Thank you for your interest in La Vereda, an 85-unit senior property in San Leandro. **We invite seniors age 62 and older to apply! Other household members must be age 45 and older or a spouse or disabled dependent.** This quality affordable housing has been developed by BRIDGE Housing Corporation in conjunction with the City of San Leandro, the County of Alameda, and the California Department of Housing and Community Development.

62 of the 85 units have Project Based Section 8 subsidy and will be filled with referrals from the Housing Authority of the County of Alameda. Of the 85 units 43 are built out for mobility impaired households and 2 are designed for hearing impaired households. Disabled senior households are encouraged to apply.

Please review the following table for rent and income limits at La Vereda*:

<table>
<thead>
<tr>
<th>1 Bedroom, 1 Bath Apartments</th>
<th>Maximum Gross Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Units</td>
<td>Unit AMI</td>
</tr>
<tr>
<td>8</td>
<td>30%</td>
</tr>
<tr>
<td>14</td>
<td>40%</td>
</tr>
</tbody>
</table>

To apply, please return a completed 4 page pre-application signed by each adult applicant. **You are welcome to submit your pre-application either in person or by mail. All applications must be complete and received by March 23, 2018.**

To Drop off your pre-application:  
La Vereda Leasing Office  
13939 E. 14th Street, Suite 190  
San Leandro, CA 94578

To Mail us your application:  
La Vereda  
PO Box 3880  
San Leandro, CA 94578

After the application period ends, all pre-applications will be randomly ordered. This will determine the order in which pre-applications are processed. Due to the high level of interest for La Vereda, only pre-applications with lottery numbers 1 to 400 will continue to the next stage of the process. If your pre-application receives a lottery number above 400 you will be notified and your pre-application will not be processed.

Only one pre-application will be accepted per household; additional applications will be denied. Apartments are offered on a first-qualified, first offered basis.

*Rents and Income limits are subject to change; rents include water and garbage; tenants are responsible for all other utilities including electricity, phone, and cable.

**There is no minimum income requirement for applicants with Section 8 vouchers.
This attractive apartment community includes onsite laundry, a community room with a full kitchen, an outdoor courtyard, and on-site professional management. Individual apartments include all electric kitchens and emergency call systems. The property is conveniently located next to San Leandro BART and downtown shopping. Each household will receive a free AC Transit pass!

One reason we are able to offer these apartments at affordable rents is because La Vereda is funded by a federally regulated government program called the Low Income Housing Tax Credit Program (LIHTC). This program, as well as other sources used to build the property, requires management to screen all applicants carefully. All potential residents must qualify based on projected annual income (including all assets), household size, credit and rental history, and criminal background screening. The LIHTC program also has restrictions related to full-time students, which require us to determine a student’s eligibility on a quarterly or semester basis. This screening and verification process is applied equally to every applicant who applies for the affordable apartments.
APPLICATION PROCESS

After completing the pre-application, please return it to La Vereda’s leasing office, or mail your pre-application to the address provided in our cover letter. After the random ordering, if your pre-application is selected to move to the next stage of processing, the following steps will guide you on your way to residency at La Vereda. Please remember, apartments will be offered on a First-Qualified, First-Offered basis.

Completing a Full Application
You will be notified when it is your turn to be processed. At this time, you will need to complete a full application, and pay a $15 processing fee for each adult. Leasing special! Processing fee is waived for applicants who are processed and move in by 12/31/18.

Meeting Your Leasing Associate for Document Review - We Are Here to Help You
Once we have initially reviewed your full application, and if you appear to qualify for the next stage of processing, a leasing associate will schedule an appointment with you to go through the additional paperwork required and confirm the information supplied on your application. Credit checks, criminal background screening, landlord references, and income and asset verifications will be required for all applicants. At your scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Steps page. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. This interview normally takes approximately 45 minutes. All persons who will be living in the apartment, regardless of their age, must participate in this interview. Your patience and cooperation is appreciated.

Apartment Offer
When all documents have been received, verified and approved, qualified applicants will be invited back to view the apartment that has been selected for them. Remember that you will only receive one offer of an apartment. All offers will be confirmed in writing. If you decline that apartment, you will be considered to have withdrawn your application. Future residents are not able to choose a floor plan or location.

12 Month Lease Term
Leases will be for a minimum term of one year

Pets
For more information, please speak to your leasing agent at your interview about our pet policy.

Parking
There are a very limited number of resident spaces. Parking is restricted to cars owned by resident(s). All cars must be registered in the name of the resident; and resident(s) must provide proof of current auto insurance and must provide a valid driver's license. All cars must be for personal use only, be in working order, and be maintained in a safe condition at all times. Vehicles not in compliance will be towed at the owner's expense. No exceptions. Accessible spaces are available, but cannot be assigned.
La Vereda Application Checklist

Thank you for your interest in this property. To complete your pre-application, please return the following items together:

A complete Pre-Application signed by each adult applicant (18 years and older)

After the random ordering if you are notified that it is your turn to be processed you will need to meet with our leasing agents and submit the following items:

1. A full application including all required signatures for each adult applicant 18 and older.
2. A non-refundable application fee of $15 for each adult applicant 18 and older, payable to La Vereda (cashiers' check or money order only; no personal checks or cash) – Waived for leasing special for applicants who are processed and move in by 12/31/18!

We will also need the following documents to determine your eligibility:

1. A copy of a State or National Picture ID and Social Security Card for each adult applicant (18 years and older)
2. Birth Certificates for all minors (under 18)
3. A copy of the two most recent statements for all bank accounts, mutual funds, IRA’s, 401(k)’s, or stock accounts owned by any household member.
4. A copy of an unofficial school transcript for the past twelve months for all students who are 18 and older.
5. Supporting documents for all income sources, as defined below:

**Employment:**
Copies of last three months consecutive pay stubs or equivalent proof of other income for all household members who are 18 and older.

**Self-Employment:**
Copy of last year's IRS Tax Return including Schedule C and list of current or most recent clients for all household members who are 18 and older.

**SSI or SSA/Disability:**
Copy of latest award letter showing current monthly benefit for all household members regardless of age.

**Unemployment:**
Printout of Statement or copy of last letter showing current monthly benefit for all household members who are 18 and older.

**Financial Assistance:**
This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills) for any household member regardless of age. The payer would need to provide a bank/asset statement showing funds equaling ten times the annual assistance.

**GA/AFDC/TANF:**
Copy of latest Notice of Action letter for all household members who are 18 and older.

**Child Support/Alimony**
Current notice from D.A. Office, a court order or a letter from the provider with copies of last two checks for all household members regardless of age.

**Other:**
If any household member has regular pay as a member of the Armed Forces; severance payments; settlements; lottery winnings or inheritances; death benefits or life insurance dividends; trust benefits; or any other source of income not listed, please provide documentation to support the source of income.

We appreciate your application and look forward to working with you.
La Vereda Senior Apartments - Pre-Application

Please fill out this form completely. Incomplete forms cannot be processed.

**First Name:**

**Last Name:**

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Apt #</th>
<th>Phone#1</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

**Contact/Interpreter Name:**

**Contact/Interpreter Phone:**

**How many people are in your household?**

**What is your household’s estimated annual gross income?**

$________________________

**NOTE:** La Vereda requires at least one household member to be age 62 or older. All others must be age 45 or older, unless a spouse or disabled dependent.

<table>
<thead>
<tr>
<th>Name of Applicant #1</th>
<th>Social Security No</th>
<th>Date of Birth</th>
<th>Relationship to Applicant #1</th>
<th>M/F</th>
<th>Check if Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>SELF</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Applicant #2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Applicant #3</th>
</tr>
</thead>
</table>

**Do you have a current Section 8 voucher?**

**Does anyone in your household require a live-in-aid?**

**Is anyone in your household a veteran?**

Yes  No

This section is OPTIONAL - for informational purposes only

<table>
<thead>
<tr>
<th>RACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native</td>
</tr>
<tr>
<td>Black or African American</td>
</tr>
<tr>
<td>Asian</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>White</td>
</tr>
<tr>
<td>Other: ______________________________</td>
</tr>
<tr>
<td>____Decline to State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
</tr>
<tr>
<td>Non-Hispanic</td>
</tr>
<tr>
<td>Decline to State</td>
</tr>
</tbody>
</table>

I declare under penalty of perjury under the laws of the state of California that the enclosed information is true and correct. Inquiries may be made to verify the statements herein. I authorize the release of the requested information to La Vereda for purposes of income verification, credit/UD history.

________________________   _______________  ___________________   _______________
Adult Applicant #1 Signature    Date    Adult Applicant #2 Signature   Date

________________________   _______________
Adult Applicant #3 Signature     Date
Reasonable Accommodation Request Form

Please Note: ADA and Hearing built out units should be requested on NEXT page.

The following tenant, applicant or client claims a physical or mental impairment that limits his or her ability to occupy our housing.

Name: ________________________________________   Date: ________________

As a result of the disability, this person is requesting the following Reasonable Accommodation(s):

☐ A change in a policy, practice or procedure: (Please specify, e.g., a change in visitor procedures.)
☐ A physical change in the housing unit: (Please describe accommodation(s) needed.)
   (e.g. grab bars): _____________________________________________________________

Verification of Need:
You MAY be asked to allow us to verify the need for this accommodation. If so, the information we obtain will be kept completely confidential and used solely to determine that the accommodation is needed.

Providing the Accommodation:
If we cannot provide this accommodation immediately, you will get an answer to this request within 10 days. If you do not agree with the response, you may appeal the decision to: La Vereda
   ATTN: James Valva
   P.O. Box 3880
   San Leandro, CA 94578

Notice of Right of Reasonable Accommodation

If you have a physical or mental health problem, or a disability, and as a result, you need…
  • A change in the rules or policies or in how we do things that would give you an equal chance to participate in the program or use our services,
  • A change in the way we communicate with you or give you information,
  • A physical change to your housing unit,
You may ask for this kind of change, which is called a Reasonable Accommodation.

Your Request
If you can show that you have a disability or health problem that interferes with your use of our services, program, or housing, and if your request is reasonable, we will try to make the changes you request. You can ask for this change by contacting the Property Manager or a Leasing Agent. These staff can assist you in filling out a Reasonable Accommodation Request Form.

Our Response
We will give you an answer in 10 days, unless there is a problem getting the information we need, or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk with you about other ways to meet your needs. If we turn down your request, we will explain the reasons in writing and you can give us more information, if you think that will help. You may also appeal our decision and we will tell you how.

Confidentiality
All information you provide will be kept confidential and be used only to help you have an equal opportunity to enjoy our services and programs. It is illegal for us to deny you any services or retaliate against you because you made a Reasonable Accommodation Request.
La Vereda- Modified Unit Questionnaire

ADA built out units have the following modifications:

Bathroom
- Accessible bathtub and controls with clearance for wheelchair
- Bathtub surround with grab bars
- Accessible bathroom sink and faucet
- Accessible medicine cabinet
- Grab bars at toilet
- Lowered towel bars and robe hook

Kitchen
- Accessible range with space for wheelchair
- Accessible switch for circulating hood (stove)
- Kitchen electrical outlets and controls in proper reach range
- Kitchen cabinets with 34” high counter top and 30” work surface

Living room/Bedroom
- Closet rod and shelf at ADA height (48”)
- Entry door and door hardware for ADA units includes lockset with levers, closer and peepholes

Do you require an ADA built out unit with the above features? (All reasonable accommodations will be verified with a medical professional)

_______YES    _______NO

Hearing Units have the following modifications:

- Fire alarm has Strobes
- Doorbell with visual notification

Do you require a Hearing unit? (All reasonable accommodations will be verified with a medical professional)

_______YES    _______NO
La Vereda

GROUNDS FOR DENIAL OF RENTAL APPLICATION

It is the responsibility of each applicant to provide any and all information required to determine eligibility. The following lists the reasons why we might deny your application:

1. Credit (student loans and medical expenses are excluded)
   a. Total unmet credit problems (including governmental tax liens) in excess of $2,500.
   b. A bankruptcy (within the last three years).
   c. A total of seven (7) unmet credit problems of any value.

2. Rental History
   a. A judgment against an applicant obtained by the current or previous landlord.
   b. An unmet obligation owed to a previous landlord.
   c. The applicant must have made timely payments of the last year's rental payments.

3. Personal History
   a. A history of violence or abuse, (physical or verbal), in which the applicant was determined to be the antagonist.
   b. Current abuse of alcohol or use of illegal drugs. Use shall constitute abuse for illegal drugs (unless required by doctor's verification).

4. Criminal Background Check
   a. If any adult household member is subject to any state’s sex offender lifetime registration requirement.
   b. Felony conviction
   c. An established pattern of criminal activity
   d. The manufacturing, selling or possession of any drugs or illegal substances, or established pattern of manufacturing, selling or possession of any drugs or illegal substances.
   e. Physical violence to persons or property, violent criminal activity, sexual abuse, illegal weapons possession, any form of assault, breaking and entering, burglary or drug related criminal activity, or any act that would threaten the health, safety or right to peaceful enjoyment by other residents, or employees and contractors who work with the community.

5. Annual Income/Occupancy standard/other program regulations
   a. Annual Income (including assets) not within the established restrictions for the property.
   b. Household size must meet the established occupancy standard for the property.
   c. Applicant must meet all program regulated eligibility requirements.

6. Documentation: Each potential occupant must provide all documentation required by the selection process.
   a. Not showing up for an interview,
   b. Not providing a completed and signed application, release of information, grounds for denial, and application fee (if required).
   c. Not providing landlord references covering the last five years of residency. Please note: Applicants who have not held a rental agreement for a minimum period of twelve months within the last five years, will be required to provide references from a person not related to the applicant who has known the applicant for at least five years.
   d. Not providing appropriate proof of all income sources and assets.
   e. Not providing any other documents required to determine eligibility, including an acceptable home visit.

7. Offer of an Apartment
   Applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant.

8. Other Eligibility Requirements
   a. At least one member of the household must be age 62. All other household members must be 45 years of age or a spouse or domestic partner (other exceptions apply – please check with your leasing agent).

I have read and understood the foregoing and find them to be reasonable reasons my rental application may be denied.

__________________________________________   ______________________
Adult Applicant # 1 Signature      Date

__________________________________________   ______________________
Adult Applicant # 2 Signature       Date

__________________________________________   ______________________
Adult Applicant # 3 Signature       Date

__________________________________________   ______________________
Adult Applicant # 4 Signature       Date