



# OTTERBEIN MANOR

5375 Manila Ave,  
Oakland, CA, 94618  
Phone: (877) 619-5729

Otterbein@sahahomes.org

## Waiting List Opening Soon

Waiting list opens on  
**July 24, 2024 at 9:00 AM**  
and closes on  
**July 31, 2024 at 5:00 PM\***

### Online Application

Applications will be available to submit online. Please visit [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for more information.

### Paper Application

Paper applications available for pick up and drop off at 5375 Manila Ave, Oakland, CA 94618 at the following times:

- Thursday, July 25, 2024, 9am-11am
- Friday, July 26, 2024, 9am – 11am
- Tuesday, July 30, 2024, 1pm - 5pm

Paper applications will also be available online to print.

\*Paper applications must be postmarked by **July 31, 2024 at 5:00 PM** AND received by the manager’s office by **5:00 PM on August 7, 2024**. Please call the number above for assistance.

### AMENITIES

- Located off the popular College Avenue in Oakland’s Rockridge District
- Easy access to entertainment, arts, shopping and dining
- Located directly across the street from Rockridge Branch Library
- Easy access to AC Transit bus and a 6-minute walk from the Rockridge BART station

To be eligible, the applicant must be at least 62 years of age or older as Head of Household or co-Head of Household. Qualifying applicants with minor children are still eligible.

Waiting list opening for studio units.

Rent: Approximately 30% of income. Units subsidized by the U.S. Department of Housing and Urban Development.

### Lottery-Based Selections

A lottery will be conducted for all applications received by the deadline. The top 200 applicants will be placed on the waiting list for consideration.

### Need A Reasonable Accommodation?

Persons with disabilities have the right to request reasonable accommodations to participate in the application process. If you need a reasonable accommodation, please email the property or call the number above.

### Need Assistance?

The 24-hour support phone line will be open only during the duration of the waiting list opening. Please call the number above for assistance.





# OTTERBEIN MANOR

5375 Manila Ave Oakland, CA, 94618

Phone: (877) 619-5729

California Relay Service (CRS): 711

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.

- **The waiting list for studio units at Otterbein Manor opens on July 24, 2024 at 9:00 AM.** Applications will be available to submit online. Please visit [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for more information. A valid email address is required to apply online. Online applications must be **submitted by 5:00 PM on July 31, 2024.**
- Applications will also be available online to print. Paper applications will be available to pick up at 5375 Manila Ave, Oakland, CA, 94618 at these times: Thursday, July 25, 2024 (9am – 11am), Friday, July 26, 2024 (9am – 11am), and Tuesday, July 30, 2024 (1pm – 5pm). Paper applications must be mailed to the address listed on the application. Applications submitted by mail **must be postmarked by July 31, 2024 AND** received by the manager's office by 5:00 PM on August 7, 2024.
- A lottery will be conducted for all applications received by the deadline. The top 200 applications will be placed on the waiting list for consideration. If additional applications are needed, we reserve the right to process the next applications in lottery order.
- Only complete and original applications will be accepted. **Only one application per household. Duplicate applications will not be entered into the lottery.** The 24-hour support phone line will open on July 24, 2024 at 9:00 AM and close on July 31, 2024 at 5:00 PM. Please call the phone number above or email [Otterbein@sahahomes.org](mailto:Otterbein@sahahomes.org) for assistance.
- 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. For details, see attached Denial and Appeal Process.
- 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**

The City of Oakland's Fair Chance Access to Housing Ordinance and the City of Berkeley's Fair Chance Access to Housing Ordinance restrict criminal background screening (Ordinance No. 13581 CMS., Oakland Municipal Code Section 8.25; Ordinance No. 7,692-N.S., Berkeley Municipal Code 13.106). In compliance with these regulations, the following screening will be conducted.

Management will review eviction and unlawful detainer records, landlord references, criminal history, and sex offender registration requirements to determine applicant suitability. No screening fees will be charged to the applicant. If an applicant is denied due to any of the following criteria, the applicant will receive written notification and instructions on the appeal process.

### **Evictions and Unlawful Detainers**

Applicants with an eviction or unlawful detainer judgment date within the last five (5) years will be denied. Stipulations, dismissals, and cases without a final disposition are not a reason for denial.

### **Landlord Reference Checks**

Management will verify residency with current and prior landlords for the past two (2) years. Management is 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**

For HUD properties only:

Additionally, the U.S. Department of Housing and Urban Development (HUD) requires certain screening (HUD Handbook 4350.3, Section 4-7, Part C). In compliance with these regulations, the following criminal and sex offender screening will be conducted. An applicant who is subject to a lifetime registration requirement under a state sex offender program will be denied. Any household containing a member who was evicted in the last three years from federally assisted housing for drug-related criminal activity will be denied.

For Oakland and Berkeley HUD properties only:

The U.S. Department of Housing and Urban Development (HUD) requires certain screening (HUD Handbook 4350.3, Section 4-7, Part C). In compliance with these regulations, the following criminal and sex offender screening will be conducted. An applicant who is subject to a lifetime registration requirement under a state sex offender program will be denied. Any household containing a member who was evicted in the last three years from federally assisted housing for drug-related criminal activity will be denied. An applicant who has been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing will be denied.

### **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.

Management will deny a household if there is reasonable cause to believe that a member's behavior from 1) abuse or a pattern of abuse of alcohol and/or 2) 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.

# 2024 Minimum & Maximum Income Limits for Alameda County

| <b>Studio (50% AMI)</b>                   |                   |           |
|-------------------------------------------|-------------------|-----------|
| Rent: Approximately 30% of Monthly Income |                   |           |
| <b>Number of People in Household</b>      | 1 Person          | 2 Persons |
| <b>Minimum Yearly Income</b>              | No minimum income |           |
| <b>Maximum Yearly Income</b>              | \$54,500          | \$62,300  |

*Minimum income figures are subject to change. There is no minimum income requirement for households with Section 8 assistance. Rent amounts are subject to change. Income Limits are subject to change.*

### **Eligibility**

To be eligible, the applicant must be at least 62 years of age or older as Head of Household or co-Head of Household. An applicant with minor children is still eligible if the Head of Household or co-Head of Household otherwise qualifies as elderly (62 years of age or older).

# Frequently Asked Questions

## **How do I complete an application?**

Applications will be available to submit online. Please visit [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for more information. A valid email address is required to apply online. Online applications can be completed on a computer, tablet or mobile smartphone. Paper applications will also be available to pick up at the times listed on page one of the flyer. The 24-hour support phone line will be open when applications are available. Please contact us by phone or email for assistance.

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

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. Housing will be offered to qualified households in waiting list order.

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

It is our policy not 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, proof of age for all adult household members (such as but not limited to: birth certificate, valid passport, naturalization certificate, Social Security letter verifying date of birth), Birth certificates or custody agreement for all minor household members (17 years and under), proof of income, and proof of assets.

## Denial and Appeal Process

Applicants will be denied due to selection criteria outlined in the Resident Selection Policy. If an application is denied, then a denial letter specifying the reason(s) for the denial will be mailed to the applicant along with instructions on the appeal process. The applicant must respond in writing within fourteen (14) days from the date of the denial letter. Any requests for a review of the decision must be accompanied by supporting information and/or documentation not previously submitted. If the applicant does not respond within 14 days, the applicant will waive their right to appeal. If the applicant appeals and is dissatisfied with the resolution of that appeal ("Initial Appeal Decision"), then the applicant may request a final appeal ("Final Appeal") within ten (10) business days (excluding national holidays) of receipt of the Initial Appeal Decision. If the applicant requests a Final Appeal, the following shall occur:

- i. Satellite Affordable Housing Associates Property Management ("SAHA PM") shall confer with the applicant to find a mutually agreeable impartial third party to conduct a hearing on the grievance (the "Hearing"). This could be a Rent Board staff person, a professional mediator, or another person that is acceptable to both parties. If SAHA PM and the applicant are not able to agree on an impartial third party within five (5) business days (excluding national holidays) of SAHA PM's receipt of a written request for a Final Appeal, SAHA PM shall select the impartial third party.
- ii. SAHA PM will use best efforts to schedule the Hearing as soon as possible after selection of the impartial third party. At the Hearing, the applicant will be required to present her/his side of the dispute and desired outcome. The applicant may bring as much evidence to the hearing as she/he desires. The applicant may bring someone to represent her/him at the Hearing, but the applicant must also be present. Those present at the Hearing must conduct themselves in an orderly fashion.
- iii. SAHA PM will send appropriate staff to the hearing and will deal fairly with the applicant to come to a final resolution of the issue.
- iv. The impartial third party will make a final decision regarding the grievance and will issue a written decision detailing their determination within seven (7) business days (excluding national holidays) of the Hearing. This will be the final decision on the issue and there shall be no more appeals.

Due to regulatory requirements and/or the financial needs of the Property, units will not be held for applicants who are appealing a denial of a housing application. For Continuum of Care (CoC) units, the unit must be held during the 14-day appeal period, until the appeal process is closed. For all units we will continue to process applications for units during the appeal process. While a successful appeal may result in the applicant being returned to the wait list in his or her original position, the original unit for which the applicant was applying may no longer be available at the conclusion of the appeal.

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.