

Holt Family Apartments – 24 new 2 & 3 bedroom apartment homes



Apply today – Pre-Applications Accepted by mail only

Thank you for your interest in applying to live at Holt Family Apartments located at 1445 E. Holt Avenue in Pomona, California. Holt Family Apartments offer 24 affordable brand new apartments. Rents for the two, and three-bedroom apartments will be affordable to families earning 60% of Area Median Income or less. At Holt Family Apartments there are also twenty-five units for direct referrals from Tri-City Mental Health Services. Planned amenities include a landscaped courtyards, playground, half-court basketball, a community room and more. Holt Family Apartments is non-smoking property.

UNIT MIX INCLUDING RENTS & INCOME RESTRICTIONS (Subject to change):

2 Bedroom				2 Persons	3 Persons	4 Persons	5 Persons
No.	Unit	Tenant	Min.	Max.	Max.	Max.	Max.
<u>Units</u>	<u>Type</u>	<u>Rent</u>	<u>Income*</u>	<u>Income</u>	<u>Income</u>	<u>Income</u>	<u>Income</u>
5	50%	910	21,840	34,750	39,100	43,400	46,900

3 Bedroom				3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
No.	Unit	Tenant	Min.	Max.	Max.	Max.	Max.	Max.
<u>Units</u>	<u>Type</u>	<u>Rent</u>	<u>Income*</u>	<u>Income</u>	<u>Income</u>	<u>Income</u>	<u>Income</u>	<u>Income</u>
7	50%	1043	25,032	39,100	43,400	46,900	50,350	53,850
12	60%	1269	30,456	46,920	52,080	56,280	60,420	64,620

Affordable rents are income-restricted in accordance with the Low Income Housing Tax Credit (LIHTC) program and other regulatory agreements. Income limits and rental rates subject to change.

*There is no minimum income requirement for Section 8 Voucher holders.

All pre-applications must be received by May 10th, 2017 to be entered into a random drawing. Applications received after this date will be placed after the lottery in the order they are received.

As required by the Tax Credit Allocation Committee (TCAC), mobility/hearing/sight impaired households will have priority for units designed for the mobility impaired and units designed for the hearing/sight impaired.



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Telephone Device for the Deaf: (888) 877-5379 or California Relay Service (711)



HOW TO APPLY

Please complete, sign and mail the attached Pre-Application and Grounds for Denial to:

**Holt Family Apartments c/o The John Stewart Company
888 South Figueroa Street, Suite 700
Los Angeles, CA 90017**

- Incomplete pre-applications may be rejected.
- Please mail your pre-application & grounds for denial via **US Post Office mail only**. We will NOT accept pre-applications that are over-nighted, faxed, or hand delivered.
- Please take your time in accurately completing the pre-application and mail it as soon as possible.
- Each household may only submit one pre-application & grounds for denial. Duplicate household pre-applications will not be considered.

Households comprised of ALL full-time students members do not qualify unless exempted by Section 42 of the Internal Revenue Code.

Our complete Resident Selection Criteria is available at the Rental Office upon request.

HOLT FAMILY APARTMENTS APPLICATION PROCESS

Submit a Pre-Application

You will need to submit the completed pre-application & grounds for denial (1 per household), and mail to the address provided in our cover letter. All applications received by May 10th, 2017 will be entered into a random drawing. Applications received after this date will be placed after the lottery in the order they are received.

After we review your information, and if you appear to qualify for the next stage of processing, a leasing associate will schedule an appointment with you to go through the additional paperwork required. Credit checks, criminal background screening, landlord references, and income and asset verifications will be required for all applicants. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. Please remember, although application are processed in the order of the waiting list, apartments will be offered on a First-Qualified, First-Offered basis.

Interview

At your scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Checklist below. We will confirm the information supplied on your application, and answer any concerns you may have. This interview normally takes approximately 45 minutes. All persons who will be living in the apartment, irrespective of their age, must participate in this interview. Your leasing associate must verify credit, criminal background check, rental history, and all sources of income and assets. Your patience and cooperation is appreciated.

Apartment Offer

When all documents have been received, verified and approved, qualified applicants will be invited back to view the apartment that has been selected for them. Remember, you will only receive one offer of an apartment. If you decline that apartment, you will be considered to have withdrawn your application.

12 Month Lease Term

Leases will be for a minimum term of one year.

Pets

Residents may not keep any type of pet on the premises, with the exception of those persons with disabilities requiring service animals, or as otherwise required by law.

Parking

There are a limited number of resident spaces at Holt Family Apartments. Parking is restricted to cars owned by residents of Holt Family Apartments. All cars must be registered in the name of the resident; and residents must provide proof of current auto insurance and must provide a valid driver's license. All cars must be for personal use only, be in working order,



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and be maintained in a safe condition at all times. Vehicles not in compliance will be towed at the owner's expense. No exceptions. Accessible spaces are available.

What if I need changes in the way I communicate with you as a result of a disability?

If as a result of a disability you need changes in the way we communicate with you, please contact us by calling The John Stewart Company at (213) 787-2752.

INTERVIEW CHECKLIST

****DO NOT SUBMIT THIS INFORMATION WITH YOUR PRE-APPLICATION. THIS IS ONLY REQUIRED AT THE TIME OF INTERVIEW.****

If you choose to apply and we contact you for an interview, you will be required to provide the following information :

For household members 18 and older:

- **Valid state or national picture ID (i.e. Driver's License, Passport, etc).**
- **Employment:** Copies of the first pay-stub for the current calendar year and the most current 3 months of consecutive pay-stubs (7 stubs if paid bi-weekly; 6 stubs if paid semi-monthly; 13 stubs if paid weekly) or equivalent proof of other income. A copy of the most recent IRS tax return is required for cash paid employment.
- **Unemployment Insurance:** Printout of statement or copy of last letter showing current monthly benefit.
- **Self-Employment:** Copy of last year IRS Tax Return including Schedule C and list of current or most recent clients.
- **GA/AFDC/TANF:** Printout of benefits paid in last 12 months or last Notice of Action letter (dated within 120 days)
- **Pensions & Annuities:** Copy of the most current statement
- **Real Estate:** Copy of the most recent mortgage statement, & other relevant owner information.
- **Student:** Name and Address of school & copy of the unofficial class transcript.

For all household members of any age:

- **Social Security Cards (for all members) and Birth Certificates (for minors only)**
- **SSI or SSA/Disability:** Printout of the benefit letter (the date on the letter needs to be within 120 days prior to move in).
- **Bank accounts and Assets:** Copies of the 2 most recent bank statements for checking accounts; 2 most recent bank statements for savings account. (For electronic paycards: printout or receipt with current balance and copy of the paycard)
- **Child Support/Alimony:** Current notice from D.A. Office, a court order or a letter from the provider with copies of last 2 checks.
- **Financial Assistance:** This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills). We will require a notarized written letter from the person providing assistance stating the amount and length of assistance, and bank/asset statements showing funds equaling 18 times the monthly assistance.
- **Other:** Documentation for regular pay as a member of the Armed Forces, severance payments, settlements, lottery winnings or inheritances, death benefits or life insurance dividends, trust benefits, or any other source of income not listed.

For up to date information, call (909) 295-5587 or visit us at www.cbhousing.org/holt-leasing



Holt Family Apartments

Pre-Application for 2 and 3 bedroom apartments

NOTE: You must complete all information for your pre-application to be considered. Please print clearly and use blue or black ink only. A more detailed application will need to be completed at the time of interview.

First Name (Head of Household)	MI	Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name

Social Security Number	Telephone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address	Apt. Number
<input type="text"/>	<input type="text"/>

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please consider completing this OPTIONAL Section.	
Do you require special unit design features? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes: <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Mobility impairment
Race (OPTIONAL): <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Other <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	Ethnicity (OPTIONAL): Hispanic: <input type="checkbox"/> Yes <input type="checkbox"/> No

- How did you hear about us? (Agency, newspaper, banner, etc.): _____
- How many people will live in your home? Please include yourself: _____
- Total household **gross monthly** income from all sources (before any deductions).
Your estimate \$ _____
- Total household **gross annual** income from all sources (before any deductions).
Your estimate \$ _____
- Do you currently possess a Section 8 voucher or certificate?..... Yes No
- Are all household members full-time students?(K-12 are considered full time)..... Yes No
- Do you require special accommodations? (i.e. Live-In Care Attendant, etc.)..... Yes No
 If you need special accommodations please explain: _____
A person with a disability may request a reasonable accommodation (a reasonable change in policies), a reasonable structural modification, an accessible unit or the provision of auxiliary aids and services, in order to have equal access to a housing program. If you or anyone in your household has a disability, and because of that disability requires a specific accommodation, modification or auxiliary aids or services to fully use our housing services, please contact our staff for a reasonable accommodation form.
- Do you have a pet? (Not referring to companion or service animal)..... Yes No

PLEASE COMPLETE NEXT PAGE

This housing is offered without regard to race, color, national origin, sex, religion, ancestry, genetic information, source of income, age, marital status, familial status, sexual orientation or preference, gender identity, or disability, or any other basis prohibited by law.



I understand that all of these answers will be verified. I certify that the above statements are true and correct. I understand that false statements or misinformation is punishable under federal law and cause for immediate denial of housing.

Head of Household Signature: _____ **Date:** _____

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- Please take your time in accurately completing the pre-application, which must be received by May 10th, 2017 to enter the lottery. All applications received after this date will be placed after the lottery in the order they are received.
- Each household may only submit one pre-application & grounds for denial. Duplicate household pre-applications will not be considered.

Households comprised of ALL full-time students members do not qualify unless exempted by Section 42 of the Internal Revenue Code.

Our complete Resident Selection Criteria is available at the Rental Office upon request.

This housing is offered without regard to race, color, national origin, sex, religion, ancestry, genetic information, source of income, age, marital status, familial status, sexual orientation or preference, gender identity, or disability, or any other basis prohibited by law.



GROUNDS FOR DENIAL OF RENTAL APPLICATION

We welcome your application to rent an apartment at Holt Family Apartments. It is the responsibility of each applicant to provide any and all information required to determine eligibility. **Persons with Disabilities may be entitled to reasonable accommodations.** Applicants will be made aware of their right to reasonable accommodation in cases where disability status is a contributing factor to poor credit or evictions. The following lists the reasons why we might deny your application.

(1) Credit (An exception for extraordinary medical expenses may be permitted.)

- a) Total unmet credit problems (including governmental tax liens) in excess of \$5,000.
- b) A bankruptcy (within the last three years).
- c) A total of five (5) unmet credit problems of any value.

(2) Rental History

- a) A judgment against an applicant obtained by the current or previous landlord.
- b) An unmet obligation owed to a previous landlord.
- c) The applicant must have made timely payments of the last year's rental payments.

(3) Personal History

- a) A history of violence or abuse, (physical or verbal), in which the applicant was determined to be the antagonist.
- b) Current abuse of alcohol or use of illegal drugs. Use shall constitute abuse for illegal drugs (unless required by doctor's verification).

(4) Criminal Background Check

- a) If the applicant or any adult household member is subject to any state's sex offender lifetime registration requirement.
- b) Felony conviction
- c) An established pattern of criminal activity
- d) The manufacturing, selling or possession of any drugs or illegal substances, or established pattern of manufacturing, selling or possession of any drugs or illegal substances.
- e) Physical violence to persons or property, violent criminal activity, sexual abuse, illegal weapons possession, any form of assault, breaking and entering, burglary or drug related criminal activity, or any act that would threaten the health, safety or right to peaceful enjoyment by other residents, or employees and contractors who work with the community.

(5) Annual Income/Occupancy standard/other program regulations

- a) Annual Income (including assets) not within the established restrictions for the property.
- b) Household size must meet the established occupancy standard for the property.
- c) Applicant must meet all program regulated eligibility requirements.

(6) Documentation

Each potential occupant must provide all documentation required by the selection process. If an applicant does not show up for an interview, or provide at a minimum the following documentation it is grounds for denying your application:

- a) Completed and signed application, release of information, grounds for denial, and application fee (if required).
- b) Landlord references covering the last two years of residency. *Please note: Applicants who have not held a rental agreement for a minimum period of twelve months within the last five years, will be required to provide references from a person not related to the applicant who has known the applicant for at least five years.*
- c) Appropriate proof of all income sources and assets.
- d) Any other documents required to determine eligibility, including an acceptable home visit.

(7) Offer of an Apartment

Applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant.

I HAVE READ AND UNDERSTOOD THE FOREGOING AND FIND THEM TO BE REASONABLE REASONS MY RENTAL APPLICATION CAN BE DENIED. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ATTACHED HOUSING AND INCOME STATEMENTS ARE TRUE AND CORRECT.

Print Name (Head of Household)

Signature

Date

Print Name (Adult Applicant # 2)

Signature

Date

Print Name (Adult Applicant # 3)

Signature

Date

Print Name (Adult Applicant # 4)

Signature

Date

Print Name (Adult Applicant # 5)

Signature

Date

