



Canyon Flats Frequently Asked Questions (FAQ)

PROJECT LOCATION:

45025 SOUTH GRIMMER BLVD, FREMONT, CA 94539
510-499-2491 CANYONFLATS@EDENHOUSING.ORG

Please **DO NOT** enter the project site. During construction leasing activity will not be conducted on-site. Only authorized construction personnel may enter the project site while under construction.

OVERVIEW:

1. Can you please provide an overview of Canyon Flats?

Canyon Flats is a brand new, 71-unit affordable rental apartment community in Fremont for family households. The community is built in the Metro Crossings master community near the Warm Springs Bart Station. Canyon Flats has six floors, all with elevator access.

The Head of the Household **MUST** be age 18 or older at the time of application.

Canyon Flats will include nineteen (19) resident one-bedroom apartments, thirty-two (32) resident two-bedroom apartments and twenty (20) resident three-bedroom 2-bath apartments. One (1) two-bedroom unit is reserved for the live on-site manager.

All apartments are made affordable through funding from the City of Fremont, and the Low Income Housing Tax Credit Program (LIHTC). All Fair Housing & LIHTC program regulatory requirements will be followed.

Apartment Unit Overview

Unit Type	Number of Each Unit Type	Approximate SQ FT. Starting at
One Bedroom / One Bathroom	19	608 square feet
Two Bedroom / One Bathroom	31	845 square Feet
Three Bedroom / Two Bathroom	20	1103 square Feet
One Manager's Unit*	1	
Unit Total	71	

**Manager's unit two-bedroom* apartment will be filled by an on-site staff member of the management company.



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Canyon Flats Frequently Asked Questions (FAQ)

2. When will the apartments be available?

Canyon Flats Apartments is anticipated to be completed in February 2021. Barring any construction delays. Interviews will be conducted immediately after the Lottery is run. Qualified applicants are expected to begin moving in/signing a lease as soon as March 2021/construction completed and within 10 days of being notified of approval. All units needing to be occupied by April 2021.

3. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- Technology Center with Computers
- On-site Laundry Facilities
- Fitness Room
- Bonus Lounge Areas
- Community Gardens & Courtyard with Seating Area
- Resident Services with a Dedicated On-site Office
- Tenant parking in CityLift Puzzle stacker system
- EV Charging Stations
- Car Share
- Parcel Lockers
- Secure Bicycle Storage Room
- Extra Storage Closets at 1 Per Unit
- Unit Amenities:
 - ❖ Electric cooktop stove and range
 - ❖ Full size refrigerator
 - ❖ In-sink garbage disposal
 - ❖ Trash and Recycle chutes
 - ❖ Central Air Conditioning
 - ❖ Dishwasher

4. Will I get my own assigned parking space & what type of parking is available?

There will be approximately 91 parking spaces (89 lift stacked, 2 standard with 0 surface spaces) available for residents of Canyon Flats. Parking is assigned at 1 parking space per unit by management. Since Canyon Flats has a stacker parking system, parking structure



Canyon Flats Frequently Asked Questions (FAQ)

will not accommodate large/oversized vehicle or work trucks. Complete instructions will be available by Property Management at time of move in & upon request.

5. Who will manage the property?

Eden Housing Management, Inc. will manage the property. A full-time property manager will act as the primary management contact for the residents. An Eden Housing Management, Inc. property management staff member will live on-site.

6. Will Resident services be provided?

Yes. Eden Housing Resident Services will provide resident support services for Canyon Flats. Services will include information and referrals to local community resources, one-on-one support to address individual needs, educational classes/presentations on site community building programs and programming for children. There will be a dedicated resident services office onsite.

7. Are there age restrictions?

Yes. The Head of The Household must be **AGE 18 OR OLDER** at the time of application.

8. Are there restrictions on the household size that is authorized to live in a unit?

Yes. The following occupancy standards will apply to all apartments.

Number of Persons in Household		
Unit Size	Minimum	Maximum
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	3	7

9. Are there restrictions on household income in order to rent the apartments?

Yes. There are maximum annual income limits by household size. These limits are based on current Area Median Income (AMI), effective as of March 31, 2020 for Alameda County, as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California. The number of units designated below:



Canyon Flats Frequently Asked Questions (FAQ)

INCOME LIMITS PER HOUSEHOLD SIZE

AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	# of 1-Bed	# of 2-Bed	# of 3-Bed
30%	\$27,420	\$31,320	\$35,250	\$39,150	\$42,300	\$45,420	\$48,570	4	7	3
50%	\$45,700	\$52,200	\$58,750	\$65,250	\$70,500	\$75,700	\$80,950	8	12	8
60%	\$54,840	\$62,640	\$70,500	\$78,300	\$84,600	\$90,840	\$97,140	7	12	9

- An applicant must receive a minimum monthly amount equal to two times the tenant portion of rent for applicants without a Section 8/Housing Choice Voucher.

APPLICATION PROCESS:

10. When and where will rental application be available for the lottery waitlist?

Applications are **ONLY** available to be completed online during specified dates and times:

- **Online at <https://edenhousing.org/properties/canyon-flats/>** (Click on “Rental Information”) For Canyon Flats- Starting at 10:00 AM, Monday, February 1, 2021 to Friday February 12, 2021 at 8:30 PM to complete the online application.

***Applicants that previously completed an online application for Reilly Station and live or work in the City of Fremont will not need to reapply for Canyon Flats.**

11. How should I submit my completed application?

Completed rental application are completed **ONLINE ONLY** starting at 10:00 AM, Monday, February 1, 2021 to Friday February 12, 2021 at 8:30 PM

Applications will **NOT** be accepted In-person, via mail or fax.

Applications will **NOT** be accepted after 8:30 PM on Friday, February 12, 2021.

12. Does it make a difference if I complete my application the first day?

No. A lottery will be conducted in February 2021 and will determine an applicant’s lottery list number. There is **NO** priority given to those who complete their application on February 1 over an application completed on February 12.



Canyon Flats Frequently Asked Questions (FAQ)

13. Is there any application preference for the Lottery waitlist or Referral list?

There is a City of Fremont Live/Work Preference.

Lottery applicants that complete their application selecting “yes” to currently working or living in the City of Fremont will be provided the Live/Work Preference in the lottery. In order to verify entitlement to this preference, the applicant must provide **AT TIME OF INTERVIEW** along with the background screening one of the following items showing their name and a Fremont address or the preference will be removed, and application resorted:

- Lease agreement verifying residency;
- Copies of utility bills (electric, water, or gas);
- Most current Tax return;
- Driver’s license or California ID;
- Written verification from a referring outreach worker or social service agency regarding where the applicant has been residing. This verification should be on agency letterhead, signed and dated;
- A letter from an employer stating the past or anticipated starting date of employment, the position title and whether the position is full-time, part-time, temporary, contract or other, and the number of hours or expected hours of employment;
- Copies of check or paystubs identifying job location in Fremont;
- If employment is a contract position, provide a copy of the employment contract.

14. How will the preference be applied to the lottery?

The City of Fremont Live/Work preference described above will be applied according to the following:

All applications received during the initial intake period of February 12 will be entered into an Excel database, with a preference category corresponding to the Live/Work Preference as a sortable column.

A lottery program (macro) is run for the entire applicant pool, assigning a lottery number at random to each application.

The lottery list is then sorted, first by preference category and second by lottery number, so that all the applications with a Live/Work Preference are filtered to the top. An





Canyon Flats Frequently Asked Questions (FAQ)

Applicant selected for the preference that is determined not to have the preference will be resorted back into the Lottery Waitlist.

15. Will all applicants receive an interview letter?

No. Once the lottery has been conducted and sorted, applicant phone interview letters will be distributed, likely in February 2021. Canyon Flats will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target. Applicant phone interviews are anticipated to start in February.

16. How are Lottery applications processed and apartments assigned?

Applications will be processed, with phone interviews set up and third-party income verifications sent out in the order of their preference category and lottery number for the unit size and restricted income level that the household qualifies for.

Since Canyon Flats will be processing 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target, the sooner paperwork is submitted the sooner the applicant can be processed.

Once all third-party verification forms are returned and the file is deemed complete and approved, household is offered units available that the Household qualifies for. Units are assigned based on the “first approved file,” regardless of lottery number.

Applicants not contacted will be placed on the waiting list upon completion of the lease-up at 100% occupancy. The waiting list will maintain the original preference category and lottery number order.

As units become vacant and turn over, applicants on the waiting list are contacted in order of preference, lottery number, and then household size and household income order to qualify for the specific unit size and income restriction level of the available unit.

17. What will I need to provide after my phone interview?

You will be provided with an after-interview email detailing specific to your Household, below is a list of documents that if they pertain to your household will be requested:



Canyon Flats Frequently Asked Questions (FAQ)

- Social Security Card or Resident Alien Card;
 - California Driver's License or Photo ID;
 - Proof of Live work in the City of Fremont
 - Documentation for ALL Sources of Income including, but not limited to:
 - Employment (last 3 consecutive months of current paystubs-required – no gaps);
 - Social Security (most recent awarded in 2020 for 2021);
 - Supplemental Social Security (most current awarded and within 120 days of potential move in);
 - Veteran Administration Benefits, Pension / Retirement, including any income from deceased spouse or children (if paystubs are received, the last 3 consecutive months are required– no gaps or current proof of income dated within 120 days of interview);
 - Child Support Judgment & proof of income (dated within 120 days of interview);
 - Most current Complete Tax Returns, including all W-2 & 1099s, if filed;
 - Checking account statements – All pages of last 6 months – no gaps;
 - Savings account statements- All page of most recent or current month;
 - Most current Statement received in 2021 for any other kind of assets such as, IRAs, 401(k) or (b) and any other form of Retirement Accounts;
 - Life Insurance Policies (this does not include Term Life);
 - Documentation for any other asset or source of income;
 - For those individuals who are self-employed or earn cash wages, very specific regulations apply to verifying these types of income, as follows:
 - Self-Employed
 - Previous Year's Form 1040 Tax Return and Schedule C
 - Cash Wages
 - **OR**
 - IRS Form 4506-T and one of the following:
 - Profit and Loss Statement
 - Statements from recurring clients
- If an applicant/tenant is claiming that they do not receive paystubs as they are paid in cash, the IRS has determined that those Individuals are considered "independent contractors" and as such should file a 1040 tax return. We will require a copy of the 1040 filing for the applicant/tenant and a third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

Additionally, if a household is claiming they do not file taxes on cash wages, we will require a completed IRS form 4506-T, received back from the IRS, to be in the file, verifying non-filing status **in addition to** the third party statement from the employer on



Canyon Flats Frequently Asked Questions (FAQ)

company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

18. Will there be an application/screening fee and when is it collected?

Yes. A \$35 non-refundable Application/Screening fee **PER ADULT HOUSEHOLD MEMBER** including a **LIVE IN CAREGIVER**, if applicable. This fee is collected **ONLY** at time of interview by Money Order or Cashier check made out to Canyon Flats.

19. Is a lease required?

Yes. A one-year lease is required at initial move-in.

20. Is there a required security deposit and how much?

Yes. \$500 security deposit is due at time of move in. Payment arrangements can be made but must be requested in advance of move in day.

21. What are the proposed rents for the apartments?

The following rent limits are effective as of March 31, 2020 for Alameda County as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California. The rent calculations listed do not include a utility allowance deduction and are subjected to change if new income limits are published. Please see question #9 for more details of income limits (AMI).

***Rents listed below are based on LIHTC maximum rent, Households Section 8 Housing Choice Voucher will have their rent amount calculated by their House Authority, typically 30% of household's gross income. Tenants rent will be based on the current rent amount minus an applicable utility allowance deduction.**

1 Bedroom Designated Units

AMI	Maximum Rent	Number of Apartments Available	Current Utility Allowance	Needed
30%	\$734	4	\$54	\$1,360
50%	\$1,223	8	\$54	\$2,338
60%	\$1,468	7	\$54	\$2,828



Canyon Flats Frequently Asked Questions (FAQ)

Examples below:

- A 1-person household that qualifies at the 30% AMI level will pay \$734 per month for a one-bedroom apartment. This household’s income must be less than \$27,420 per year.
- A 2-person household that qualifies at the 60% AMI level will pay \$1,468 for a one-bedroom apartment. This household’s income must be less than \$62,640 per year.

2 Bedroom Designated Units

AMI	Maximum Rent	Number of Apartments Available	Current Utility Allowance	Needed
30%	\$881	7	\$89	\$1,584
50%	\$1,468	12	\$89	\$2,758
60%	\$1,762	12	\$89	\$3,346

Examples below:

- A 2-person household that qualifies at the 30% AMI level will pay \$881 per month for a two-bedroom apartment. This household’s income must be less than \$31,320 per year.
- A 3-person household that qualifies at the 60% AMI level will pay \$1,762 for a two-bedroom apartment. This household’s income must be less than \$70,500 per year.

3 Bedroom Designated Units

AMI	Maximum Rent	Number of Apartments Available	Current Utility Allowance	Needed
30%	\$1,018	3	\$119	\$1,798
50%	\$1,696	8	\$119	\$3,154
60%	\$2,036	9	\$119	\$3,834

Examples below:

- A 3-person household that qualifies at the 30% AMI level will pay \$1,018 per month for a three-bedroom apartment. This household’s income must be less than \$35,250 per year.
- A 5-person household that qualifies at the 60% AMI level will pay \$2,036 for a three-bedroom apartment. This household’s income must be less than \$84,600 per year.

Rents for these apartments are set at the appropriate Low Income Housing Tax Credit program 30%, 50% & 60% levels by bedroom size. The amount a household pays in rent



Canyon Flats Frequently Asked Questions (FAQ)

will be determined by household income and bedroom size as listed above unless an applicant has a Section 8 Housing Choice Voucher.

22. Can students apply?

Yes. However, very specific guidelines do exist as it relates to full-time students, as identified below:

Full-time Students (including K-12 and adult dependents) -

For a household consisting entirely of full-time students to be considered eligible, they must meet one of the following criteria:

- Any member of the household is married and either files or is entitled to file a joint tax return.
- The household consists of a least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKs, etc. – Not SSA or SSI).
- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA), formerly known as the Job Training Partnership Act, or similar federal, state or local laws.
- At least one member of the household is under age 24 and has exited the Foster Care system within the previous 6 years.

23. If my application is denied will I receive a denial letter & do I have the right to appeal?

All declined applications will be advised in writing no later than 14 days after the determination is made to deny the applications and will be provided third party contact information said information led to declined applications. Yes. Denied applicants can request an appeal meeting within 14 days of receipt of notice.

24. Is smoking allowed at the property?

No. Canyon Flats has been designated as a non-smoking property. No smoking will be allowed anywhere in the resident apartments, common areas, or anywhere on the exterior of the property.



Canyon Flats Frequently Asked Questions (FAQ)

25. Will pets be allowed?

Yes. Pets will be allowed in accordance with Eden Housing Management, Inc.'s Pet Policy. Below are the basic guidelines included in this policy; however, this is not the policy in its entirety. A pet deposit of \$150 is required and additional items including pet records including immunization & registration is required with notification and approval by Property Management prior to moving in a pet.

Only the following types and number of pets will be allowed:

- A. Dog
 - Maximum Number: One
 - Maximum Size: 25lbs
- B. Cat
 - Maximum Number: One (Domestic only)
 - Maximum size: N/A
 - Minimum age: 6 months
- C. Birds
 - Maximum number: Two
- D. Fish
 - Maximum Aquarium Size: 20 gallons
- E. Small Mammals
 - Gerbils, Hamsters, Rats, Guinea Pigs
 - Maximum number: Two

Notes: No rabbits are permitted. Only one breed of pet is allowed. For example, you may have one dog OR two birds but not one dog plus two birds.

25. Can I select my apartment?

No. Apartments will be randomly designated with first qualified applicants being offered the units available that the household qualifies for.

26. Are there model units that can be viewed?

No. Please see an example of 3 of our floor plans attached on back pages.



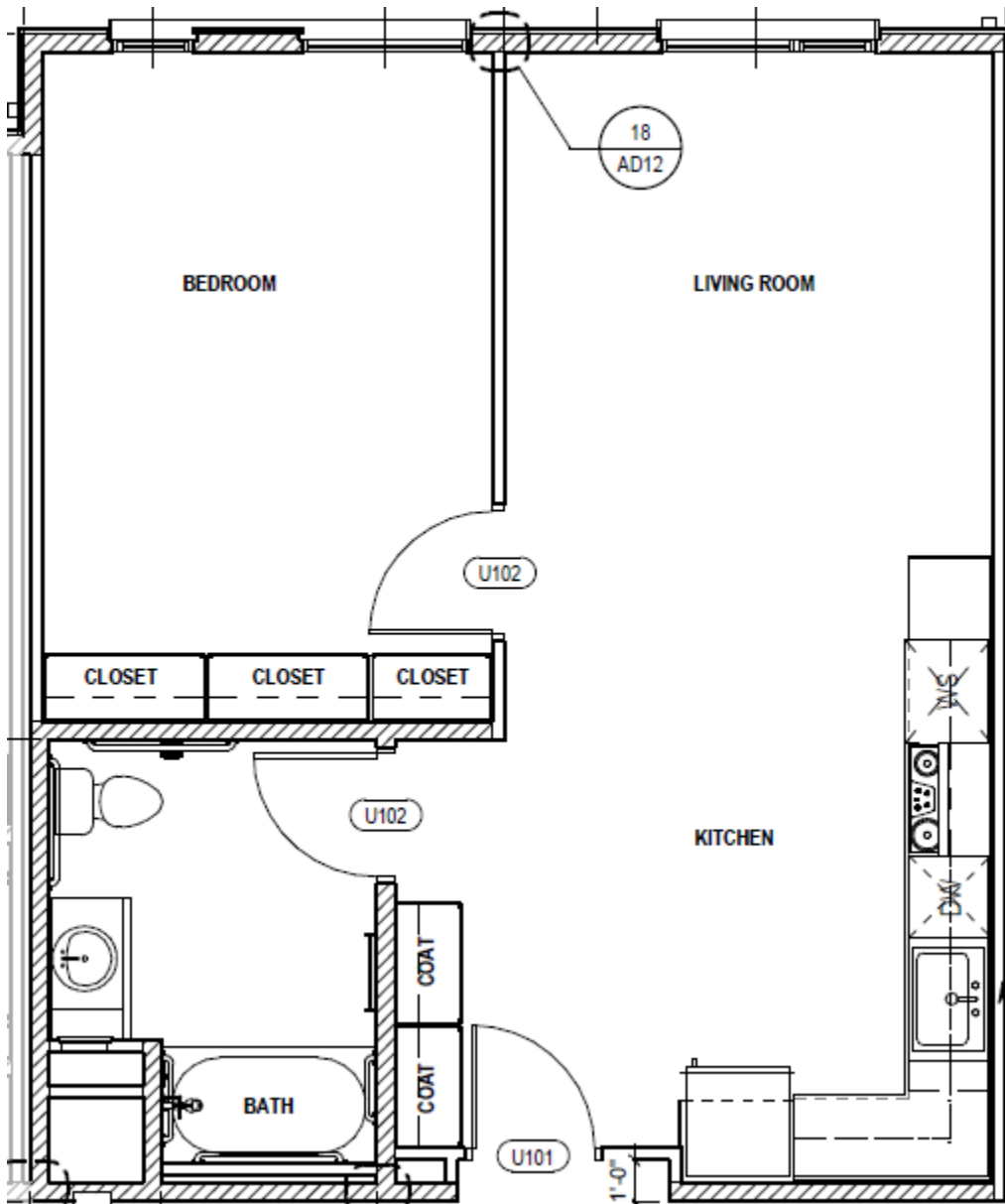



Canyon Flats Frequently Asked Questions (FAQ)

27. Who should I contact if I have any questions?

For general questions including any questions about the application or interview processes please call the Management Agent at (510) 499-2491 or email at canyonflats@edenhousing.org.

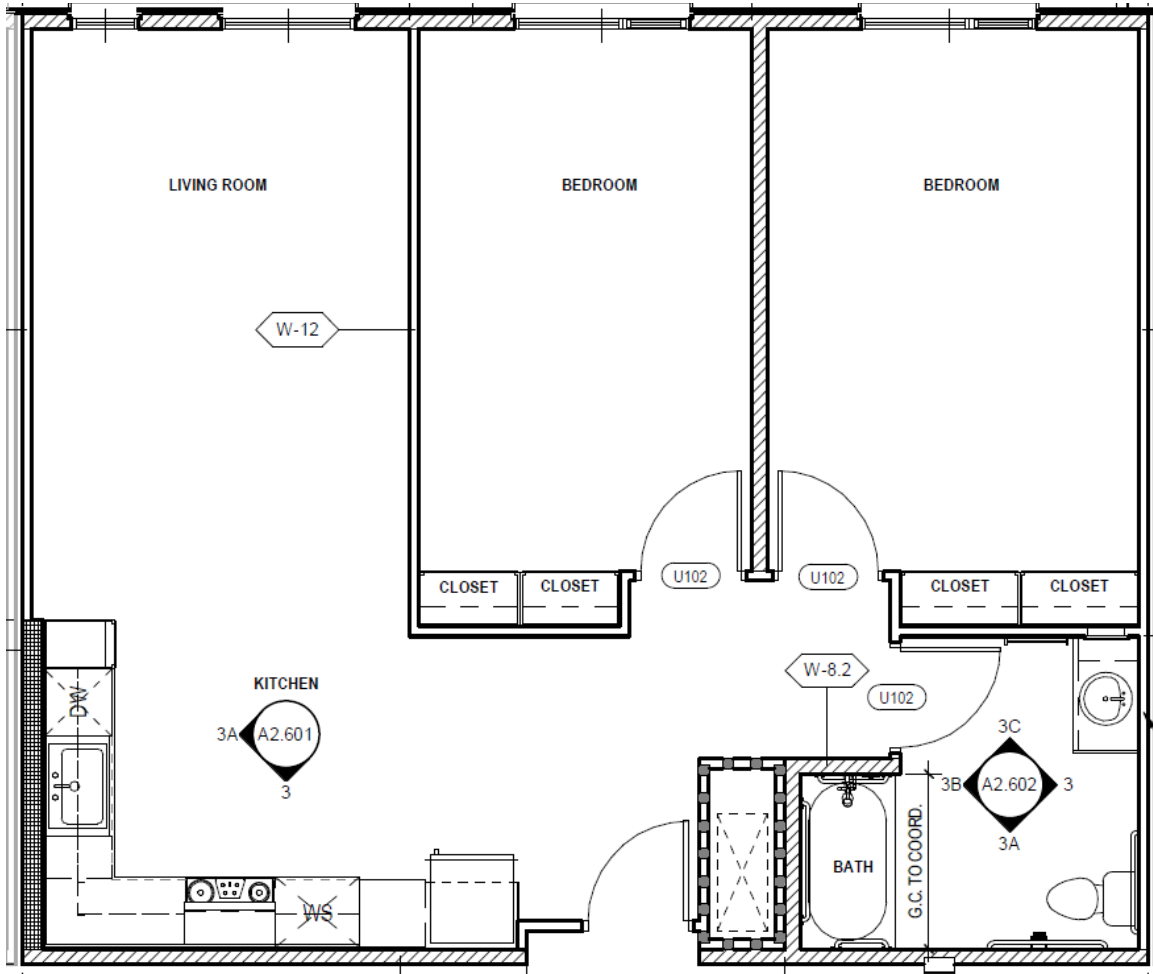
*Sample floor plans attached:





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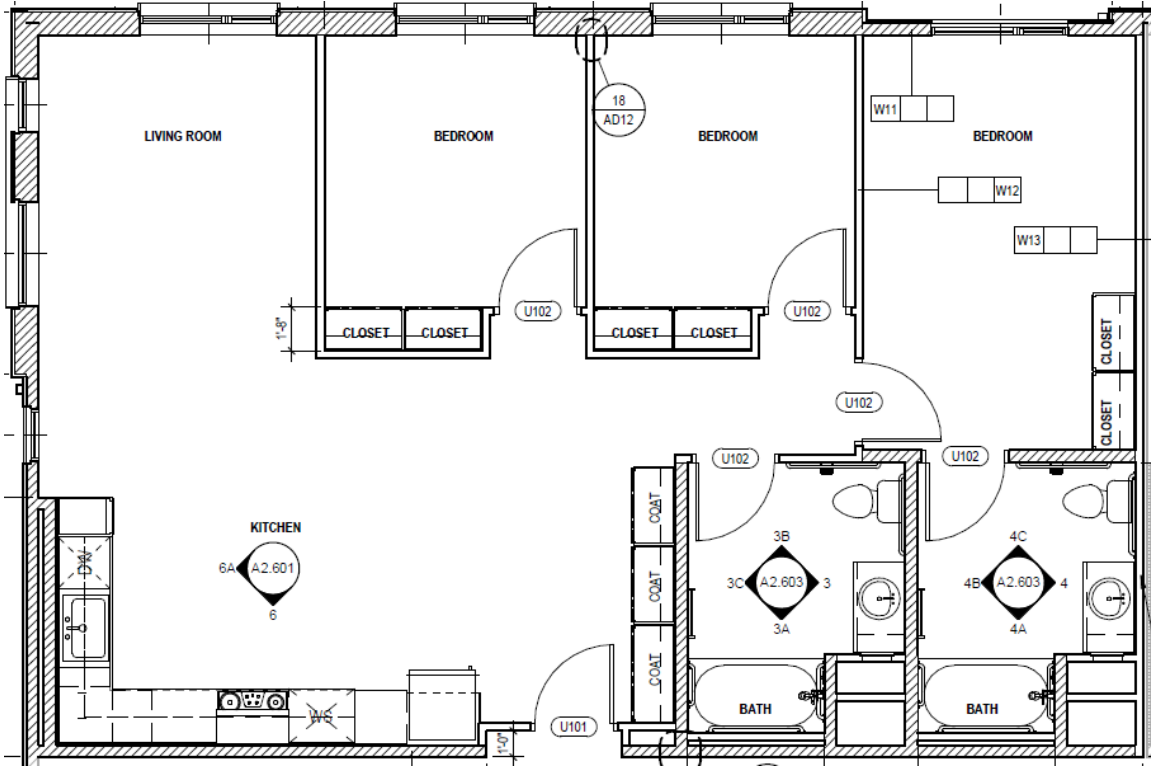


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