



# Sierra Gardens

150 Sierra Drive  
Walnut Creek, CA 94596  
(925) 937-6471

**The waiting list for studio, one bedroom and two bedroom units will open on May 12, 2017. Applications must be received by May 19, 2017. A lottery will be conducted for all applications received by the deadline. Only the top 100 applications pulled from the lottery will be placed on the waiting list for consideration.**

Dear Applicant,

Thank you for your interest in becoming a resident of Satellite Affordable Housing Associates. Below is some important information you should know about the process before applying.

- **Applications must be submitted in person or by mail to 80 W. Hookston Road, Attn: Manager's Office, Pleasant Hill, CA 94523.**
- Only complete and original applications will be accepted. Please print in ink, and please do not use white-out on the application. Instead, cross out and initial mistakes. Write "N/A" in sections that are not applicable.
- We will evaluate the individual circumstances of each application, will consider additional information submitted by the applicant, and will provide reasonable accommodations when requested, verified, and necessary. Persons with disabilities are encouraged to apply.
- If your household is over-income, or otherwise unqualified, your application will be denied. You will receive written notification and instructions on the appeal process. Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process. In addition, we will consider extenuating circumstances and may make exceptions to policy as a reasonable accommodation to afford persons with disabilities equal access to our housing.
- It is your responsibility to notify management of address or telephone number changes. If we are unable to contact you, your name will be removed from the waiting list.
- It is our policy to update the waiting list annually by sending all applicants a Waiting List Update Letter and removing the names of those who are no longer interested in or no longer qualify for housing.
- If you turn down two opportunities for housing, your application will be removed from the waiting list. You may reapply for housing when the waiting list is open.
- Federal regulations require that management recertify each household's income and assets annually. Management must also regularly inspect apartments to ensure that they are suitable for occupancy.



All applicants are subject to the following Resident Selection Criteria:

### **Background Checks**

Management will review landlord references, eviction records, unlawful detainer records, and criminal history to determine applicant suitability. No screening fees will be charged to the applicant.

### **Evictions and Unlawful Detainers**

Applicants with an eviction or unlawful detainer judgment within the last five (5) years from the judgment date will be denied. Stipulations, dismissals, and cases without a final disposition will be excluded.

### **Landlord Reference Checks**

Management will verify residency with current and prior landlords for the past two (2) years. We are specifically looking at payment history, incidents of damage and/or housekeeping issues, lease violations and eviction proceedings. If a negative landlord reference is received, the application will be denied. Lack of residential history does not necessarily disqualify you.

### **Criminal & Sex Offender Screening**

Applicants with a felony conviction within five (5) years from the end of the sentence will be denied. Criminal records resulting in a misdemeanor will be excluded.

An applicant who is subject to lifetime registration requirement under a state sex offender program will be denied.

Management will deny a household if there is reasonable cause to believe that a member's behavior from abuse or pattern of abuse of alcohol and/or illegal use or pattern of illegal use of drugs may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Management will deny a household containing a member who was evicted from federally assisted housing for drug-related criminal activity.

### **Applicant Conduct**

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history, or behavior in a manner that would affect eligibility, applicant selection criteria qualification, allowances, household composition, or rent, the application will be denied.

If an applicant or guest of an applicant exhibits blatant disrespect, or disruptive behavior towards management, the property, or other residents any time prior to move-in, the application will be denied.

## 2016 Minimum & Maximum Income Limits for Contra Costa County

Apartment Size	Minimum Income
Studio	\$19,008
1-Bedroom	\$20,232
2-Bedroom	\$24,312

*(There is no minimum income requirement for households with Section 8 assistance.  
Minimum income figures are subject to change.)*

Number of People in Household	Maximum Income
1 Person	\$40,980
2 Persons	\$46,800
3 Persons	\$52,680
4 Persons	\$58,500
5 Persons	\$63,180

*(Income Limits are subject to change.)*

### Rent Information

Apartment Size	Rent
Studio	\$792 or \$963
1-Bedroom	\$843 or \$1,026
2-Bedroom	\$1,013 or \$1,232

*(Rent amounts are subject to change.)*

### Occupancy Limits

Apartment Size	Minimum Number of People in Household	Maximum Number of People in Household
Studio	1	2
1-Bedroom	1	3
2-Bedroom	2	5

### Eligibility

Head of Household must be age 18 or over.

## Frequently Asked Questions

### **When will I be contacted after submitting my application?**

You will receive a confirmation after your application is reviewed. Once your name reaches the top of the waiting list, and a unit is available, we will contact you to schedule a certification interview. It is our policy to invite multiple households to start the qualification process, and housing will be offered on a “first-qualified, first-served” basis.

### **What is my waiting list number?**

It is not our policy to disclose to applicants their specific positions on the waiting list.

### **How long do I have to wait before I am contacted?**

Waiting times vary, as it depends on waiting list size, and when current tenants move out.

### **What other properties are accepting applications?**

Please visit our website at [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for the most up-to-date information on which properties are accepting applications.

### **What are the move-in costs?**

The move-in costs include a security deposit and first month’s rent. The security deposit is equal to one month of rent.

### **Is smoking allowed in the building?**

Smoking is not allowed. For more detailed information, request to see a copy of SAHA’s Agreement Regarding No Smoking Policy.

### **Are residents permitted to have pets?**

Certain pets are allowed. Residents must apply, the animal must be approved, and there is a \$200 pet deposit. For more detailed information, request to see a copy of SAHA’s pet policy.

### **Is there off-street parking?**

Off-street parking is limited, and is not guaranteed. If you are not assigned a parking space, you may request to be added to the parking lot waiting list.

### **What documents will I need for a certification interview?**

Your household will need to bring state-issued picture identification/driver’s license for all adult household members, Social Security cards for all household members, if a social security number has been issued, Birth certificates or custody agreement for all minor household members (17 years and under), proof of income, and proof of assets.



# Sierra Gardens Rental Application

The waiting list for studio, one bedroom and two bedroom units will open on May 12, 2017. Applications must be received by May 19, 2017. A lottery will be conducted for all applications received by the deadline. Only the top 100 applications pulled from the lottery will be placed on the waiting list for consideration.

Applicants				
<i>List below <u>all</u> persons who will be living with you, including Live-In Aides.</i>				
Name <i>(please print)</i>	Date of Birth	Social Security Number	Male/ Female	Relationship to Head of Household
1.			<input type="checkbox"/> Male <input type="checkbox"/> Female	Head of Household
2.			<input type="checkbox"/> Male <input type="checkbox"/> Female	
3.			<input type="checkbox"/> Male <input type="checkbox"/> Female	
4.			<input type="checkbox"/> Male <input type="checkbox"/> Female	
5.			<input type="checkbox"/> Male <input type="checkbox"/> Female	

Contact Information				
Current Address:				
	Unit #	City	State	Zip
Mailing Address: <i>(if different)</i>				
	Unit #	City	State	Zip
Phone 1:	Phone 2:	Email:		

Alternate Contact Person		
<i>Examples may include case worker, relative, friend, etc.</i>		
Name:	Relationship:	Agency:
Address:		
	Unit #	City State Zip
Phone :	Email:	Fax:



# Household Income Information

Provide information for every household member. Attach separate sheet if you have additional sources.

Income Sources			
<b>1</b>	Applicant Name:	Type of Income:	Source (company/agency name):
	Address:		
	Phone:	Fax:	<b>Gross Monthly Income:</b> \$
<b>2</b>	Applicant Name:	Type of Income:	Source (company/agency name):
	Address:		
	Phone:	Fax:	<b>Gross Monthly Income:</b> \$
<b>3</b>	Applicant Name:	Type of Income:	Source (company/agency name):
	Address:		
	Phone:	Fax:	<b>Gross Monthly Income:</b> \$
<b>4</b>	Applicant Name:	Type of Income:	Source (company/agency name):
	Address:		
	Phone:	Fax:	<b>Gross Monthly Income:</b> \$
<b>5</b>	Applicant Name:	Type of Income:	Source (company/agency name):
	Address:		
	Phone:	Fax:	<b>Gross Monthly Income:</b> \$
<b>6</b>	Applicant Name:	Type of Income:	Source (company/agency name):
	Address:		
	Phone:	Fax:	<b>Gross Monthly Income:</b> \$

Subsidy Information	
<p><b>Do you have a current, transferable Section 8 voucher or other similar subsidy?</b> If yes, what agency is your subsidy through?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Household Asset Information

Provide information for every household member. Attach separate sheet if you have additional sources.

Assets			
1	Applicant Name:		
	Account Type:	Bank:	Account #:
	If this is a joint account, please list other account holders:		Current Balance: \$
2	Applicant Name:		
	Account Type:	Bank:	Account #:
	If this is a joint account, please list other account holders:		Current Balance: \$
3	Applicant Name:		
	Account Type:	Bank:	Account #:
	If this is a joint account, please list other account holders:		Current Balance: \$
4	Applicant Name:		
	Account Type:	Bank:	Account #:
	If this is a joint account, please list other account holders:		Current Balance: \$
5	Applicant Name:		
	Account Type:	Bank:	Account #:
	If this is a joint account, please list other account holders:		Current Balance: \$
6	Applicant Name:		
	Account Type:	Bank:	Account #:
	If this is a joint account, please list other account holders:		Current Balance: \$

# Residential History

Starting with your current residence, please include the following information for the past **two years** for **all household members**.

Lack of residential history does not necessarily disqualify you (*verification may be required*).

Residential History	<i>Attach separate sheet if you have had additional residences.</i>			
Current	Applicant Name:			
	Current Address:			
	Move-in Date:	Move-out Date:	Monthly Rent: \$	<input type="checkbox"/> Rent <input type="checkbox"/> In program/shelter <input type="checkbox"/> Own <input type="checkbox"/> With family/friends
	Current Landlord Name:	Current Landlord Address:		
	Current Landlord Phone:		Current Landlord Fax:	
Previous	Applicant Name:			
	Previous Address:			
	Move-in Date:	Move-out Date:	Monthly Rent: \$	<input type="checkbox"/> Rent <input type="checkbox"/> In program/shelter <input type="checkbox"/> Own <input type="checkbox"/> With family/friends
	Previous Landlord Name:	Previous Landlord Address:		
	Previous Landlord Phone:		Previous Landlord Fax:	
Previous	Applicant Name:			
	Previous Address:			
	Move-in Date:	Move-out Date:	Monthly Rent: \$	<input type="checkbox"/> Rent <input type="checkbox"/> In program/shelter <input type="checkbox"/> Own <input type="checkbox"/> With family/friends
	Previous Landlord Name:	Previous Landlord Address:		
	Previous Landlord Phone:		Previous Landlord Fax:	
If you do not have two years of residential history, please explain why below.				



## Household Information

<p><b>1. Do you expect changes to your household size within the next 12 months?</b> If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>2. Is anyone in your household separated, but not divorced?</b> If yes, please list names:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>3. Are any adult household members full-time students or planning to become full-time students within the next twelve months?</b> If yes, please list names:</p> <p>_____ <input type="checkbox"/> Part-time      <input type="checkbox"/> Full-time          _____ <input type="checkbox"/> Part-time      <input type="checkbox"/> Full-time          _____ <input type="checkbox"/> Part-time      <input type="checkbox"/> Full-time</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>4. Do you or anyone else in your household have any pets?</b> If yes, please describe what type and how many:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>5. Are you or any household member required to register as a lifetime sex offender in any state?</b> If yes, list state of registration:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>6. Are you being displaced from your home by a result of a government action or a presidentially declared disaster?</b> If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>7. Have you or any household member lived in another state other than in your current state?</b> If yes, please list states:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Additional Information

### Reasonable Accommodations

1. Will you or any of your family members require a live-in aide to assist you?

- Yes      If yes, please explain:  
 No

2. Do you, or does any member of your family have a condition that requires:

- Unit for mobility impairment       Unit for hearing impaired  
 Unit on first floor       Unit for vision impaired

3. Are there other reasonable accommodations that you require to provide you equal access to housing?

### Supplemental Information

1. How did you find out about this property?

2. Do you own a vehicle?

- Yes. How many? \_\_\_\_\_  
 No

3. Do you require translation or oral interpretation?

- Yes. Which language? \_\_\_\_\_  
 No

4. If there are any circumstances that may impact your qualification for housing, please use this space to provide additional information for consideration.

## Optional Information

### Ethnic Categories

Please check **one** only:

- Hispanic or Latino       **Not** Hispanic or Latino

### Racial Categories

Please check **all that apply**:

- Alaskan Native or American Indian       Asian  
 Black       Native Hawaiian or Other Pacific Islander  
 White       Other (Please Specify): \_\_\_\_\_

## Certification

1. I/we understand that it is the responsibility of each applicant to provide any and all information required to determine eligibility.
2. I/we understand that 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. An applicant has 14 days to request an appeal.
3. I/we understand that the above information is being collected to determine my/our eligibility for residency. I/we authorize the owner, its agents and employees to make any and all inquiries to verify this information either directly or through information exchanged now or later with rental, or credit screening services, or law enforcement or other public agencies, and to contact previous or current landlords or other sources for credit and/or verification information which may be released by appropriate federal, state, local agencies, or private persons to the management.
4. I/we authorize the owner, its agents and employees to obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S. C. Section 1681a(d), seeking information on my/our creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.
5. I/we authorize the owner, its agents and employees to obtain information about my/our background to see if there is any criminal history, including arrests or convictions which may prohibit me/us from moving onto the property, in compliance with our Resident Selection Criteria.
6. I/we understand I/we must provide written notification to management of any changes to the information on this form.
7. If my/our application is approved and move-in occurs, I/we certify that only those persons listed in this application will occupy the apartment, that I/we will maintain no other place of residence, and that there are no other persons for whom I/we have or expect to have responsibility for providing housing.
8. I/we understand that an applicant with a disability has a right to request a reasonable accommodation. All requests will be evaluated and a decision will be made based on the reasonable nature of the request.
9. I/we certify that the foregoing information is true, complete, and correct. I/we understand that false statements or omissions are grounds for disqualification, eviction, and/or prosecution under the full extent of California law.

**[Signatures to follow on next page]**

# Signature

Please ensure that your application is complete and that all adult applicants have signed and dated below.

Head of Household:                      Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant 2:                                Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant 3:                                Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_