



The Randall

Frequently Asked Questions (FAQ)

PROJECT LOCATION:

111 SAW MILL CIRCLE, HEALDSBURG, CA, 95448
(510) 499-2491 LEASEUP@EDENHOUSING.ORG

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

OVERVIEW:

1. Can you please provide an overview of The Randall?



The Randall is a brand new, 40-unit affordable rental apartment community in Healdsburg for large family households. Neat future Sonoma-Marín Area Rail Transit (SMART) stop. The Randall is 4 stories, all with elevator access. The Randall will include nineteen (19) resident one-bedroom apartments, ten (10) resident two-bedroom apartments, one (1) live on-site manager two-bedroom apartment and eleven (11) resident three-bedroom apartments.

- Eight (8) units are reserved for Project Based Voucher referrals through the Sonoma County Housing Authority (SCHA).
- Thirty-two (32) will be chosen from the Eden lottery application waitlist with a City of Healdsburg live/work preference.
- One (1) two-bedroom unit is reserved for the live on-site manager.

All Apartments are made affordable through funding from the City of Healdsburg 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	500 square feet
Two Bedroom / One Bathroom	10	800 square Feet
Three Bedroom / Two Bathroom	11	1100 square Feet
One Manager's Unit*	1	
Unit Total	41	

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The Randall

Frequently Asked Questions (FAQ)

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

2. When will the apartments be available?

The Randall is anticipated to be completed in late Fall, 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 November 2022/construction completed and within 7 days of being notified of approval. All units needing to be occupied by January 2023.

3. What special amenities are provided?

- Community Room with Lounge Area & Kitchen
- On-site Laundry Facilities
- Bonus Lounge Areas
- Community Gardens & Courtyard with Seating Area
- Resident Services with a Dedicated On-Site Office
- EV Charging Stations
- Tot Lot
- Secure Bicycle Storage Room
- Extra Storage Closets
- Unit Amenities:
 - ❖ Electric cooktop range and stove
 - ❖ Full size refrigerator
 - ❖ In-sink garbage disposal
 - ❖ Air Conditioning
 - ❖ Blinds
 - ❖ Dishwasher

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

There will be approximately 41 parking spaces available for residents of The Randall, including 4 accessible, 23 compact and 14 standard spaces. Parking is assigned at 1 parking space per unit by property management. Complete instructions & requirements will be available by Property Management at time of move in & upon request.



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The Randall

Frequently Asked Questions (FAQ)

5. Who will manage the property?

Eden Housing Management, Inc. will manage the property. A full-time property manager will function 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 The Randall. 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 not attached to a Project Based Voucher (PBV).

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 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 April 18, 2022, for Sonoma 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:



The Randall

Frequently Asked Questions (FAQ)

INCOME LIMITS PER HOUSEHOLD SIZE, PBV VOUCHER ONLY

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%	\$24,960	\$28,530	\$32,100	\$35,640	\$38,520	\$41,370	\$44,220	5	1	2

One Bedroom occupancy allowed 1 to 3-person household size, estimated rent including a Utility Allowance adjustment is determined by Sonoma Housing Authority:

- A 1-person household gross annual household's income must be less than \$24,960 per year.
- A 3-person household gross annual household's income must be less than \$32,100 per year.

Two Bedroom occupancy allowed 2 to 5-person household size, estimated rent including a Utility Allowance adjustment is determined by Sonoma Housing Authority:

- A 2-person household gross annual household's income must be less than \$28,530 per year.
- A 5-person household gross annual household's income must be less than \$38,520 per year.

Three Bedroom occupancy allowed 3 to 7-person household size, estimated rent including a Utility Allowance adjustment is determined by Sonoma Housing Authority:


- A 3-person household gross annual household's income must be less than \$32,100 per year.
- A 7-person household gross annual household's income must be less than \$44,220 per year.

INCOME LIMITS PER HOUSEHOLD SIZE, LOTTERY ONLY

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	# Of 1-Bed	# Of 2-Bed	# Of 3-Bed
50%	\$41,600	\$47,550	\$53,500	\$59,400	\$64,200	\$68,950	\$73,700	14	9	9

One-Bedroom occupancy allowed 1 to 3-person household size, estimated rent prior to a Utility allowance adjustment:

- A 1-person household that qualifies at the 50% AMI level will pay \$1,114 per month for a one-bedroom apartment. This household's income must be less than \$41,600 per year and minimum annual gross income amount of \$26,736 needed.

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The Randall

Frequently Asked Questions (FAQ)

- A 3-person household that qualifies at the 50% AMI level will pay \$1,114 per month for a one-bedroom apartment. This household's income must be less than \$53,500 per year and minimum annual gross income amount of \$26,736 needed.

Two-Bedroom occupancy allowed 2 to 5-person household size, estimated rent prior to a Utility allowance adjustment:

- A 2-person household that qualifies at the 50% AMI level will pay \$1,337 per month for a two-bedroom apartment. This household's income must be less than \$47,550 per year and minimum annual gross income amount of \$32,088 needed.
- A 5-person household that qualifies at the 50% AMI level will pay \$1,337 per month for a two-bedroom apartment. This household's income must be less than \$64,200 per year and minimum annual gross income amount of \$32,088 needed.

Three-Bedroom occupancy allowed 3 to 7-person household size, estimated rent prior to a Utility allowance adjustment:

- A 3-person household that qualifies at the 50% AMI level will pay \$1,545 per month for a three-bedroom apartment. This household's income must be less than \$53,500 per year and minimum annual gross income amount of \$37,080 needed.
- A 7-person household that qualifies at the 50% AMI level will pay \$1,545 per month for a three-bedroom apartment. This household's income must be less than \$73,700 per year and minimum annual gross income amount of \$37,080 needed.
- **An applicant must receive a minimum monthly amount equal to two times the tenant portion of rent for applicants without a Section 8 PBV or 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/mill-district-affordable-apartments/>



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The Randall

Frequently Asked Questions (FAQ)

(Click on “Online Application Form”) For The Randall - Starting at 10:00 AM, Monday, September 12, 2022, to Friday September 23, 2022, at 5:00 PM to complete the online application.

11. How should I submit my completed application?

Completed application are completed ONLINE ONLY starting at 10:00 AM, September 12, 2022, to Friday September 23, 2022, at 5:00 PM

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

Applications will **NOT** be accepted after 5:00 PM on Wednesday September 23, 2022.

Reasonable Accommodations will be made to assist applicants in completing the pre-application, full rental application & any paperwork needed to apply and/or qualify for housing at The Randall.

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

No. A lottery will be conducted in October 2022 and will determine an applicant’s lottery list number. There is **NO** priority given to those who complete their application on September 12, 2022, over an application completed on September 23, 2022.

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

There is a City of Healdsburg Live/Work Preference for the lottery units.

Lottery applicants who complete their application selecting “yes” to currently working or living in the City of Healdsburg will be provided the Live/Work Preference in the lottery.

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 Healdsburg address or the preference will be removed, and application resorted:

- Lease agreement verifying residency.
- Copies of utility bills (electric, water, or gas).





The Randall

Frequently Asked Questions (FAQ)

- Most current Tax returns.
- 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 Alameda County.
- 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 Healdsburg Live/Work preferences described above will be applied according to the following:

All pre-applications received during the initial intake period of September 12-23, 2022, 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 pre-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.

Applicants selected for the preference who are 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 for those selected from the lottery, likely in October 2022. The Randall 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 October.





The Randall

Frequently Asked Questions (FAQ)

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 The Randall 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, the applicant will be offered units available that the Household qualifies for. Since units are assigned based on the “first approved file” within the lottery order, a household may be offered a unit with a rent amount and/or different bedroom size that they applied for because units are no longer available. Applicants can choose to accept the unit or remain on the waitlist for future vacancies that match their ideal preference.

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 unless management completes a new lottery.

As units become vacant, applicants on the waiting list are contacted in order of preference, lottery number, 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 instruction email specific to your household. Below is a list of potential documents that may be requested of your household:

- Social Security Card or Resident Alien Card.
- California Driver’s License or Photo ID.
- Proof of Live/work in the Healdsburg.
- Documentation for ALL Sources of Income including, but not limited to:
 - Employment (last 3 consecutive months of current paystubs-required – no gaps).
 - Social Security Award letter (most recent awarded in 2021 for 2022).





The Randall

Frequently Asked Questions (FAQ)

- 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 2022 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, specific regulations apply to verifying these types of income, as follows:
 - Self-Employed
 - Previous Year’s Form 1040 Tax Return and Schedule C
 - OR**
 - IRS Form 4506-C and one of the following:
 - Profit and Loss Statement
 - Statements from recurring clients
 - Cash Wages

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-C, 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 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?



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The Randall

Frequently Asked Questions (FAQ)

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 The Randall.

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 April 18, 2022, for Sonoma 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 with Section 8 Housing Choice Vouchers 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.**

RENT FOR PROJECT BASED VOUCHER REFERRALS ONLY

Bedroom Size	Monthly Rent per unit size.	
1 BR	30% of Income	Determined By SCHA
2 BR	30% of Income	Determined By SCHA
3 BR	30% of Income	Determined By SCHA

*Rents for these apartments are set at the appropriate Low Income Housing Tax Credit program 30% and 50% levels by bedroom size. The amount a household pays in rent will be determined by household income and bedroom size as listed above unless an applicant has a Section 8 Housing Project Based Voucher or Housing Choice Voucher.



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The Randall

Frequently Asked Questions (FAQ)

RENT FOR LOTTERY APPLICANTS

Bedroom Size	Monthly Rent per AMI & listed with required two times the Rent, monthly & annually
1 BR	50% \$1,114=\$2,228 monthly & \$26,736 gross annual income.
2 BR	50% \$1,337=\$2,674 monthly & \$32,088 gross annual income.
3 BR	50% \$1,545=\$3,090 monthly & \$37,080 gross annual income.

1-bedroom occupancy allowed 1 to 3-person household size, estimated rent prior to Utility Allowance adjustment:

- A 1-person household that qualifies at the 50% AMI level will pay \$1,114 for a one-bedroom apartment. This household's income must be less than \$41,600 per year minimum annual gross income amount of \$26,736 needed.
- A 3-person household that qualifies at the 50% AMI level will pay \$1,114 for a one-bedroom apartment. This household's income must be less than \$53,500 per year minimum annual gross income amount of \$26,736 needed.

2-bedroom occupancy allowed 2 to 5-person household size, estimated rent prior to Utility Allowance adjustment:

- A 2-person household that qualifies at the 50% AMI level will pay \$1,337 per month for a two-bedroom apartment. This household's income must be less than \$47,550 per year & minimum annual gross income amount of \$32,088 needed.
- A 5-person household that qualifies at the 50% AMI level will pay \$1,337 for a two-bedroom apartment. This household's income must be less than \$64,200 per year minimum annual gross income amount of \$32,088 needed.

3-bedroom occupancy allowed 3 to 7-person household size, estimated rent prior to Utility Allowance adjustment:

- A 3-person household that qualifies at the 50% AMI level will pay \$1,545 for a three-bedroom apartment. This household's income must be less than \$59,400 per year minimum annual gross income amount of \$37,080 needed.
- A 7-person household that qualifies at the 50% AMI level will pay \$1,545 for a three-bedroom apartment. This household's income must be less than \$73,700 per year minimum annual gross income amount of \$37,080 needed.



The Randall

Frequently Asked Questions (FAQ)

22. Can students apply?

Yes. However, 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. The Randall 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.

25. Will pets be allowed?



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The Randall

Frequently Asked Questions (FAQ)

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 in completed lottery order 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.

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



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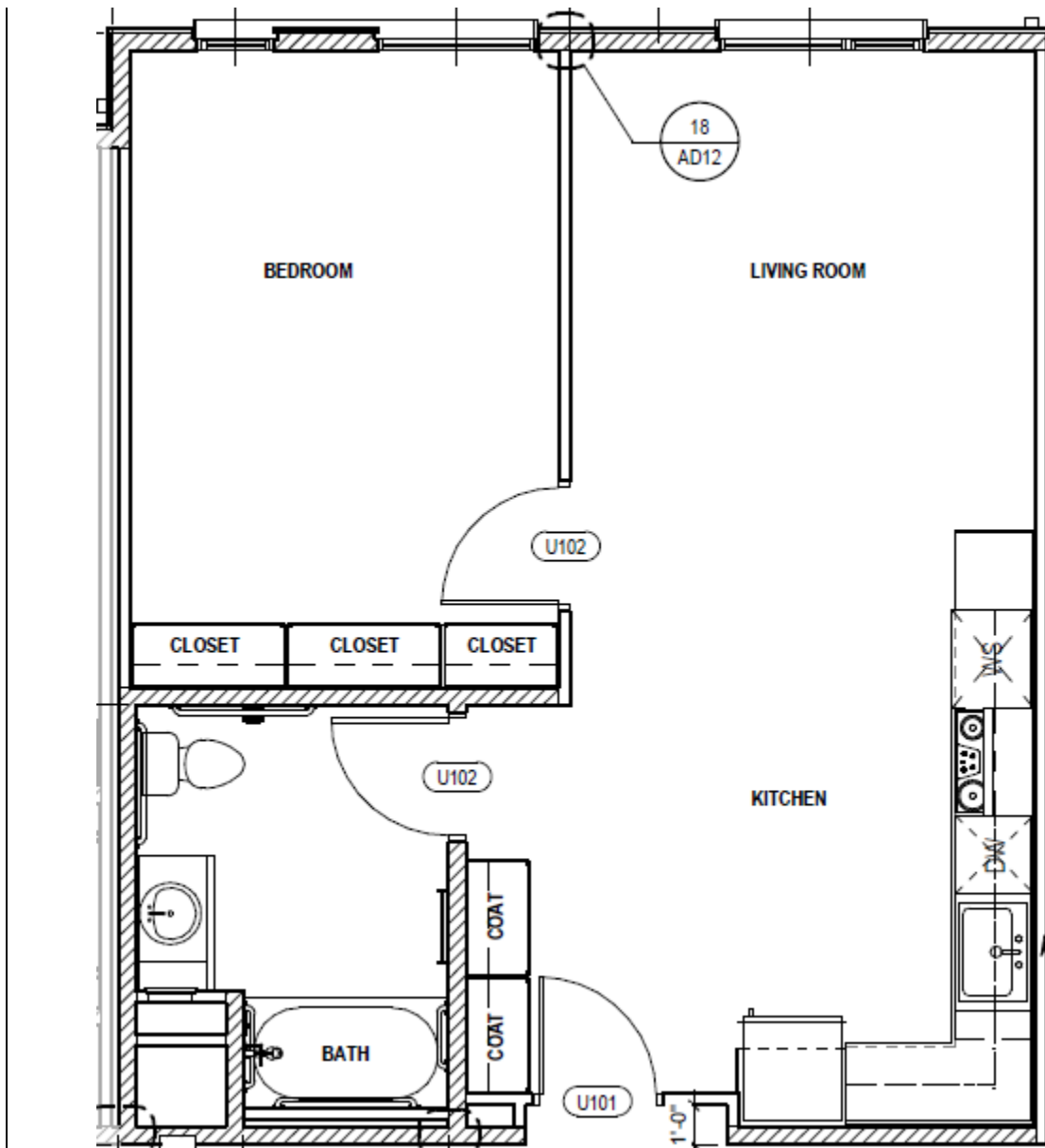
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Frequently Asked Questions (FAQ)

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

*Sample floor plans attached:

1 Bedroom:



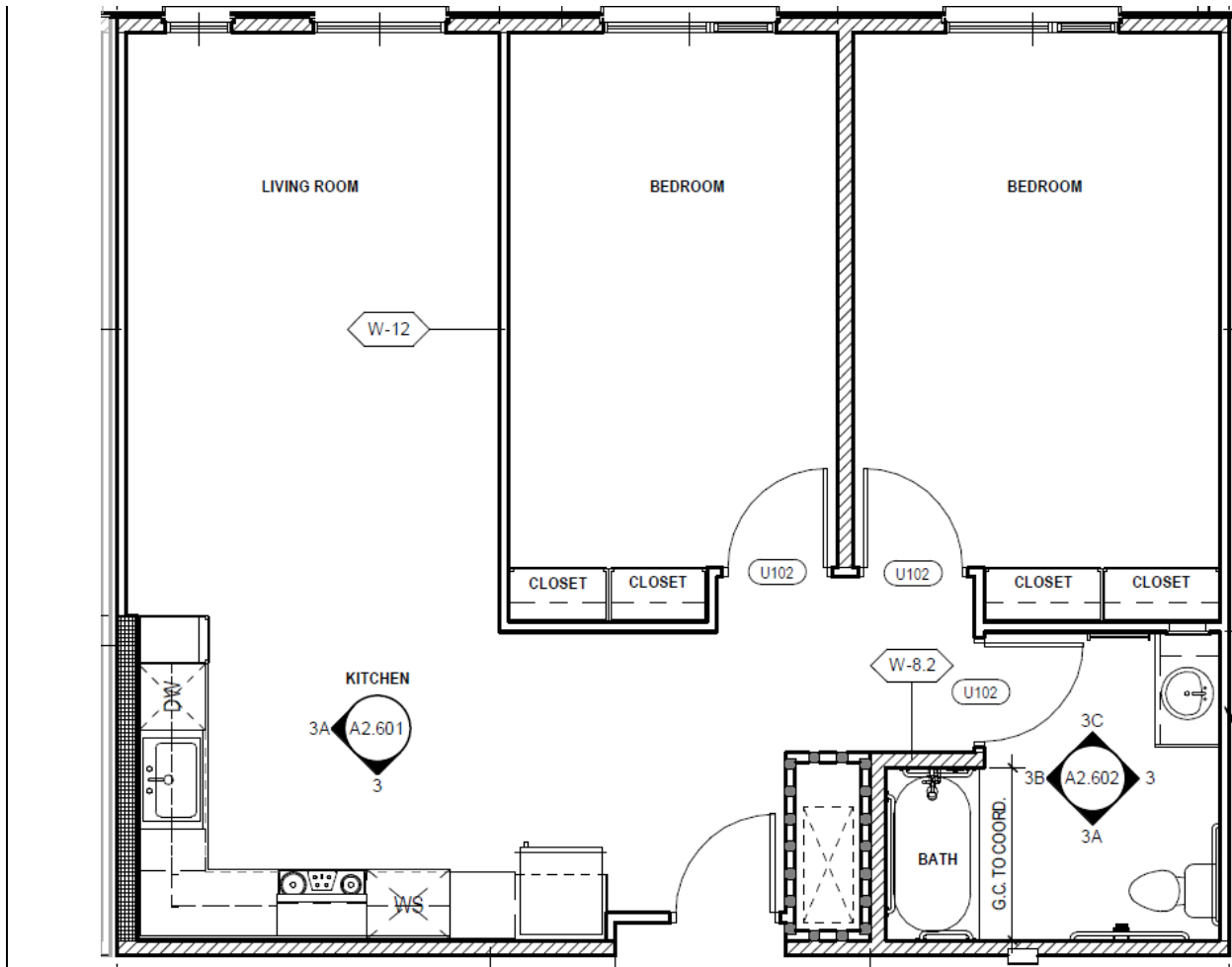
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The Randall

Frequently Asked Questions (FAQ)

2 Bedroom:



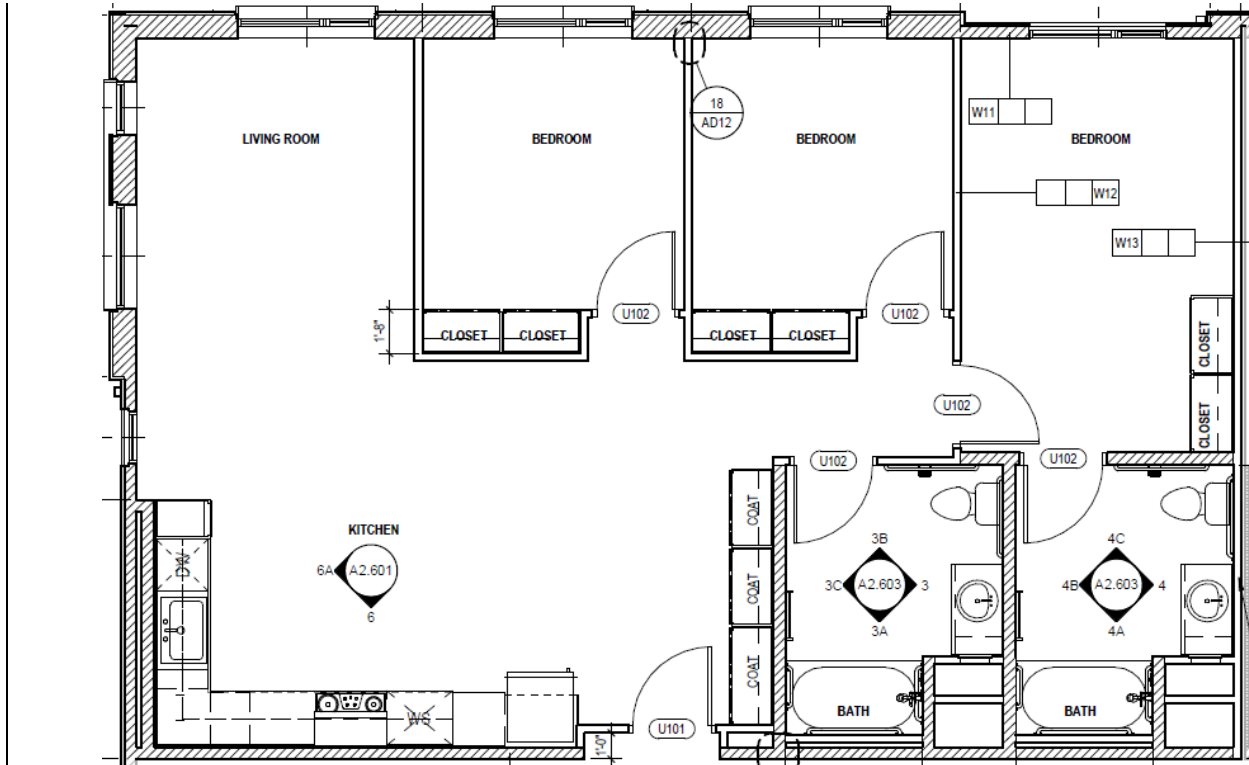
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The Randall

Frequently Asked Questions (FAQ)

3 Bedroom:



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