

AFFORDABLE HOUSING WAITING LIST

(Accepting applications for 40% & 50% AMI studios only)

TREE HOUSE APARTMENTS

488 West Charleston Street,
Palo Alto

**33 studios units administered
under the Tax Credit Program**

To Apply: Complete a [Rental Housing Waiting List Application](#) and return it to manager's office.

A signed copy of the [Resident Selection Criteria](#) must be attached with the application in order to be added to the waiting list.



- ✓ 33 Studios Units
- ✓ On-site parking and locked bicycle storage
- ✓ Conveniently located near mid-town Palo Alto
- ✓ Close to shopping & transportation
- ✓ Community room with kitchen and outdoor deck
- ✓ Laundry room
- ✓ Two wheelchair accessible units
- ✓ Air conditioning in each unit
- ✓ On site resident support services
- ✓ **No smoking in units**
- ✓ *Section 8 Certificates & Vouchers welcome*
- ✓ Applications will be date & time stamped upon receipt of completed applications
- ✓ Application packet can be downloaded from www.altahousing.org under Find Housing/Tree House starting on March 1, 2021

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

Rental rates and unit sizes are assigned based on household size, income & availability

Rental Rates and Income Limits

# in Family	Studio \$1,060	Studio \$1,340
	Max Income	Max Income
1	\$44,240	\$55,300
2	\$50,560	\$63,200
3*		

Note: Minimum Income Limits also apply.

Applications are available at:
Management Office, Treehouse,
488 W. Charleston St., Palo Alto, CA 94306
Tel: (650) 858-1101 · Fax: (650) 858-1105



Equal Housing Opportunity



Tree House Apartments

488 W. Charleston Road
Palo Alto, CA 94306

Tel. (650) 858-1101
Fax. (650)858-1105

althousing.org

Managed by the Alta Housing & Services Corporation

RENTAL HOUSING WAITING LIST APPLICATION

Applicant Name _____
Residence Address _____

Mailing Address _____
Email Address _____

Telephone Numbers (daytime) _____ (evening) _____

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

Studio (1-2 persons)

FAMILY COMPOSITION (Please attach a separate sheet for additional household members.)

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	N/A					
4	N/A					
5	N/A					
6	N/A					
7	N/A					
8	N/A					
9	N/A					

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.

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

Section 8 or other housing voucher holder.

HOUSEHOLD GROSS INCOME (all household members 18 or over)

#	Name	Annual Gross Income
	TOTAL ANNUAL GROSS HOUSEHOLD INCOME	

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's Signature _____ Date _____

BUILDING STORIES THAT MATTER

If hearing impaired call 800-735-2929. Alta Housing Management & Services does not discriminate against any person because of race, color, religion, sex, sexual orientation, disability, familial status, or national origin.





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RESIDENT SELECTION CRITERIA

Non-Subsidized Properties

- **FAIR HOUSING** - Alta Housing Corporation 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. The California Tax Credit Allocation Committee (TCAC) Regulatory Agreement establishes that household income, upon initial occupancy, may not exceed 60% of the area median income (“Low”), as published annually by TCAC. See property information for 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 Alta Housing 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 tenants 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 have a preference for available units. To qualify, one must live at a specific address (a post office box is not considered), or one adult household member must work a minimum of twenty hours per week. Academic and residential areas of Stanford University are not in the City of Palo Alto.
- **HOUSEHOLD SIZE** – Household size may not exceed two per bedroom plus one. Certain reasonable criteria may apply to avoid overcrowding and under-utilization of units. Studio units may not exceed two persons.
- **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 three years is grounds for denial:
 - ◆Bankruptcy ◆Charge-Off ◆Repossession ◆Judgment ◆Collection in excess of \$5,000 ◆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 five years will be checked.
- **ADDITIONAL REQUIREMENTS** - A prospective tenant must indicate willingness to comply with all lease requirements, house rules and unit inspections. Income eligibility is verified annually, and tenants must report changes to income, assets and/or household composition when they occur. A household will 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 for the subsidized rental-housing waiting list. 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. During the open waiting list period, applications will be entered by lottery.
- **INTERVIEW REQUIREMENTS** - The Site Manager will schedule an interview with all adult applicants on the application. At this time, all forms are to be completed, credit checked, and income and assets verified.
- **DENIAL AND APPEAL PROCEDURES** - If an applicant fails to meet tenant eligibility or the Resident Selection Criteria, a written notice of denial stating the reason for denial is sent with the appeals procedure. An applicant has **14 days** to request an appeal.



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- **REMOVAL FROM THE WAITING LIST** – If an applicant fails to respond to a notice twice, turns down a unit twice, or fails to meet 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 changes to the site office in order to remain active on the list.
- **PET POLICY** – No pets are allowed at any properties owned and/or managed by Alta Housing. However, tenants 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.

_____	_____	_____
Head of Household	Signature	Date
_____	_____	_____
Second household member	Signature	Date



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color, religion, sex, disability, familial status, or national origin



Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Tree House Apartments 043 488 W. Charleston Road, Palo Alto, CA 94306

Name of Property	Project No.	Address of Property
PAHC Management & Services		Tax Credit
Name of Owner/Managing Agent	Type of Assistance or Program Title:	

Name of Head of Household	Name of Household Member
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Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provide and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does no require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
 1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
 2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. The five racial categories to choose from are defined below: You should check as many as apply to you.
 1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
 4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.



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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)	
<input type="checkbox"/> Emergency <input type="checkbox"/> unable to contact you <input type="checkbox"/> termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent	<input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____
<p>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.</p>	
<p>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.</p>	

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

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Signature of Applicant

Date



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