Affordable Housing Opportunity
Biele Place Apartments

Program: Rental Housing Construction Program (RHCP)
Address: 1421 15th Street
Qualifications: 60 years of age or older
Maximum Income: 80% of median (see below)
Waiting List effective: 1-5-15 through 3-31-15

Applicants must earn a minimum income of $1036 to qualify for this waitlist

Welcome to Biele Place Apartments. This community of one-bedroom apartments has a special financing program that is designed to facilitate the needs of individuals 60 years or older with a moderate income. Pre-applications for the Biele Place 2015 Waitlist are now being accepted through **March 31, 2015**. Residency at this community requires that applicants meet income qualifications established by the RHCP Program. This program is not connected with the Section 8 Housing Choice Voucher Program, although we do accept Section 8 participants.

Residency at this community is limited to those households having a moderate income as shown below. The maximum allowable income (by household size), and corresponding rent, are as follows:

INCOME & RENT GUIDELINES

Household Size	Minimum Monthly Income	Maximum Monthly Income	Bedroom size	Monthly Rent
1 Person	2 x rent	$3554	One	$518, or 25% of monthly income, **whichever is more**
2 Person	2 X rent	$4062	Bedroom	

Households must not earn more than the maximum allowable monthly income listed, averaged over an entire year, but must also have a minimum income of AT LEAST two times the monthly rent. In addition to standard wages, income includes money received from ALL sources such as alimony, pension, social security and asset income. All information on income and assets provided by applicants must be verified before occupancy. The certification process must also be completed annually.

The minimum rent is established by the guidelines of the "Rental Housing Construction Program (RHCP)," a housing program of the California Department of Housing and Community Development. Households will pay either the "Minimum Base Rent," or 25% of the household income, _whichever is more._ The allowable rent is subject to change annually, and is based upon income as determined by the Department of Housing and Urban Development. Rent amounts are not negotiable.

Rental qualifications and Wait List Pre-Application is attached. Please fill out and return to CADA by the waitlist deadline. When an apartment is available, applicants will be offered an apartment in accordance with the date they were added to the waiting list. You may also stop by the CADA office at 1522-14th Street to obtain a pre-application, or log onto our website at www.cadanet.org, or call (916) 322-2114 for more information.

**Thank you for your interest
in renting from CADA!**

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CADA RENTAL QUALIFICATIONS

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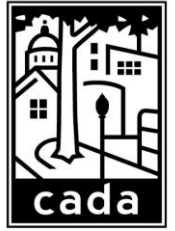
Dear Applicant:

Thank you for considering a CADA apartment as your new home. Living in the Capitol Park Neighborhood is very exciting. Within a few short blocks of your door you will find neighborhood services, shopping, dining, and cultural and recreational opportunities. The following information details the qualifications needed to rent from CADA, as well as the application process.

RENTAL QUALIFICATIONS:

1. **RENTAL HISTORY**: 3 years recent stable and positive rental history, paying rent to a landlord.

2. **INCOME:** Stable Income equal to 2-3 times the monthly rent. Applicants must show a history of paying a similar rent-to-income ratio that will be in place when renting from CADA.

3. **CREDIT:** No evictions or money owed to a previous landlord. Current accounts must be more positive than negative.

4. **CO-SIGNERS:** A Co-signer may be allowed when applicant doesn't meet the requirements of a category, upon approval of Property Manager.

RENTAL HISTORY:

CADA wants to find great neighbors for our existing residents, so we give preference to applicants with three years of CURRENT stable, positive, rental history. Less rental history may be approved if combined with strong qualifications in other categories, such as stable income equal to three times the rent, *plus* good credit. Rental history generally does not include living with, or renting from, friends or relatives. Lack of sufficient rental history, unexplained gaps in rental history, conflicting rental history information, eviction or a negative landlord reference, will disqualify applicant from renting from CADA.

INCOME:

CADA gives preference to applicants who have a monthly income equal to three times the monthly rent of the chosen apartment. The Applicant must be able to show stability in the receipt of this income (i.e. long-term receipt of income from employment, retirement, or other verifiable source). *Additionally, applicants must show a history of paying a similar rent-to-income ratio that will be in place when renting from CADA.* **Applicants for rental assistance programs must meet the income guidelines set by the rental assistance program.**

CREDIT:
Credit accounts must be more positive than negative. Older negative accounts won't be as damaging as newer negative accounts. Some negative credit history may be allowed with a co-signer.

Waiting List Procedures
for CADA Rental Assistance Programs

1. **QUALIICATIONS:** Find out if you qualify for a CADA rental assistance housing program by speaking with a CADA rental agent, or logging onto CADA's website at www.cadanet.org. Most, but not all, of CADA's rental assistance programs require applicants to either be a senior, disabled, or have minor children, as well as have an annual household income that doesn't exceed a certain dollar amount for the size of the household. In addition, applicants must also have recent positive rental history; have a household income of two to three times the monthly rent (or be able to show a history of paying a similar rent-to-income ratio); and have more positive than negative credit accounts.

2. **OPEN WAITING LISTS:** Waiting Lists for all of CADA's rent-assisted housing programs open in January of each year, and close at the end of March.

3. **WAIT LIST PROCESS:** During the period our waiting lists are open, you must pre-apply for all programs for which you qualify by submitting a separate "Waiting List Pre-application" for each program. Applicants will be placed on the waiting list in date and time order, and will be asked for more detailed information once an apartment is available. An applicant may be on a waiting list for an available apartment for either a short time, or a very long time, depending on the move out patterns of residents currently participating in the particular housing program. We encourage applicants to pre-apply to be added to the waiting lists of all available programs, if able to meet program guidelines, including other rental assistance programs in Sacramento. A good source of information about other rental assistance programs in Sacramento is Sacramento Housing Alliance at (916) 455-4900, or www.sachousingalliance.org.

4. **APARTMENT AVAILABILITY:** When an apartment comes available in a particular program, CADA's Housing Assistant, Chelsea O'Connor, will contact all wait list applicants. Applicants, if interested in the apartment offered, must respond within the timeline provided. The Housing Assistant will then offer the apartment to the household that's highest on the list, and request that all adults in the household come in to the CADA office and fill out a rental application, provide verification of income (pay stubs, government program statements, bank statements, and possibly tax returns), and pay a "Holding Deposit" (which becomes the security deposit if the applicant is approved to rent, or refunded if the applicant is denied). The remaining wait-list applicants who responded will remain on the waiting list until an apartment is once again available, or will be contacted again in the event that the first pre-applicant is not approved for the program.

5. **REMOVAL FROM WAITING LISTS:** Waiting lists for each of CADA's rental-assistance programs will be purged annually. **<u>Applicants who do not respond to a possible offer of housing, will be removed from the waiting list.</u>** It is very important that waiting list applicants notify CADA of any change in address, *in writing,* in order to be assured of a continuing slot on the waiting list. **<u>If we cannot reach you, or mail is returned, we must remove you from the waiting list.</u>**

**Thank you for your interest in
CADA's Rental Assistance Programs!**

CAPITOL AREA DEVELOPMENT AUTHORITY

Pre-Application for Rental Housing Construction Program
Biele Place Apartments

Name: _____

Address: _____

          Number   Street   City   State   Zip

Telephone Number(s):_____

                    Home   Work   Cell

PROPOSED OCCUPANTS OF THE UNIT (Including Self):

NAME	RELATIONSHIP	D.O.B	AGE	SEX
1._____	SELF			
2._____				

TOTAL MONTHLY INCOME (All Occupants): $_____

CIRCLE SOURCE(S) OF INCOME: SSA; SSI; SSDI; Wages; OTHER (LIST):_____

FAMILY TYPE (check all that apply):   ____ Age 60 or Older

                                    ____ Disabled, receiving SSDI or SSI income

Do you require a wheelchair- accessible unit?   ____yes   ____no

Do you have assets totaling more than $5,000?   ____yes   ____no

IMPORTANT! PLEASE READ CAREFULLY

This is not an application to rent an apartment. It is a request to be added to the Biele Place (RHCP) waitlist. When it is your turn to apply for assistance, you will be contacted by mail. Therefore, it will be necessary for you to notify CADA in writing with any change in address. CADA must have applicant's current address at all times in order for applicant to remain on the wait list.

THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

_____   _____

Signature   Date

Please return Pre-App by the waitlist deadline to:
Chelsea O'Connor, CADA Housing Assistant
1522 14th Street Sacramento, CA 95814