

# ALTA HOUSING PRESENTS

## EL DORADO PLACE

2811-2825 Alma Street, Palo Alto

110-130 El Dorado, Palo Alto

### 3 Two- Bedroom & 6 One-Bedroom Affordable Apartments

- ✓ Excellent location
- ✓ On-site parking
- ✓ Laundry room
- ✓ Kitchens have full size appliances
- ✓ Excellent Palo Alto schools
- ✓ Convenient to shopping & public transportation



Preference will be given to applicants who live or work in the City of Palo Alto  
See Resident Selection Criteria for additional information regarding qualification Process

#### Rental Applications Now Being Accepted

Applications will be available at [www.altahousing.org/properties/el-dorado-place/](http://www.altahousing.org/properties/el-dorado-place/)

To Apply: Complete a "Rental Housing Waiting List Application" and return it to:

**El Dorado Place  
C/O Management Office  
2595 E. Bayshore Road, Suite 200  
Palo Alto, CA 94306**

#### Rental Rates and Annual Household Income Limits

1 Bedroom		2 Bedrooms	
# In Family	Max Income	# In Family	Max Income
1	\$88,480	2	\$101,120
2	\$101,120	3	\$113,760
3	\$113,760	4	\$126,320
		5	\$136,480

Applications are available at:  
[www.altahousing.org](http://www.altahousing.org) or,  
Management Office.  
2595 E. Bayshore Road, Suite 200, Palo Alto, CA 94306  
Tel: (650) 326-3211 · Fax: (650) 326-2311  
TDDY (800)735-2929

Equal Housing Opportunity





**PALO ALTO  
HOUSING**  
MANAGEMENT  
& SERVICES

**El Dorado Place**  
2811-2825 Alma Street  
Palo Alto, CA 94306

Tel. (650) 326-3211  
Fax. (650)326-2311

Managed by the PAHC Management & 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)

- 1 Bedroom (2-3 persons)**       **2 Bedroom (2-5 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						

**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
	<b>TOTAL ANNUAL GROSS HOUSEHOLD INCOME</b>	

**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. PAHC Management & Services does not discriminate against any person because of race, color, religion, sex, sexual orientation, disability, familial status, or national origin.*





## **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 have 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. 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 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 an update notice, turns down a unit twice, or fails to meet the requirements of the Resident Selection Criteria, he/she shall 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 PROGRAM** – Units governed under the Section 8 Mod-Rehab Program, if applicable will be subject to eligibility criteria used by the Santa Clara County Housing Authority.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Co-Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



PAHC Management & Services Corporation does not discriminate against any person because of race, color, religion, sex, sexual orientation, disability, familial status, or national origin  
If hearing impaired, call 1-800-735-2929.







## 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 may mark one or more.

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.