unit two-bedroom* apartment will be filled by an onsite staff member of the management company.



Eden Housing Management, Inc. does not discriminate based on race, color, creed, religion, sex, national origin, age, familial status, handicap, ancestry, medical condition, physical handicap, veteran status, sexual orientation, AIDS, AIDS related condition (ARC), mental disability, or any other arbitrary basis. TDD/TTY 1-800-735-2922



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2. When will the apartments be available?

Pauline Weaver Senior Apartments is anticipated to be completed in October 2018. Barring any construction delays, resident move ins are expected to begin in November 2018.

3. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- Combined Library & Technology Center with Computers
- Onsite Laundry Facilities
- Community Gardens & Courtyard with Seating & BBQ Area
- Bicycle Storage & Extra Tenant Storage
- Resident Services with a Dedicated Onsite Office
- Electric vehicle charging stations
- Unit Amenities:
 - Air Conditioning in unit & ceiling fans in all bedrooms
 - Electric cooktop stove and range

4. Will I get my own assigned parking space?

There will be approximately 86 parking spaces available for residents of Pauline Weaver Senior Apartments, including 4 ADA spaces. Parking is initially available on a first come, first served basis.

5. Who will manage the property?

Eden Housing Management, Inc. will manage the property. A full-time property manager will act as the primary management contact for the residents. An Eden Housing Management, Inc. property management staff member will live onsite.

6. Will Resident Services be provided?

Yes. Eden Housing Resident Services will provide resident support services for Pauline Weaver Senior Apartments. Services will include information and referrals to local community resources, one-on-one support to address individual needs, educational classes/presentations on site, community building programs, and programming for children. There will be a dedicated resident services office onsite.



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7. Are there age restrictions?

Yes. The Head-of-Household or Spouse must be **AGE 62 OR OLDER** at the time of application.

8. Are there restrictions on the family size that is authorized to live in a unit?

Yes. The following occupancy standards will apply to all apartments.

Number of Persons in Household		
Unit Size	Minimum	Maximum
1 Bedroom	1	3
2 Bedroom	2	5

9. Are there restrictions on household income in order to rent the apartments?

Yes. There are maximum annual income limits by household size. These limits are based on Area Median Income (AMI), effective as of April 1, 2018 for Alameda County, as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California.

INCOME LIMITS PER HOUSEHOLD SIZE

AMI	1 Person	2 Person	3 Person	4 Person	# of Units
30%	\$24,420	\$27,900	\$31,380	\$34,860	26
45%	\$36,630	\$41,850	\$47,070	\$52,290	17
50%	\$40,700	\$46,500	\$52,300	\$58,100	46

APPLICATION PROCESS:

10. When and where will rental application be available?

Applications are available for pick-up or printing online during specified dates and hours:

- **Online at www.edenhousing.org**
(Click on "Now Leasing") Starting at 10:00 AM, Monday, September 10, 2018 to Friday, September 28, 2018 at 4:00 PM



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- **Online at <https://fremont.gov/2329/Housing>**
City of Fremont website under “latest news” Starting at 10:00 AM, Monday, September 10, 2018 to Friday, September 28, 2018.
- **Pauline Weaver Senior Apartments temporary Leasing Office**
47102 Mission Court, Suite 202, Fremont, CA 94539

Hours and Dates: Office hours from 10:00 AM to 4:00 PM

- Monday, September 10, 2018 thru Friday, September 14, 2018;
- Monday, September 17, 2018 thru Saturday, September 22, 2018;
- Monday, September 24, 2018 thru Friday, September 28, 2018.

11. How should I submit my completed application?

Completed rental application will **ONLY be accepted in person** at the temporary leasing office during the hours and dates listed below:

- **Pauline Weaver Senior Apartments Temporary Leasing Office**
47102 Mission Court, Suite 202, Fremont, CA 94539
Hours and Dates: Office hours from 10:00 AM to 4:00 PM
 - Monday, September 10, 2018 thru Friday, September 14, 2018;
 - Monday, September 17, 2018 thru Saturday, September 22, 2018;
 - Monday, September 24, 2018 thru Friday, September 28, 2018.

Applications will **NOT** be accepted via mail or fax.

Applications will **NOT** be accepted after 4:00 PM on Friday, September 28, 2018

12. Does it make a difference if I return my application the first day?

No. A lottery will be conducted in early October, 2018 and will determine an applicant’s lottery list number. There is **NO** priority given to those who turn in an application on September 10th over an application submitted on September 28th.

13. Are there any application / lottery list preference?

There is a City of Fremont Live/Work Preference reserved for 43 units.



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Applicants that complete their application identifying working or living in the city of Fremont will be provided the Live/Work Preference in the lottery. In order to verify entitlement to this preference, the applicant must provide **AT TIME OF INTERVIEW** one of the following items showing their name and a Fremont address or the preference will be removed and application resorted:

- Lease agreement verifying residency;
- Copies of utility bills (electric, water, or gas);
- Tax return;
- Driver's license or California ID;
- Written verification from a referring outreach worker or social service agency regarding where the applicant has been residing. This verification should be on agency letterhead, signed and dated;
- A letter from an employer stating the past or anticipated starting date of employment, the position title and whether the position is full-time, part-time, temporary, contract or other, and the number of hours or expected hours of employment;
- Copies of check stubs;
- If employment is a contract position, provide a copy of the employment contract.

14. How will the preference be applied to the lottery?

The City of Fremont Live/Work preference described above will be applied according to the following:

All applications received during the initial intake period of September, 2018 will be entered into an Excel database, with a preference category corresponding to the Live/Work Preference as a sortable column.

A lottery program (macro) is run for the entire applicant pool, assigning a lottery number at random to each application.

The lottery list is then sorted, first by preference category and second by lottery number, so that all of the applications with a verified Live/Work Preference are filtered to the top.



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15. Will all applicants receive an interview letter?

No. Once the lottery has been conducted and sorted, applicant interview letters will be distributed, likely in mid-October 2018. Pauline Weaver Senior Apartments will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target. Applicant interviews will begin in mid to late October 2018.

16. How are applications processed and apartments assigned?

Applications will be processed, with interviews set up and third-party income verifications sent out in the order of their preference category and lottery number for the unit size and restricted income level that the household qualifies for. Pauline Weaver Senior Apartments will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target.

Once all third party verification forms are returned and the file is deemed complete and approved, a unit is assigned. Units are assigned based on the “first approved file,” regardless of lottery number.

Applicants not contacted will be placed on the waiting list upon completion of the lease-up at 100% occupancy. The waiting list will maintain the original preference category and lottery number order.

As units become vacant and turn over, applicants on the waiting list are contacted in order of preference, lottery number, and then household size and household income order to qualify for the specific unit size and income restriction level of the available unit.

17. What will I need to bring to my interview?

You will be asked to bring the following documents to your interview:

- Social Security Card or Resident Alien Card;
- California Driver’s License or Photo ID;
- Documentation for ALL Sources of Income including, but not limited to:
 - Employment (last 3 consecutive months of current paystubs-required – no gaps);
 - Social Security (most recent awarded in 2017 for 2018);
 - Supplemental Social Security (most current awarded and within 120 days of potential move in);



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- Veteran Administration Benefits, Pension / Retirement, including any income from deceased spouse or children (if paystubs are received, the last 3 consecutive months are required– no gaps or current proof of income dated within 120 days of interview);
- Child Support Judgment & proof of income (dated within 120 days of interview);

- Most current Complete Tax Returns, including all W-2 & 1099s, if filed;
- Checking account statements – All pages of last 6 months – no gaps;
- Savings account statements- All page of most recent or current month;
- Most current Statement received in 2018 for any other kind of assets such as, IRAs, 401(k) or (b) and any other form of Retirement Accounts;
- Life Insurance Policies (this does not include Term Life);
- Documentation for any other asset or source of income;
- For those individuals who are self-employed or earn cash wages, very specific regulations apply to verifying these types of income, as follows:
 - Self-Employed
 - Previous Year’s Form 1040 Tax Return and Schedule C
 - OR**
 - IRS Form 4506-T and one of the following:
 - Profit and Loss Statement
 - Statements from recurring clients
 - Cash Wages

If an applicant/tenant is claiming that they do not receive pay-stubs as they are paid in cash, the IRS has determined that those Individuals are considered “independent contractors” and as such should file a 1040 tax return. We will require a copy of the 1040 filing for the applicant/tenant and a third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

Additionally, if a household is claiming they do not file taxes on cash wages, we will require a completed IRS form 4506-T, received back from the IRS, to be in the file, verifying non-filing status **in addition to** the third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

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18. Will there be an application fee?

Yes. A \$35 non-refundable Application/Screening fee **PER ADULT HOUSEHOLD MEMBER** including a **LIVE IN CAREGIVER**, if applicable. Received by Money Order or Cashier check made out to Pauline Weaver Senior Apartments.

19. Is a lease required?

Yes. A one-year lease is required at initial move-in.

20. Is there a required security deposit and how much?

Yes. \$500 security deposit is due at time of move in.

21. What are the proposed rents for the apartments?

The following rent limits are effective as of April 1, 2018 for Alameda County as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California. The rent calculations listed are prior to utility allowance deductions.

Bedroom Size	Rent Range	Number of Apartments Available
1 BR	*\$654 - \$1,090	74
2 BR	*\$784 - \$1,307	15

***Rents listed above and examples below are based on LIHTC maximum rent, Households residing in Housing Authority of Alameda County (HACA) Project Based Voucher units will have their rent amount calculated by HACA), typically 30% of household's gross income.**

Rents for these apartments are set at the appropriate Low Income Housing Tax Credit program 30%, 45% and 50% levels by bedroom size. The amount a household pays in rent will be determined by household income and bedroom size.



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Examples below:

- A 1-person household that qualifies at the 30% AMI level will pay \$654 per month for a one-bedroom apartment. This household's income must be less than \$24,420 per year.
- A 2-person household that qualifies at the 50% AMI level will pay \$1,307 for a two-bedroom apartment. This household's income must be less than \$46,500 per year.

22. Can students apply?

Yes. However, very specific guidelines do exist as it relates to full-time students, as identified below:

Full-time Students (including K-12 and adult dependents) -

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

- Any member of the household is married and either files or is entitled to file a joint tax return.
- The household consists of a least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKs, etc. – Not SSA or SSI).
- 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.
- At least one member of the household is under age 24 and has exited the Foster Care system within the previous 6 years.

23. Is smoking allowed at the property?

Pauline Weaver Senior Apartments has been designated as a non-smoking property. No smoking will be allowed anywhere in the resident apartments, common areas, or anywhere on the exterior of the property.



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24. Will pets be allowed?

Yes. Pets will be allowed in accordance with Eden Housing Management, Inc.'s Pet Policy. Below are the basic guidelines included in this policy; however, this is not the policy in its entirety. A pet deposit of \$150 is required.

Only the following types and number of pets will be allowed:

- A. Dog
 - Maximum Number: One
 - Maximum Size: 25lbs

- B. Cat
 - Maximum Number: One (Domestic only)
 - Maximum size: N/A
 - Minimum age: 6 months

- C. Birds
 - Maximum number: Two

- D. Fish
 - Maximum Aquarium Size: 20 gallons

- E. Small Mammals
 - Gerbils, Hamsters, Rats, Guinea Pigs
 - Maximum number: Two

Notes: No rabbits are permitted. Only one breed of pet is allowed. For example, you may have one dog OR two birds, but not one dog plus two birds.

25. Who should I contact if I have any questions?

For general questions and questions about the application process please call the Management Agent at (510) 499-2491

