ALTA HOUSING MANAGEMENT & SERVICES

Webster Wood Apartments

941 Webster Street. Tel. 650 326 9271
Palo Alto, CA 94301 Fax.650 326 6605

altahousing.org

October 8, 2021

IMPORTANT

PLEASE READ THIS LETTER BEFORE COMPLETING & SUBMITTING YOUR APPLICATION

Dear Applicant:

We are pleased to inform you that the waiting list of Webster Wood Apartments **is open for 2-, 3-, & 4-Bedroom units only**. Attached are the following documents containing relevant information regarding Webster Wood Apartments:

1. **Rental Housing Application:** MUST be completely filled out and signed by all adult household members and returned to the Management Office located at 941 Webster Street, Palo Alto, CA 94301 **before 4:00pm on November 8, 2021.**
2. **Supplement to Application:** 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 and attached to the application and returned with application.
4. **Race & Ethnicity Form:** Please read instructions, complete, sign, and return with application.
5. **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.
6. **Flyer:** This contains general information regarding Webster Wood Apartments; please keep this with your records.

Note: A lottery will determine your place on the waiting list. Incomplete applications or paperwork with missing signatures will not be accepted. **Faxed or emailed applications will not be accepted**. In order to be included in the lottery, the **Rental Housing Application together with items 2, 3 & 4 attached MUST be received at the Management Office, Webster Wood Apartments, 941 Webster Street, Palo Alto, CA 94301 no later than 4:00 pm on November 8, 2021. Applications received after this deadline will not be accepted.**

As your name reaches the top of the waiting list, we will contact you to come in for an interview and ask that you bring in all the applicable documents, accompanied by all adult members of the household listed on the application (18 years and above) to sign the relevant forms.

Applicants are allowed one opportunity to decline to come in for an interview or decline an offer of a unit and still retain their place on the waiting list. Should you decline to come in for an interview or decline an offer of a unit for the second time, your name will be removed from the waiting list.

In addition, please note that should your contact information (address, telephone numbers, etc.) change, it is your responsibility to inform us **in writing**.

Thank you for your interest in Webster Wood Apartments. We look forward to working with you.

Sincerely,
The Management Team
Webster Wood Apartments
Managed by PAHC Management & Services Corporation

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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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))
__ 1BR (1-3 persons) __2BR (2-5 persons) __3BR (3-7 persons) __4BR (4-9 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						
4						
5						
6						
7						
8						
9						

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

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OMB Control # 2502-0581
Exp. (02/28/2019)

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

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 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)

- ☐ Emergency
- ☐ Unable to contact you
- ☐ Termination of rental assistance
- ☐ Eviction from unit
- ☐ Late payment of rent
- ☐ Assist with Recertification Process
- ☐ Change in lease terms
- ☐ Change in house rules
- ☐ Other: _____

Commitment of Housing Authority or 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.

Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.

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

Signature of Applicant	**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 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. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

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RESIDENT SELECTION CRITERIA

(HUD Subsidized)

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 50% of the median income ("Very Low") or 80% of the median income (Moderate) as published annually by HUD. See property information for property specific income limits. HUD Notice H00-18, Income Targeting Requirements, requires that 40% of the available assisted Section 8 units each fiscal year must be leased to households whose incomes do not exceed 30% of the area median income limits ("Extremely Low"). Applicants with higher incomes may be skipped to achieve this requirement.

NON-CITIZEN RULE – Federal law requires that applicants and tenants be United States citizens or have eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act 1980.

FULL-TIME STUDENT RULE – SECTION 8 PROGRAM - Full-time students, under the age of 24 years applying for assistance, individually, are ineligible unless one of the following conditions apply:
♦Veteran ♦ Single parent with dependent children ♦ Unmarried ♦ Student and parents of student must income qualify

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.

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**

CRIMINAL REPORT – Criminal background and sex offender screening will be conducted. A household will be denied admission if: 1) any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction; 2) any household member is currently engaging in the illegal use of a drug; 3) there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol or illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises of other residents; 4) any household member is subject to lifetime registration requirement under a State sex offender registration program. Admission may be prohibited for 1) drug-related criminal activity, including, but not limited to possession, usage, distribution, transport, sale, manufacture, or storage of illegal drug and/or drug paraphernalia, or conviction for violating any State or Federal laws relating to illegal drugs and/or drug paraphernalia; 2) violent criminal activity; 3) other criminal activity that would threaten the health, safety, or peaceful enjoyment of the premises by other residents; 4) other criminal activity that would threaten the health and safety of the owner and employee, contractor, or agent who is involved in the housing operation.

LANDLORD 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.

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.

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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.

PET POLICY – No pets are allowed at the family properties. 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.

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

_____	_____
Applicant Name	Co-Applicant Name
_____	_____
Signature	Signature
_____	_____
Date	Date

BUILDING STORIES THAT MATTER

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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)

Webster Wood — 941 Webster Street, Palo Alto, CA 94301

Name of Property | **Project No.** | **Address of Property**

PAHC Management & Services Corporation — Section 8

Name of Owner/Managing Agent | **Type of Assistance or Program Title:**

Name of Head of Household | **Name of Household Member**

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 incompliance 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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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.**

- Picture ID/Driver's License for each adult household members
- Proof of Citizenship/Legal Immigration status
- Birth Certificate for each household member under the age of 18 years old
- Social Security Card for all household members
- Current Federal and State Income Tax Returns and W-2forms
- Payroll/paycheck stubs from the last three (3) months
- Award letters/ print out from for Social Security showing monthly income and/ or AFDC benefit
- Checking Account statements of the last six (6) months
- Savings Account statement of the current month
- Current Statement from all investment institutions (e.g., 401K, 403B, Stocks, Money Markets etc.)
- Landlord addresses for the past five years of residency

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AFFORDABLE HOUSING
WAITING LIST OPEN

WEBSTER WOOD APARTMENTS

941 Webster Street, Palo Alto

68 Section 8-Subsidized Family Units

- ✓ One-, Two-, Three-, and Four-bedroom apartments
- ✓ On-site parking
- ✓ Two Laundry rooms
- ✓ Playground
- ✓ Walking distance to well-renowned Palo Alto schools
- ✓ Conveniently located; adjacent to downtown Palo Alto
- ✓ Easy access to public transportation, shopping, parks, and public library
- ✓ Community/Recreation Room
- ✓ Resident services & after-school activities for children
- ✓ No smoking in units

- ❖ To Apply: Complete a Rental Housing Waiting List application and return in-person or by US mail to 941 Webster St, Palo Alto, CA 94301.
- ❖ **A signed copy of the Resident Selection Criteria must be attached with the application in order to be added to the waiting list.**
- ❖ Applications will be date & time-stamped upon receipt of completed applications. Incomplete applications will not be accepted.
- ❖ Completed applications must be **received no later than 4:00 PM on November 8, 2021. Faxed or emailed applications will not be accepted.**
- ❖ **Starting October 8, 2021, application packet can be downloaded from www.altahousing.org under Find Housing/Webster Wood Apartments or available at:** Management office, Webster Wood Apartments, 941 Webster Street, Palo Alto, CA 94301, Monday-Friday, 9 AM to 4 PM.

Rental rates and unit sizes are assigned based on household size, income, & availability.
See Resident Selection Criteria for additional details.

Rent and Income Limits

Rents for Section 8 units are based on 30% of household adjusted income

Income Limits			
Household Size	**Maximum Income**	**Household Size**	**Maximum Income**
1	$58,000	5	$89,500
2	$66,300	6	$96,150
3	$74,600	7	$102,750
4	$82,850	8	$109,400

Equal Housing Opportunity

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