



CANYON FLATS APARTMENTS RESIDENT SELECTION CRITERIA

Canyon Flats is a seventy-one (71) unit apartment community made affordable by the Low Income Housing Tax Credit program located at 45025 S Grimmer Blvd in Fremont, California 94539. Canyon Flats consists of nineteen (19) one-bedrooms, thirty-one (31) two-bedrooms, twenty (20) three-bedrooms and one (1) unit reserved for the live on-site manager.

1. ACCEPTING APPLICATIONS

Applications for the Canyon Flats lottery waitlist are accepted **online only**. Complete the online application starting **February 1, 2021 at 10am thru February 12, 2021 at 8:30pm**. Applications will be reviewed during the application period for a preliminary review of meeting the minimum income requirement and not exceeding the income limits from information provided on the application prior to being placed in the lottery. Qualifying applications received by February 12, 2021 at 8:30pm will be included in the lottery regardless of when received. A preference will be given to households that currently live or work in the City of Fremont. Applications received February 1, 2021 at 10am thru February 12, 2021 at 8:30pm and Applicants that previously applied for Reilly Station with a City of Fremont preference will be included in the Canyon Flats lottery and will not need to reapply.

- ❖ The head of household must be 18 years of age or older at the time of application
- ❖ Please visit our website at <https://edenhousing.org/properties/canyon-flats/>
- ❖ Please click on the application link to access the application
- ❖ Enter all requested household information as accurately as possible for all Household members
- ❖ Online applications will be date and time stamp upon submission

Please call our leasing office message line at **(510) 499-2491** for more information, questions, assistance in completing the online application, scheduling an appointment to use our computer lab, and for third party language assistance.

2. MAXIMUM INCOME & RENT LIMITS

INCOME LIMITS PER HOUSEHOLD SIZE Effective 3/31/2020 and <i>Subject to change</i>							
AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
30%	\$27,420	\$31,320	\$35,250	\$39,150	\$42,300	\$45,420	\$48,570
50%	\$45,700	\$52,200	\$58,750	\$65,250	\$70,500	\$75,700	\$80,950
60%	\$54,840	\$62,640	\$70,500	\$78,300	\$84,600	\$90,840	\$97,140

- ◆ An applicant **MUST** receive a minimum **monthly income equal to two times the tenant rent** of the apartment he/she is interested in renting. The tenant rent amount used to determine the two times the rent would be the calculated at the current maximum LIHTC rent minus the applicable utility allowance. Income limits and rent limits are subject to change when annual 2021 income limits are published. The maximum rent chart below may be used to determine the estimated amount needed to support the rent. At time of interview current income limits, rent & rent amount needed will be provided. (Some exclusions apply, i.e., this may not apply to HUD/ or Housing Authority Voucher Subsidized Properties or applicants with a Housing Choice Voucher);



RENT LIMITS/ RANGES PER UNIT SIZE Effective 3/31/2020. Subject to change.			
Unit Size	30% AMI	50% AMI	60% AMI
1 Bedroom	\$734.00	\$1,223.00	\$1,468.00
2 Bedroom	\$881.00	\$1,468.00	\$1,762.00
3 Bedroom	\$1,018.00	\$1,696.00	\$2,036.00

3. OCCUPANCY STANDARDS

Bedroom Size	Minimum Persons	Maximum Persons
1 – Bedroom	1	3
2 – Bedrooms	2	5
3 – Bedrooms	3	7

The number of occupants listed above must be in accordance with occupancy standards as set forth by owner/agent based upon local codes and ordinances. Owner/Agent may change the occupancy limits during the lease term if changes in laws, ordinances or regulations make such change necessary or as required as a reasonable accommodation. The minimum occupancy limit will correspond to the number of bedrooms. The maximum occupancy limit will depend on local ordinances and regulations and the square footage of useable sleeping areas as defined by codes and any other suggested regulations.

4. LOTTERY / INITIAL RESIDENTS INTERVIEW

The method of selecting initial residents at Canyon Flats Apartments will be from a lottery system. Pursuant to City policy, in the lottery process, preferences will be given to those currently residing or working in the City of Fremont (verification required at interview). Applicants will be selected and interviewed in lottery number order. All applicants must be income eligible according to the Low Income Housing Tax Credit (LIHTC) Program. The application contains a release form, which must be signed to verify all items inclusive of credit history and other references.

Applicants selected from the lottery will receive an interview letter for a scheduled phone interview to complete qualifying tenant income certification questionnaire and prepare applicable income, assets, housing reference & background credit & criminal verifications forms. After the phone interview, applicants will have seven (7) business days to pick up prepared verification packet for signatures and drop off photo IDs and/or birth certificates(as age applicable), social security cards and required back up paperwork as applicable to the tenant income certification questionnaire.

Interviews will continue until the maximum number of applicants to fill the affordable units has been reached. If a household is not contacted, their application will be placed on the Canyon Flats waitlist. Qualified applicants will be provided a Pre-Approval letter when their file is approved. Upon notice of qualification and Canyon Flats units are ready to be occupied, the approved applicant will be contacted that their unit is ready for move in and will have ten (10) days to execute a lease agreement and sign the TIC (Tenant Income Certification).

5. WAITLIST

Any individuals not contacted after the lottery process will be placed on the Canyon Flats waiting list based on their number in the lottery for future vacancies and will retain their number assignment and placed into the Canyon Flats lottery waitlist. Periodically, Management will reach out to individuals on the waitlist to update



continued interest and eligibility information. Individuals must respond within five (5) business days to remain active on the waitlist. Placement of an application on the waiting list does not denote final tenant selection. That can and will occur only after complete processing.

The waiting list is updated at the least on a yearly basis to establish continued eligibility. Any applicant who exceeds LIHTC income limits for eligibility based upon application information, or if ineligible during later processing, would be notified in writing that they are LIHTC ineligible.

6. FULL TIME STUDENTS

Unless the household meets one of the exceptions to the student rule, a household entirely comprised of full-time students is not eligible to participate in the affordable housing program. A full-time student is any individual who is currently enrolled in an educational institution on a full-time basis, expects to be enrolled during the balance of the current tax year (January to December), or has been enrolled on a full-time basis for at least 5 months out of the current calendar year. The following are the exceptions to the student rule:

- At least one student is receiving assistance under TANF or AFDC
- At least one student was previously under foster care
- The student is participating in a program receiving assistance under the Workforce Investment Act (WIA)
- The student is a single parent with children, and this parent is not a dependent of another individual and the children are not dependent(s) of someone other than a parent
- The student is married and file a joint tax return
- The household contains at least one occupant who is not a student, has not been a student, and will not be during the current and/or upcoming calendar year.

7. FINANCIAL VERIFICATION PROCESS:

Management shall make a good faith effort to verify that the income provided by an applicant or occupying household in an income certification is accurate by taking all the following five steps as a part of the verification process:

1. Obtaining an income verification form from all sources of income including Social Security Administration and/or the California Department of Social Services if the applicant receives assistance from such agencies, obtaining another form of independent verification if the applicant is unemployed, and for employment income to obtaining the three (3) months most current consecutive pay stubs for adults age eighteen (18) or older;
2. Obtaining an income tax return for the most recent tax year for all adults age eighteen (18) or older;
3. Conducting a credit agency or similar search for all adults age eighteen (18) or older;
4. Obtaining all asset verifications of current statements for all savings and retirement accounts and six (6) months checking account bank statements as applicable for all adults age eighteen (18) or older;
5. Conducting a criminal, credit and housing history screening for the past five years

8. CREDIT

Credit report processed must reflect minimal derogatory credit. Applicants can request information pertaining to the screening process and the name of owner/agent's third-party screening vendor upon request. Each credit report will be compared with the landlord references and application to ensure that the applicant reported all addresses where he/she has lived and any other information that should be the same. Any discrepancies will be investigated. If there is no acceptable explanation or there is evidence the applicant falsified information on the



application, the applicant may be rejected from the Waiting List. Credit history will be reviewed for the following requirements:

- All rental accounts must be in good standing with no balance owed and/or evictions within the past five years.
- All utility accounts must be paid in full.
- No bankruptcies filed within the last twelve months.
- No unpaid judgements, collections, and liens exceeding \$5,000 excluding student loans and medical bills.

9. CRIMINAL BACKGROUND

Applicants with unsatisfactory criminal backgrounds may be declined depending upon the nature and severity of the offense and the time that has passed since the conviction occurred. A household with a member who is subject to lifetime registration under a State Sex Offender Registration Program or has been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing will not be admitted under any circumstance. An application also may be denied if the information available regarding a conviction is insufficient to allow proper classification. Criminal history and/or activity within the past five (5) years that may result in the rejection of an application may include, for example:

- Sexual assault,
- Domestic violence
- Discharging a firearm
- Gang participation;
- Burglary and/ or vandalism
- Assault
- Disorderly conduct
- Stalking; etc.
- Current engagement in use of a drug or if the owner has reasonable cause to believe that a household member's illegal use of a drug or pattern of illegal use may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents will not be approved for residency;
- Abuse or pattern of abuse of alcohol that interferes with the health, safety, or peaceful enjoyment of the premises by other residents will not be approved for residency;
- Involvement in drug related criminal activity or violent criminal activity or other criminal and ongoing criminal activity that is current or an indication of repeated criminal behavior will not be approved for residency;
- An applicant's misrepresentation of any information related to eligibility, allowance, household composition or rent will not be approved for residency.

10. VIOLENCE AGAINST WOMEN ACT

Owner/Agent will consider applicants covered by the "Violence Against Women Reauthorization Act of 2013" VAWA 2013 is designed to protect both child and adult victims of domestic violence, dating violence, sexual assault, and stalking. VAWA 2013 expands protections relating to the prohibition of terminating assistance because of criminal activity directly relating to domestic violence, dating violence, sexual assault, and stalking by replacing the term "immediate family member" with "affiliated individual." If the applicant, resident or affiliated individual is the victim of the above-described criminal activity, the activity cannot be cause for terminating assistance, tenancy, or occupancy rights.



11. SECTION 8 HOUSING CHOICE VOUCHER

Owner/Agent will not exclude an individual or family from admission solely because the household participates in the housing choice voucher program under Section 8 or other federal, state or local government rental assistance program. Such applicants are subject to the same eligibility and screening requirements as other applicants and therefore may be rejected for any valid reasons described within the Resident Selection Criteria.

12. PETS

Canyon Flats Apartments is a pet-friendly community with prior permission, additional requirements and restrictions as set in our Eden pet policy.

13. REASONABLE ACCOMMODATIONS

The owner/agent is committed to complying with the Fair Housing Act and Section 504 of the Rehabilitation Act by ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing servicers or programs solely on the basis of such disabilities. An applicant/resident may submit a request in writing, orally, or use another equally effective means of communication to request a reasonable accommodation.

Reasonable accommodations may be requested for assistance in completing an application. If an applicant requires a Reasonable Accommodation in order to be able to complete the application process, the 504 Coordinator will review and respond to such requests within thirty (30) calendar days. Translation services are available for those with limited English proficiency.

If an individual with a disability requests a reasonable accommodation, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or create undue financial and administrative burden. In such a case, if possible, the owner/agent will offer an alternative solution that would not result in a fundamental alteration of the program or a financial or administrative burden.

14. DECLINED APPLICATIONS

As previously stated, any application which is incomplete will not be processed. An applicant who refuses to sign releases to allow verification of LIHTC and Company eligibility, references, etc. would be declined. Applicants who do not meet income limits for this community will also be declined.

If any of the following apply, the application will be declined:

- Unable to provide a valid government issued photo ID
- Falsification of the application
- Failure to disclose SSN number of any household member
- If the bank returns the application fee or holding deposit check
- A Non-U.S. citizen that has not provided the required USCIS documents

All declined applications will be advised in writing no later than 14 days after the determination is made to deny



the application and will be provided third party contact information if said information led to declined applications.

While other qualifications apply, the above mentioned has been established to reflect a short version of Eden Housing Management Inc. Tenant Selection Plan. Eden Housing Management Inc. may conduct additional verifications to determine the eligibility of the entire household.

Being eligible, is not an entitlement to housing. Every applicant must meet the Tenant Selection Criteria. This policy is used to demonstrate the applicant’s suitability as a resident using verified information on past behavior to document the applicant’s ability, either alone or with assistance, to comply with essential Lease provisions and any other rules governing tenancy.

Applicant signature _____ **Date** _____

Co-Applicant signature _____ **Date** _____

Other Adult signature _____ **Date** _____

Other Adult signature _____ **Date** _____

Other Adult signature _____ **Date** _____

Canyon Flats Apartments is an equal opportunity community and non-discrimination in compliance with all Civic Rights legislation (1964, 1968, 1977) and Affirmative Fair Housing Marketing requirements as set forth for this community. Eden Housing will comply with state and federal fair housing and antidiscrimination laws; including but not limited to, consideration of reasonable accommodations requested to complete the application process. Screening criteria will be applied in a manner consistent with all applicable laws, including California and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines and Department’s rules. No applicant will be denied on the basis of race, color, religion, sex, familial status, handicap status or national origin. Applicants must meet all LIHTC regulations and owner/agent tenant selection requirements.

Eden Housing Management, Inc. does not discriminate based on race, color, creed, religion, sex, national origin, age, familial status, handicap, ancestry, medical condition, physical handicap, veteran status, sexual orientation, AIDS, AIDS related condition (ARC), mental disability, or any other arbitrary basis. TDD/TTY 1-800-735-2922,



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