



**ALTA
HOUSING**
MANAGEMENT
& SERVICES

Alma Place

753 Alma Street
Palo Alto, CA 94301

Tel. (650) 473-9195 altahousing.org
Fax. (650) 473-9495

IMPORTANT

PLEASE READ THIS LETTER BEFORE COMPLETING & SUBMITTING YOUR APPLICATION

Dear Applicant:

We are pleased to inform you that Alma Place is re-opening the wait list for SRO (single room occupancy) apartments. Applications are available Monday to Friday from 9:30 AM to 4:00 PM at 753 Alma Street, Palo Alto, CA 94301 or may be downloaded at www.altahousing.org –Find Housing/Alma Place. Attached are the following documents containing relevant information regarding the property:

1. **Rental Housing Application** – MUST be completely filled out and signed by all adult household members & returned in person, or by mail to the Management office located at 753 Alma Street, Palo Alto, CA 94301. You may also **fax your applications to 650-473- 9495 or email to almaplace@altahousing.org**.
2. **Supplement & Optional Contact Information** – Please read, complete, sign and return with your application.
3. **Resident Selection Criteria** – Please read. **MUST be signed and dated by all adult household members & returned along with your application.**
4. **List of Documents** – This is a list of documents which, if applicable to your household, will be required **when you are contacted for an interview**. Please keep this for your records.
5. **Flyer** – This contains general information regarding the property. Please keep this with your records.

Note: a) Completed applications will be date stamped upon receipt. Incomplete applications or paperwork, including missing signatures, may be denied
b) In order for your application to be placed on the waiting list, **items 1, 2, & 3 above MUST be completed, signed, and received at the Alma Place Management Office, 753 Alma Street, Palo Alto, CA 94301. We are now accepting faxed or emailed applications.**

As your name reaches the top of the waiting list, we will contact you for an interview and ask that you submit all applicable documents and sign relevant verification forms. Applicants will be allowed one opportunity to decline to come in for an interview or decline an offer of a unit and retain their place on the waiting list. Applicants who decline to come in for an interview or decline an offer of a unit for the second time will be removed from the list and could reapply when the waiting list is re-opened.

Thank you for your interest in Alma Place.

Sincerely,

Management Team
Alma Place



AFFORDABLE HOUSING WAITING LIST OPEN

ALMA PLACE

753 Alma Street, Palo Alto

**107 Affordable Single Room Occupancy Units
Regulated by the Tax Credit Program**

- ✓ Single Room Occupancy (studio) units
- ✓ Average unit size is 238 square feet
- ✓ On-site parking garage and locked bicycle storage
- ✓ Conveniently located in downtown Palo Alto
- ✓ Attractive lobby at street level
- ✓ Entertainment room with kitchen and outdoor deck
- ✓ Library and reading room with computers
- ✓ Laundry room
- ✓ All units equipped with microwave, compact refrigerator and a private bathroom.
- ✓ Six units are wheelchair accessible



Preference will be given to applicants who live or work in the City of Palo Alto
See Resident Selection Criteria for additional details.

- Application packets available to be picked up Monday to Friday, 9:30 AM to 4:00 PM at 753 Alma Street, Palo Alto, CA 94301 or may be downloaded from the website at www.altahousing.org -Find Housing/Alma Place.
- **Completed applications must be submitted in person, by mail, fax, or email.**
- Applications will be date- and time-stamped upon receipt of completed applications. Incomplete applications will not be accepted.
- Income guidelines, family size, and resident selection criteria will determine eligibility and unit size.

Rental Rates and Income Limits

Rent:	\$1,106
Household Size	Maximum Income
1	44,240



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RENTAL HOUSING WAITING LIST APPLICATION

Applicant's Name: _____

Residence Address: _____

Email Address: _____

Mailing Address (if different from above): _____

Telephone Numbers (daytime) _____ (evening) _____

The household size qualifies for the following size unit: (See Household Size)

SRO ____ (1 person) Studio ____ (1-2 persons) 1BR (1-3 persons) ____ 2 BR (2-5 persons)

3 BR (3-7 persons)

FAMILY COMPOSITION

List yourself as the applicant and first family member. Use a separate line for each member.

#	Name	Relationship	Social Security #	Birth Date	Age	Sex
1		Head of Family				
2						
3						

Please check all of the following statements that apply to your household:

At least one member of the household works in the City of Palo Alto at the following work site.

The household has a member who uses a wheelchair. This household is comprised of a single, disabled person.

There is a pet in the household. (Describe) _____

How did you hear about this property: Advertisement _____ Agency Flyer _____

Flyer at PAH Property _____ PAH Website Other _____

HOUSEHOLD GROSS INCOME (all household members 18 or over):

#	Name of Income Source	Annual Gross Income
	Total Annual Gross Household Income	

Emergency Contact:

Name: _____ **Phone:** _____ **Email:** _____

Applicant's Certification

I certify that all the information in this application is true and complete to the best of my knowledge.

Applicant's Signature _____ Date _____

Co-Applicant Signature _____ Date: _____



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SUPPLEMENTAL AND OPTIONAL CONTACT INFORMATION HOUSING APPLICANTS/TENANTS

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant/Tenant Name:											
Mailing Address:											
Telephone No:	Cell Phone No:										
Name of Additional Contact Person or Organization:											
Address:											
Telephone No:	Cell Phone No:										
E-Mail Address (if applicable):											
Relationship to Applicant:											
Reason for Contact: (Check all that apply) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Emergency</td> <td><input type="checkbox"/> Assist with Recertification Process</td> </tr> <tr> <td><input type="checkbox"/> Unable to contact you</td> <td><input type="checkbox"/> Change in lease terms</td> </tr> <tr> <td><input type="checkbox"/> Termination of rental assistance</td> <td><input type="checkbox"/> Change in house rules</td> </tr> <tr> <td><input type="checkbox"/> Eviction from unit</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Late payment of rent</td> <td></td> </tr> </table>		<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process	<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms	<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules	<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Late payment of rent	
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<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____										
<input type="checkbox"/> Late payment of rent											
Commitment of Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.											
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.											

Check this box if you choose not to provide the contact information.

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Signature of Applicant

Date



RESIDENT SELECTION CRITERIA (Non-Subsidized Property)

FAIR HOUSING – PAHC Management & Services Corporation (PAHC MSC) will not discriminate against any person or persons on any basis prohibited by law, including, but not limited to race, color, religion, national origin, ancestry, sex, disability, source of income, sexual orientation, age or familial status.

INCOME ELIGIBILITY – **Maximum** income limits are determined by the Regulatory Agreement. In general, maximum gross household income, upon initial occupancy, may not exceed 60% of the area median income (“Low”), as published annually by HUD. See property information for property specific income limits. In order to establish an applicant’s ability to pay rent, While some exceptions may apply, minimum Income limits are determined by PAHC MSC and set at 2.5 times the rent of the unit for which the prospective resident is being considered.

FULL-TIME STUDENT RULE – TAX CREDIT PROGRAM - Full-time students are ineligible unless one of the following exceptions apply:

- ◆ Married and filing a joint tax return
- ◆ Single parent with dependent children
- ◆ Currently receiving AFDC
- ◆ Household not entirely comprised of full-time students
- ◆ Currently undergoing a job training program like the JTPA

LOCAL PREFERENCE – Potential residents who live or work in the City of Palo Alto or have been notified that they have been hired to work at a work site in the City of Palo Alto has a preference for available units. To qualify, one must live at a specific address (a post office box is not considered), or at least one adult household member must work a minimum of twenty hours per week, within the City of Palo Alto.

HOUSEHOLD SIZE – Household size may not exceed two per bedroom plus one. Certain reasonable criteria may apply to avoid over-crowding and under-utilization of units.

ACCESSIBLE UNITS - Applicants requiring a unit accessible to or adaptable for persons with mobility impairments will have first priority when that unit becomes available.

FAVORABLE CREDIT RATING - A credit report that indicates any adult member of the household has one or more of the following within the last two years is grounds for denial:

- ◆ **Bankruptcy**
- ◆ **Charge-Off**
- ◆ **Repossession**
- ◆ **Judgment**
- ◆ **Collection in excess of \$5000**
- ◆ **Account over 120 days past due**

FAVORABLE REFERENCES - A positive prior landlord reference indicating ability to care for the property and pay rent on time, as well as the ability to peacefully live in relation to other residents is required. Eviction history and references for the past three years will be checked.

ADDITIONAL REQUIREMENTS - A prospective resident must indicate willingness to comply with all lease requirements, house rules and unit inspections. Income eligibility is verified annually, and residents must report changes to income, assets and/or household composition when they occur. A household may no longer qualify for tenancy if income exceeds 140% of the maximum eligible percentage of median income upon entry or the Low-Income level established by the Department of Housing and Urban Development (HUD) and incorporated by the California Revenue and Taxation Code Section 214 for the property tax “welfare” exemption, whichever is greater. The resident may be given 90 days to vacate the unit or rent may be increased to the maximum allowable under the program.

APPLICATION PROCESS - Applicants must complete an application form and submit it directly to the property management office on site. Incomplete applications will not be placed on the waiting list. All adult household members must sign the application. Completed applications will be reviewed for eligibility. Completed applications will be date & time stamped upon receipt.

INTERVIEW REQUIREMENTS - The Site Manager will schedule an interview with all adult applicants on the application. At this time, all verification forms are to be completed, credit checked, and income and assets verified.

DENIAL AND APPEAL PROCEDURES - If an applicant fails to meet the eligibility requirements of the Resident Selection Criteria, a written notice of denial stating the reason for denial will be mailed to applicant along with a copy of the Grievance & Appeal Procedure. An applicant has **14 days** to request an appeal.

REMOVAL FROM THE WAITING LIST – If an applicant fails to respond to an interview and/or update notice, turns down a unit twice, or fails to meet the requirements of the Resident Selection Criteria; he/she will be removed from the waiting list. All persons on the waiting list are required to maintain contact and report relevant income, household and/or address changes to the site office in order to remain active on the list.



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PET POLICY – No pets are allowed at properties owned and managed by PAH. However, residents may have fish, birds or other small caged animals with prior written permission from management. Under no circumstances will management allow residents to keep rodents, snakes or other reptiles and/or animals which have a history of being dangerous.

SECTION 8 PROGRAM – Units governed under the Section 8 Program, if applicable will be subject to eligibility criteria used by the Housing Authority of Santa Clara County.

Name (Head of Household)

Signature

Date

Name (Co-Applicant)

Signature

Date



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LIST OF DOCUMENTS

ALL HOUSEHOLD MEMBERS LISTED ON YOUR APPLICATION WHO ARE 18 YEARS OR OLDER WILL NEED TO BE PRESENT FOR THE INTERVIEW.

In order to help us facilitate this process, you will be asked to bring in all of the items listed below, **which apply to your household, when you are contacted to come in for the interview.**

- Valid Government issued ID/Driver's License for each adult household member
- Birth Certificates for each household member under the age of 18 years old
- Social Security cards for all household members
- Most Recent Income Tax Returns and W2-s or 1099s
- Payroll stubs from the past three months
- Award letter/print out from Social Security showing monthly income
- Checking Account statements for the last six months
- Most recent month's bank statement for Savings Accounts
- Most recent Statement from all 401-K/IRA and/or other asset account
- Landlord addresses for the past five years of residency
- **Non-refundable** credit & eviction check fee of \$20 per adult