



## Wilton Court Apartments

Alta Housing  
Sobrato Center for Nonprofits  
3460 W. Bayshore, Ste. 104  
Palo Alto. CA 94303

Tel. 650 321 9709  
Fax. 650 321 4341

[Altahousing.org](http://Altahousing.org)

## **IMPORTANT**

### **PLEASE READ THIS LETTER BEFORE COMPLETING & SUBMITTING YOUR APPLICATION**

Dear Applicant:

We are pleased to inform you Wilton Court Apartments is accepting applications for initial lease up of 56 studios & three 1 bedroom apartments. A lottery will determine each applicant's place on the waiting list. Preference will be given to applicants who live and/or work in the city of Palo Alto. Preference for the one bedroom units will be given to households consisting of 2-3 household members. 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 to the Lease up Office located at 3460 West Bayshore Road, Suite 104, Palo Alto CA 94303 by or before 4:00 PM on June 30, 2022.
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 included in the lottery and subsequent waitlist, **items 1, 2 & 3 above MUST be completed, where applicable, signed and received at Alta Housing, 3460 West Bayshore Road, Suite 104, Palo Alto, CA 94303 by or before 4:00 PM on June 30, 2022. Applications received after this deadline will not be included in the lottery. Faxed or emailed applications 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 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 Wilton Court Apartments.

Sincerely,

*Lease up Team*  
Wilton Court Apartments

**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.





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**NOW ACCEPTING APPLICATIONS**

**WILTON COURT APARTMENTS, PALO ALTO**

**58 Affordable Studio & 1 Bedroom Apartments**

*ANTICIPATED COMPLETION SEPTEMBER, 2022*

- ✓ **NEW Studio & 1 Bedroom Apartments**
- ✓ **Bike Storage Room on ground floor**
- ✓ **Close to public transit, shopping, and parks**
- ✓ **Community rooms, lounges, activity room & courtyard**
- ✓ **High speed internet access**
- ✓ **On-site laundry**
- ✓ **Nonsmoking property**
- ✓ **Section 8 Vouchers & Certificates**



Preference will be given to applicants who live or work in the City of Palo Alto. Preference for some units will be given to households with at least one household member with developmental disability referred by Housing Choices Coalition [www.housingchoices.org](http://www.housingchoices.org) and San Andreas Regional Center (SARC). See Resident Selection Criteria for additional detail regarding qualification process. A lottery will determine an applicant's place on the waiting list.

**Application packets available May 16, 2022 through June 30, 2022 at:**

Alta Housing  
Sobrato Center for Nonprofits  
3460 West Bayshore Road, Suite 104  
Palo Alto, CA 94303

<https://altahousing.org/properties/wilton-court>

**Completed applications must be received on or before 4:00 PM on June 30, 2022 at**

Alta Housing,  
3460 West Bayshore Road, Suite 104  
Palo Alto, CA 94303

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

Rental Rates and Income Limits:

**Rents: \$1,475 - \$1,896**

# in Family	Max Income*
1	\$59,000-\$70,800
2	\$67,400-\$80,880
3	\$75,850-\$91,020

\*Minimum Income Limits also apply

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RENTAL HOUSING WAITING LIST APPLICATION

Applicant's name
Residence address
Email:
Mailing address (if different from above)
Telephone Numbers (daytime) (evening)

The household size qualifies for the following size unit: (See Household Size)
[ ] Studio (1-2 persons) [ ] 1 Bedroom (2-3 persons)

FAMILY COMPOSITION

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

Table with 7 columns: #, Name, Relationship, Social Security #, Birth Date, Age, Sex. Row 1: 1, Head of Family.

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.
[ ] This household has a Section 8 Voucher through the Housing Authority
[ ] There is a pet in the household. (Describe)

How did you hear about this property: [ ] Advertisement [ ] Agency Flyer
[ ] Flyer at Alta Housing Property [ ] Alta Housing Website [ ] Other

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

Table with 3 columns: #, Name of Income Source, Annual Gross Income. Includes a row for 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.

Form with fields for Applicant/Tenant Name, Mailing Address, Telephone No, Cell Phone No, Name of Additional Contact Person or Organization, Address, E-Mail Address (if applicable), Relationship to Applicant, Reason for Contact (with checkboxes for 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 Owner, and Confidentiality Statement.

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

Signature and Date fields

Signature of Applicant

Date

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## RESIDENT SELECTION CRITERIA Wilton Court Apartments

**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.

**HOUSEHOLD SIZE** – Household size may not exceed two per bedroom plus one. Minimum household size of 2 members apply for the 1 bedroom units. 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

**CRIMINAL BACKGROUND SCREENING POLICY** - This property conducts a criminal background search on each person age eighteen (18) years and older and emancipated minors applying to live at its community. It is this property’s policy to restrict occupancy to applicants who have a history of and/or who have been convicted of any felony and/or certain misdemeanors including, but not limited to:

- a) Conviction of any household member of a violent or drug related felony within the past five (5) years.
- b) Drug related convictions for possession, usage, distribution, transport, sale and or manufacture. The applicant may be considered and accepted, if a request is made under a Reasonable Accommodation, with past drug-related convictions related to the personal use of illegal substances if an applicant is able to provide verification of completion of rehabilitation from a qualified agency.
- c) Conviction of any household member of more than one misdemeanor related to threatening property staff or residents in the past year

**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.

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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. Consideration will be given to applicants who are able to provide proof of mitigating circumstances.

**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 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	Signature	Date
_____	_____	_____
Name	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
- Proof of Preference Status
- 2021 Income Tax Returns and W2-s
- 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 \$30 per adult payable to "PAHC Management and Services"

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