

Chinatown COMMUNITY DEVELOPMENT CENTER
Mary Helen Rogers
Resident Selection Criteria

Section 504 Equal Access Statement

For mobility impaired persons – this document is kept in the office at each property that is managed by Chinatown Community Development Center. This document may be examined during the business hours at each property. You must call to plan to examine this document. Please call 415.984.1450 and TTD/TTY users may dial 415.984.9910.

For vision impaired persons – this Property will provide a staff person to assist a vision impaired person in reviewing this document. Assistance may include: describing the contents of the documents, reading the document or sections of the document, or providing such other assistance as may be needed to permit the contents of the documents to be communicated to the person with vision impairments.

For the hearing impaired – this property will help hearing impaired persons in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the Property and the individual with disabilities. Please call the TTY number 415.984-9910 for our number and to schedule an appointment.

Assistance to ensure equal access to this document will be provided in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept.

If an individual with disabilities is involved, all hearings and meetings required by this document will be conducted at an accessible location with appropriate assistance provided.

I. General Principles

Chinatown Community Development Center’s goal is to ensure that all applicants are screened using consistently applied, fair criteria, to provide a desirable, well-maintained and affordable place to live for an economically, racially, and ethnically integrated resident population, while complying with the provisions of any federal, state, or local law prohibiting discrimination in housing on the basis of race, religion, sex, color, creed, family status, disability status or physical handicap, national origin, age, marital status, ancestry, gender identity or sexual orientation, source of income, medical condition, veteran status, or HIV/AIDS status, mental disability, or any other arbitrary status in leasing, rental, or disposition of housing or related facilities (including land), included in any Development or Developments under its jurisdiction or in the use or occupancy thereof.

CCDC shall not on account of race, color, sex, religion, age, disability, or national origin:

1. Deny to any applicant the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to rent suitable housing;
2. Provide housing that is different than that provided others;
3. Subject a person to segregation or disparate treatment;
4. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
5. Treat a person differently in determining eligibility or other requirements for admission;
6. Deny a person access to the same level of services; or
7. Deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.

CCDC shall not automatically disqualify a particular group of categories of otherwise eligible applicants. Each applicant will be treated on an individual basis in the normal course of business.

Chinatown Community Development Center will "screen in" rather than "screen out" applicants who have a criminal record as per San Francisco Police Code Article 49, Sections 4901-4920, or the Fair Chance Ordinance. Under the ordinance:

1. Housing providers shall not automatically bar applicants who have a criminal record¹ in recognition of the fact that past offenses do not necessarily predict future behavior, and many applicants with a criminal record are unlikely to re-offend.
2. Housing providers shall not consider:
 - a. arrests that did not result in convictions, except for an open arrest warrant;
 - b. convictions that have been expunged or dismissed under Cal. Penal Code § 1203.4 or 1203.4a;²
 - c. juvenile adjudications.
3. Housing providers shall consider:
 - a. the individual circumstances of each applicant; and
 - b. the relationship between the offense, and
 - i) the safety and security of other tenants, staff and/or the property; and
 - ii) mitigating circumstances such as those listed below.
4. Criminal History Standard – Drug-related conviction in the past three (3) years; Violent conviction(s) in the past five (5) years; Conviction for a sex offense in the past five (5) years; A criminal report that demonstrates unresolved arrests or a history of convictions for burglary, robbery, vandalism, violence, or other crimes against persons or property in the last five (5) years may be a basis for disqualification.
 - a. mitigating factors, including, but not limited to:
 - i) the seriousness of the offense;
 - ii) the age and/or circumstances of the applicant at the time of the offense;

¹ The policy recognizes that some housing may be subject to mandatory laws that require the exclusion of an applicant based upon certain types of criminal activity.

² The purpose of the statute is allow a petitioner to request a dismissal of the criminal accusations, a change in plea or setting aside of a verdict and to seek to have certain criminal records sealed or expunged and a release "from all penalties and disabilities resulting from the offense."

- iii) evidence of rehabilitation, such as employment, participation in a job training program, continuing education, participation in a drug or alcohol treatment program, or letters of support from a parole or probation officer, employer, teacher, social worker, medical professional, or community leader;
- iv) if the offense is related to acts of domestic violence committed against the applicant;
- v) if the offense was related to a person’s disability.

In order to inform the public, owners, and prospective tenants about federal fair housing laws and affirmative fair marketing procedures per the City and County of San Francisco Mayor’s Office of Housing and Community Development (MOHCD) Loan Agreement and the Ground Lease, Chinatown Community Development Center will include the Equal Housing Opportunity logotype and/or slogan, and a logotype indicating accessibility to the disabled, in all press releases, solicitations, and program information materials.

II. Building Composition

Name of Building	Mary Helen Rogers Senior Community
Property Address	701 Golden Gate Ave, SF CA 94102
List all Sources of Government Financing for the Project (e.g. CDLAC, TCAC, HUD Loan, Infill Grant, etc.)	MOHCD, TCAC
If there is a source of government financing, how long and at what % Area Median Income must your units be restricted as rental units under this financing?	Funder name: City and County of San Francisco 30 % AMI – 20 units (CoC referral units) 50% AMI – 79 units Manager’s Unit – 1 Restrictions End: 11/30/2067

The following developer contact information for is for internal use only.

Name of Developer	Chinatown Community Development Center (“CCDC”)
Developer Address	615 Grant Avenue, San Francisco, CA 94108
Developer Phone	415-984-1450
Developer Email	info@chinatowncdc.org

Total # Units in Building (including affordable)	100
Number of Residential Floors in the Building	7
Manager’s Unit	1
Total # of Program Units (referral units)	20
Total # of General Population Units (lottery units)	79

DETAILED DESCRIPTION OF AFFORDABLE Units by Bedroom Size

Refer to Rent Levels Set by MOHCD for Table Below.

Total Number of Units	BR	BA	Sq. Ft (net average)	# of Units: Mobility/ Visually Impaired /Hearing Impaired All Units are adaptable	Net Rent	% AMI	Annual Max. Household Income Allowed (Studio – 2 people; 1BR 3-people)	Min. Monthly Household Income Required
6	0	1	390	0 Mobility Impaired 0Mobility/ Hearing/Visually Impaired	\$716	30%	\$31,450(1) \$35,950 (2)	\$1,432
14	1	1	550	0 Mobility Impaired 1 Mobility/ Hearing/Visually Impaired	\$801	30%	\$31,450 (1) \$35,950 (2) \$40,450 (3)	\$1,602
22	0	1	390	3 Mobility Impaired 0Mobility/ Hearing/Visually Impaired	\$1241	50%	\$52,450 (1) \$59,950 (2)	\$2,482
57	1	1	550	4Mobility Impaired 1 Mobility/ Hearing/Visually Impaired	\$1401	50%	\$52,450 (1) \$59,950(2) \$67,450 (3)	\$2,802

Additional Notes:

For program units such as CoC, and Project-based Section 8 units the **Deposit Required** will be equal to one-month of the tenant-paid rent.

III. AFFIRMATIVE FAIR HOUSING MARKETING

Pursuant to applicable program regulations, all publications, outreach flyers and media advertisement shall display the Equal Housing Opportunity logo or the words “Equal Housing Opportunity” and provide accessibility information concerning location of services, activities, and facilities. Mary Helen Rogers Senior Community affirmatively markets to groups least likely to apply for the housing. Mary Helen Rogers Senior Community’s Affirmative Fair Housing Marketing Plan will be made available to the public. The following person is the Section 504 Coordinator designated to coordinate the Owner’s efforts to comply with Section 504 of the Rehabilitation Act of 1973 for the Property:

Name and Position: Rafael Nicolescu, Director of Property Management

Address: 615 Grant Avenue, San Francisco, CA 94108

IV. MARKETING AND ADVERTISEMENT

Advertising and announcement content will indicate where and when people can apply for the waiting list and will provide as much information as feasible regarding the documents necessary to apply. Content will be posted on the San Francisco Housing Portal, DAHLIA.

Notices will be sent to non-profit organizations and other agencies serving low-income seniors.

Announcements/flyers will be posted at the central office, lease-up office, at Mary Helen Rogers Senior Community, and other buildings managed by CCDC. For the initial Rent Up, ads will also appear in newspapers/publications.

V. WAITING LIST MANAGEMENT

It is the policy of Mary Helen Rogers Senior Community to administer its Waiting List as required by all of the handbooks and regulations of the regulatory agencies involved in the financing of this property. All applicants will be contacted two times per year to indicate his/her continued interest in remaining on the List. Staff will also contact an alternative contact if listed on the application. Staff will mail a letter to each applicant requesting this information and asking if there has been a change in household composition, income, assets, social security numbers, etc. If the letter is not returned by the stated deadline date in the letter and/or the applicant does not phone the office to indicate his/hers continued interest to remain on the Waiting List, the applicant's name will be crossed out/canceled on the Waiting List noting that the applicant did not respond by the deadline date stated in the letter. Applicants will receive a denial letter if they are removed from the Waiting List. Applicants are responsible for notifying Staff when they have a change of address and phone number and when he/she does call a property, Staff must make a notation on the Waiting List in the Comment Section of the changes.

Waiting Lists

There will be one Waiting List listing the applicants in lottery rank order or listed at the time of initial rent up, indicating when an applicant requires the special design features of an accessible apartment, the size of the apartment required, the income as stated on the application, and the income level of the apartment requested.

Should an applicant become eligible for another size apartment while on the Waiting List, this will be noted on the List. If an applicant's household size increases and there are no appropriate size apartments at this property, the applicant will be notified in writing of this. If a warranted change to household size has been made since the household's time of application (marriage, additional children over the age of 6, etc.), the household may no longer be a qualified household due to exceeding maximum occupancy limits and therefore removed from the waiting list.

Transfer Waiting Lists

The property will maintain a separate In House Transfer Waiting List. Refer to our Unit Transfer Policy. A current resident who wants to transfer may be placed on the Transfer Waiting List under the following conditions:

Chance Ordinance. Under the ordinance:

1. The household size changes so that the current apartment size is no longer appropriate and the household is overcrowded or under housed and an apartment transfer is required.
2. An apartment transfer is needed for medical reasons and this has been verified by a medical practitioner and approved by the Property Supervisor.
3. The household develops a need for an apartment with special design features.
4. If a resident requests a transfer for any reason than these listed, the Property Manager will discuss the request with his/her Property Supervisor.
5. The household applies for and is granted a Reasonable Accommodation.

When an apartment becomes available, in most cases, the first household on the Transfer Waiting List will be offered the appropriate size and/or type of apartment. The resident on the Transfer Waiting List may refuse one apartment offered and remain on the List. If the resident refuses a second apartment offered, his/her name will be placed at the bottom of the Transfer Waiting List and the apartment will be offered to the next resident eligible for the size and/or type of apartment becoming available.

When a household is over-occupying or under-occupying an apartment and needs to be moved, these households will have priority over other households listed on the Transfer List due to regulatory requirements. In addition, because moving households from one apartment to another can create a loss of revenue for the property, the Property Supervisor may determine that it is in the best interest of the property for an apartment to be offered to the next applicant on the (external) Waiting List. Staff also may deny a household from moving to another apartment because the household is not in good standing with the property in which it lives, i.e., nonpayment of rent, bad housekeeping habits, disturbing neighbors, etc.

Please refer to Chinatown CDC Unit Transfer Policy for additional information.

Maintaining the Waiting List

The Property Supervisor at Mary Helen Rogers Senior Community will provide the Waiting List and **no other Waiting List will be used**. In order to satisfy regulatory agencies that the List has not been manipulated over the years to admit one applicant over another, old Waiting Lists must be kept on file.

Opening and Closing the Waiting List

In order to maintain a sufficient number of applicants on the Waiting List, Staff will update the Waiting List every 6 months by removing the names of those who are no longer interested in or no longer qualify for housing. Wait list management will be done in accordance to MOHCD marketing procedures including:

1. Submittal to MOHCD a complete marketing plan at least forty-five (45) calendar days prior to accepting lease applications through DAHLIA. Notices will be sent to non-profit organizations/low-income housing advocacies and other agencies serving low-income households.
2. Applicants can apply online to the active listing through DAHLIA – the SF Housing Portal at housing.sfgov.org . Applications must be submitted by 5pm on the date of the deadline.
3. Applications submitted by the application deadline will be entered into the lottery. Incomplete applications will not be entered into the lottery. Applicants shall be invited to attend the lottery but attendance is not mandatory.

4. Lottery will be held in a public, accessible location. A representative of MOHCD will conduct lottery along with CCDC's representative. MOHCD employs a computer program to generate a random lottery rank for every complete application submitted by the deadline. MOHCD and CCDC will publish the final lottery list no later than seven (7) days after the date on which the lottery is held.

Cancelling Applications on a Waiting List

Whenever a name is crossed out/canceled on the Waiting List, the applicant is notified in writing of this occurrence. Staff will not cross out/cancel an applicant's name on a Waiting List unless:

1. An applicant requests in writing that his/her name be crossed out/canceled; or
2. An applicant was clearly advised of the requirement to inform Staff of his/her continued interest in housing by a particular time (every 6 months) and failed to do so; or
3. Staff made a reasonable effort to contact the applicant to determine if there is continued interest in housing but has been unsuccessful; or
4. Staff has notified the applicant with a Waiting List cancellation letter sent by regular mail of its intention to cross out/cancel the applicant's name because the applicant no longer qualifies for assisted housing or Staff has had no response from the applicant (applicant is given 5 calendar days to respond); or an applicant has been offered two apartments and each has been refused. A letter is sent to the applicant telling him/her that his/her name is being removed/crossed out, that the applicant may reapply, if the Waiting List is open, and s/he loses his/her place on the Waiting List and the old application is retired.

Application/Selection Process and Timeline

Applicants who have been called for interviews shall submit an original hard copy rental application to CCDC (please see Attachment B for sample application following Attachment A Notice of Reasonable Accommodation). Providing false, inaccurate, or incomplete information may disqualify a prospective tenant. Intentionally providing false information on any part of the application is considered fraud and may result in failure of the applicant to obtain a CCDC unit. If discovered after an applicant becomes a tenant, this may be ground for eviction. Applications should be completed in entirety to the best knowledge of the applicant. If an applicant is unaware or chooses to not disclose information, they may provide a response of 'N/A' as informed on the Application for Housing. Applicants will be granted reasonable accommodations for the application process pursuant to Section VIII below.

Valid government agency issued identification with a picture will be required for all adult applicants including a driver license, state-issued identification, passport, or any other government-issued photo identification. A photocopy may be kept on file. Examples of unacceptable identification include: MUNI cards, check-cashing identification, and other privately-issued identification.

Applications must include date of birth of all applicants to be considered complete. The Head of Household, the spouse, and/or co-head and all other adults (18 and older) in each applicant family must sign an Authorization for Release of Information to allow CCDC to make inquiries and/or verifications relating to selection screening criteria, including but not limited to criminal background check, rental history, employment verification, and bank/asset verification.

A) Process and Timeline

6. First Interview: An initial interview is required to assess each applicant's minimum eligibility requirements for housing units. All applicants shall be offered the opportunity for an interview in lottery order.
7. Second Interview: Before issuing a disqualification, CCDC will consider offering a second interview to resolve issues and inconsistencies, gather additional information and assist as much as possible with a determination to admit the applicant.
8. Confidentiality: All information provided will be kept confidential and be used only by CCDC, the referring agency such as Department of Homelessness and the funding agency for the purpose of assisting and evaluating the applicant in the admission process. All applicant information will be retained for 12 months after the final applicant interview.
9. Delays in the Process: If delays have occurred or are likely to occur in the application and screening process or the process exceeds CCDC's normal timeline for application and screening, CCDC will immediately inform the referring agency, the funding agency, and the applicant of the status of the application. In addition, it will include the reason for the delay and the anticipated time it will take to complete the application process.
10. Problems With the Referring Agency: If at any point CCDC has difficulty reaching or getting a response from the applicant or the referring agency, CCDC will immediately contact the referring agency.

B) Interview

All applicants must have an in-person interview with CCDC staff, at which CCDC will explain Resident Selection Criteria. All adults who will live in a unit must attend the interview; and all household members may be asked to sign forms that will be sent out to verify information given on the application prior to any offer to rent a unit.

If the applicant is abusive, blatantly disrespectful, disruptive, or otherwise exhibits behaviors that would indicate the tenant may pose a significant threat/danger to himself/herself, other tenants, or property during the interview, the housing application will be disqualified.

VI. Determination of Applicant Qualification

CCDC understands that it is our responsibility to read and understand the income and eligibility restrictions for this development as well as the outreach policies set forth by the MOHCD.

CCDC may process multiple applicants per vacant unit in order to not delay property vacancies. Applicants will be given the same number of days to provide all documentation in order to verify eligibility. Applicants must pass a tenant selection screening and have their income and assets third-party certified in order to move in to a unit.

1. **Rental History**: Applicant's household must meet the property's housing history requirements:
 - a. **Length of time**: Management must verify two years of rental history for each applicant per tax credit requirements. If a household has less than two years of documented rental history, the applicant may substitute personal or professional verifications. Management will communicate this ability to substitute documented rental history to applicant households upon application.
 - i) Current and previous landlord within the past two (2) years will be contacted for information concerning the applicant's housing history.
 - ii) Management may ask current and previous landlord to provide information limited to non-payment of rent or non-compliance with lease requirements.
 - b. **Method of Verification**: Rental history verifications will be conducted through a review of

documents or other rental history information provided by the applicant. Management will not conduct 'home visits' to an applicant's current residence for the purpose of qualifying or disqualifying an applicant.

2. Eviction Screening:

- a. 'No fault' evictions are not acceptable reason(s) for denial.
 - i) Examples of "no fault" evictions are:
 - (1) Non-renewal of lease
 - (2) Termination due to repairs/rehabilitation
 - (3) Termination for convenience of Landlord
 - (4) Owner Move-In Evictions
 - (5) Ellis Act Evictions
- b. Disqualification may result from one (1) eviction in the past three (3) years, or two (2) evictions in the past five (5) years.
- c. Applicants who have past evictions strictly for non-payment of rent, but now have a verified payee to assist with timely rent payment, will not be automatically declined under the eviction history criterion.
- d. If CCDC discovers a previous eviction judgment for non-payment of rent or tenant behavior/lease violations, CCDC will give the applicant 5 business days to present any potentially mitigating factors before CCDC issues a disqualification.
 - i) Examples of mitigating factors include but not limited to:
 - (1) Relocation/escape from domestic violence situation or excluding an abuser;
 - (2) Having insufficient or interrupted income in a non-subsidized residence;
 - (3) Successful enrollment in money management or payee services after a non-payment eviction; or
 - (4) Other circumstances that will be unlikely to recur in subsidized housing setting with supportive services on-site.

3. Credit Review:

- a. Credit review is limited to asset verification for tax credit eligibility.
- b. Applications will not be disqualified based on credit score or personal payment history.
- c. Reports may be used to cross-reference information on rental history, income, or other required eligibility factors.

4. Once CCDC has evaluated and confirmed all other applicant eligibility criteria, CCDC will consider applicants with criminal history in compliance with Article 49 of the San Francisco Police Code, commonly referred to as the San Francisco Fair Chance Ordinance. CCDC will "screen in," rather than "screen out," applicants who have a criminal record as per San Francisco Police Code, Article 49, Sections 4901-4920, or the Fair Chance Ordinance.

- a. CCDC shall not automatically bar applicants who have a criminal record in recognition of the fact that past offenses do not necessarily predict future behavior, and many applicants with a criminal record are unlikely to re-offend.
- b. CCDC's conviction review will be limited to a period of no more than five (5) year.
- c. In making its housing decision as to the applicant, CCDC shall conduct an Individualized assessment of only "Directly-Related Convictions" and "Unresolved Arrests," as those terms are defined by Section 4906 of the San Francisco Police Code, the time that has elapsed since the Conviction or Unresolved Arrest, and any evidence of inaccuracy or "Evidence of Rehabilitation" or "Other Mitigating Factors," as those terms are defined by the San Francisco Police Code, Article 49.
- d. Prior to taking any negative action or disqualifying the application for housing, CCDC will provide the applicant household a copy of the background report and identify the particular convictions or unresolved arrests on which the negative action would be based. CCDC shall also provide to the applicant a copy of the notice described in San Francisco Police Code, Article 49, Sections

- 4907(b) and (c).
- e. CCDC will give the applicant household fourteen (14) days to respond orally or in writing to provide evidence of rehabilitation, mitigating factors, or inaccuracy in the report, delay any negative action for reasonable time, and reconsider in light of the applicant's response. (CCDC will notify the individual and/or applicant household of any final negative action in writing).
 - f. CCDC will not require an applicant to disclose on any housing application or inquire about the fact or details of any "Conviction History" or "Unresolved Arrest," as those terms are defined by the San Francisco Police Code, Article 49, or any of the six "off-limits" categories set forth immediately above.
 - g. CCDC will consider:
 - i) The individual circumstances of each applicant, and
 - ii) The relationship between the offense, and
 - (1) the safety and security of other tenants, staff and/or the property, and
 - (2) mitigating factors, including, but not limited to:
 - (a) the seriousness of the offense,
 - (b) the age and/or circumstances of the applicant at the time of the offense,
 - (c) evidence of rehabilitation, such as employment, participation in a job training program, continuing education, participation in a drug or alcohol treatment program, or letters of support from a parole or probation officer, employer, teacher, social worker, medical professional, or community leader,
 - (d) if the offense is related to acts of domestic violence committed against the applicant, and/or
 - (e) if the offense was related to a person's disability.
5. Disqualification may also result from
- a. A criminal report that demonstrates unresolved arrests or a history of convictions for burglary, robbery, vandalism, violence, or other crimes against persons or property in the last five (5) years may be a basis for disqualification.
 - b. Rental History reports of the applicant's (or member of the applicant's household) illegal use of a controlled substance within the last six (6) months; or
 - i) the applicant's (or member of applicant's household) abuse of alcohol that resulted in the exhibition of abusive or violent behavior on the property and/or that interfered with the health, safety, or right to peaceful enjoyment of the premises by other residents or staff; or
 - ii) the applicant's violation of house rules pertaining to maintaining the cleanliness of the unit or common areas or refusing to abide by lease or house rule provisions concerning pest control.

A) Determination of Applicant Eligibility

All applicants must qualify based upon:

1. Applicant's household must meet the property's occupancy standards for household size. Unit size for household shall be determined in accordance with San Francisco Housing Authority subsidy standards.
2. Head of Household applicant must be a senior (62 years or older).
3. Applicant must acknowledge and affirm that he/she must be able to live independently (with or without the assistance of an authorized live-in aide or other household member).
4. Applicants must be income-eligible in accordance with the regulations of the property's funding sources, such as the Low Income Housing Tax Credit Program (LIHTC), federally funded programs of Housing and Urban Development (HUD), the city of San Francisco's Mayor's Office of Housing and Community Development (MOHCD), and/or other Funder Regulatory Agreements in place for the property.

- a. All income and assets will be verified by CCDC via third-party confirmation, i.e. verification form completed by employer, verification form completed by a financial institution, etc. In addition to the third-party verification, applicants must submit second-party verification documentation, such as three (3) months consecutive paychecks, six (6) months consecutive bank statements, a letter from Social Security and/or Public Assistance, etc.
- 5. Applicants must commit to use the unit as their principal place of residence, pursuant to HUD’s general eligibility requirements (24 CFR, Part 5), City and County of San Francisco Mayor’s Office of Housing and Community Development, IRC §142(d)(1). Principal place of residence is generally defined as use of the premises only as a private dwelling for himself/herself and the individuals listed on the Lease. Staff will ask the applicant if they will maintain any other residence during the period of their lease.
- 6. Commitment to participate in rental restrictions and compliance recertification.
- 7. Households in which ALL members are full-time students are NOT eligible, except under the following circumstances and where the household meets all other eligibility criteria. Verifications must be obtained to support the student status and applicable exception(s):
 - a. Receiving assistance under Title IV of the Social Security Act (AFDC/TANF/Cal Works – not SSA/SSI)
 - b. Enrolled in a job-training program receiving assistance through the Job Training Participation Act (JTPA) or another similar program
 - c. Married and filing (or entitled to file) a joint tax return
 - d. Single parent with a dependent child or children and neither you nor your child(ren) is dependent of another individual
 - e. Previously enrolled in the Foster Care program (18-24)

Maximum Income by Household Size derived from the Unadjusted Area Median Income (AMI) for HUD Metro Fair Market Rent Area (HMFA) that contains San Francisco 2024 – 30 or 50% AMI

A one-person household can make no more than \$31,450 (30%), \$52,450 (50%)

A two-person household can make no more than \$35,950 (30%), \$59,950 (50%)

A three-person household can make no more than \$40,450 (30%), \$67,450 (50%)

(Please visit <https://www.sf.gov/find-your-area-median-income-ami-level> for updates.)

OCCUPANCY STANDARDS

The applicant’s household composition must be appropriate for the apartment in the property in accordance with the following occupancy guidelines:

Unit Size	Minimum	Maximum
Studio	1	2
1-bedroom	1	3

When determining the size of the apartment for which the household qualifies, Staff must include the following individuals who are not living in the unit:

- 1. Children temporarily absent due to placement in a foster home;
- 2. Children in joint custody arrangements who are present in the household 50% or more of the time;
- 3. Children who are away at school but who live with the family during school recesses;

4. Unborn children of pregnant women; and
5. Family members in the hospital or rehabilitation facility for periods limited or fixed duration.

Note that occupancy limits for units in this building may not be based on unit bedroom count; and maximum household size does not include children under the age of six (6).

Apartments with special design features are reserved for those persons who have disabilities and their disability is of a nature that they require these features.

In the event that an apartment with special design features is vacant and an applicant requiring the special design features is not available to rent the apartment, another applicant may be housed in the accessible apartment after signing a statement that s/he will transfer to a non-accessible apartment when one is available and move at his/her own expense.

B) Preferences

All individuals and households may enter the lottery for a unit.

Households with US Military Veterans will get priority within the below preference categories.

However, those households in which one member holds a Certificate of Preference (COP) from the former San Francisco Redevelopment Agency will be given highest preference in the lottery ranking process. COP holders were displaced by Agency action generally during the 1960s and 1970s or are descendants of someone who was displaced. More information about the COP Program can be found here: <https://www.sf.gov/learn-about-certificate-preference-cop>

Households in which one member holds a Displaced Tenant Housing Preference (DTHP) Certificate from the Mayor’s Office of Housing and Community Development will be given second highest preference in the lottery ranking process, for up to 20% of the units in this project (15 units). DTHP certificate holders will also be included in the Live/Work preference regardless of their current live/work location.

Households that submit acceptable documentation that at least one member lives or works in San Francisco will be given the third highest preference in the lottery ranking process – the Live or Work in San Francisco Preference.

If the number of units available exceeds the number of qualified applicants in the above listed preference, the units will become available to other qualified applicants outside of San Francisco. Applicants in each preference category must meet program requirements in order to complete the rental.

For more information about the lottery housing preferences visit <https://www.sf.gov/get-priority-housing-lottery>. Please refer to the MOHCD Housing Preferences and Lottery Procedures Manual.

Preference	Applicant Category
1	Certificate of Preference Holders (COP)
2	Displaced Tenant Housing Preference Program (DTHP)

3	Live or Work in San Francisco
4	All Others

C) Disqualified Applications

Staff complies with applicant disqualification requirements set forth in the property’s applicable regulatory guidelines, as described below.

1. Applicants may be disqualified if:
 - a. They are ineligible for the housing program, or
 - b. They do not meet the Mary Helen Rogers Senior Community Resident Selection criteria contained in this Policy, or
 - c. They are unable to disclose and document all Social Security numbers or Individual Taxpayer Identification Number or execute a certification when numbers have not been assigned. This requirement applies to properties that receive direct assistance or financing from the Department of Housing and Urban Development (HUD) and does not apply to others.

2. Applicants may be denied particular apartments and placed on a Waiting List if the household characteristics are not appropriate for the type of apartment available at that time.

EXAMPLE: only an apartment equipped with special design features needed for a particular disability or handicap is available and the following is true:

- a. The applicant household does not include an individual requiring the special design features of the apartment, **and**
- b. There are either residents in the property or applicants on the Waiting List who desire such an apartment and who have a member of the household requiring the features of the apartment; **or**
- c. The household size is not appropriate for the apartment sizes that are available.

If Staff does not place an applicant’s name on the Waiting List when processing the application for admission, Staff must notify the applicant in writing of the disqualification immediately and explain in the notice:

1. The reason(s) for the disqualification.
2. That the applicant has 5 business days to respond in writing and/or to request a meeting to discuss the disqualification with the Property Supervisor.
3. That if the applicant is an individual with disabilities, the applicant may request Staff to make reasonable accommodations in nonessential policies or practices to enable the applicant equal opportunity.
4. That if the applicant appeals the disqualification, Supervisory staff must give the applicant a written final decision within 5 business days of the response or meeting.

See Grievance and Appeal Procedure for more details.

D) Notice of Disqualification and Appeal Process

Applicant must appeal within five (5) calendar days from the date of the Notice of Disqualification in a letter addressed to:

Chinatown Community Development Center
ATTN: Compliance Department
615 Grant Avenue, San Francisco CA 94108

CCDC shall:

1. Hold a comparable unit for the household during the entire appeal process under the Appeal and Grievance Procedure and for the entire appeal process under the Fair Chance Ordinance.

2. Promptly send a written and electronic notice (to the addresses provided) to each applicant disqualified admission with a written and/or electronic copy to the referring agency and the funding agency. The notice should:

- a. List all the reasons for the disqualification, including the particular conviction or convictions that led to the decision in cases where past criminal offenses were a reason for disqualification;
- b. Explain how the applicant can request an in person appeal to contest the decision;
- c. State that an applicant with a disability is entitled to request a reasonable accommodation to participate in the appeal;
- d. Inform the applicant that he or she is entitled to bring an advocate or attorney to the in person appeal;
- e. Provide referral information for local legal services and housing rights organizations; and
- f. Describe the evidence that the applicant can present at the appeal;

3. If disqualification is based on a criminal background check obtained from a tenant screening agency, the City's Fair Chance Ordinance imposes additional notice requirements. If an applicant has been disqualified in whole or in part based on a criminal background check, the Developer must include in the notice that the applicant may also be entitled to file a complaint with the Human Rights Commission under the Fair Chance Ordinance (Police Code, Article 49).

4. Upon receipt of a request for an appeal, the Compliance Department from Chinatown Community Development Center will review all of the materials and inform the complainant if the Compliance Department affirms the decision of the Property Manager, overturns the decision, or decides to re-open the case for further review. While the appeal is being reviewed by our executive officer, management will hold an appropriate size unit for the applicant until the appeal is finalized. We will provide a response, not to exceed 7 calendar days.

E) Acceptance and Move-In of Eligible and Qualified Applicants

1. Determination of Rent and Security Deposit

- a. The Staff using the applicable programmatic formula for the property determines the amount of the rent.
- b. The amount of the security deposit is equal to one month's total tenant payment. If the applicant cannot pay the security deposit and the rent in one payment, the Manager may accept the amount of the security deposit in three equal payments as long as one-third of the deposit is made at move-in and all rent and security deposit amounts are paid on time and paid in full by the third month after move-in.

2. Offering an Apartment

When an apartment becomes available for occupancy, it will be offered to the applicant at the top of the Waiting List for that apartment type. If the applicant cannot be contacted within five business days, the

offer will be canceled and the apartment will be offered to the next applicant on the Waiting List.

In that event, the first applicant will be sent a letter requesting confirmation of his/her interest in remaining on the Waiting List. If the applicant replies affirmatively, his/her application will retain its position on the Waiting List; if the reply is negative or if no reply is received within 5 calendar days, the applicant's name will be removed/crossed off the Waiting List.

3. At Lease Signing

- a. The applicant will show proof from the utility company that the utilities will be turned on in the applicant's name.
- b. All household members 18 years or older or emancipated minors will sign the Lease and related documents;
- c. The applicant and Staff will inspect the apartment and both will sign the move-in inspection form;
- d. The applicant will pay the security deposit as stated in Determination of Rent and Security Deposit B above, and payment of the security deposit and first month's rent must be made in the form of a cashier's check or money order;
- e. The applicant will be given a copy of the Lease, the move-in inspection form, House Rules and other documents, and the receipt for the security deposit and first month's rent.

At Move-In

Keys to the apartment will be issued to the household and an orientation will be held which will include a summary of the Lease requirements, house rules, introductions to the staff and any other information needed to assure that the new resident will be comfortable and welcomed to his/her new residence.

F) Reasonable Accommodation and Modification Policy

Please see Attachment A for information on how an applicant may make a request for reasonable accommodation.

1. Reasonable Accommodation

The application process should provide information about how an applicant may make a reasonable accommodation request. At any stage in the admission process, an applicant may request a reasonable accommodation, if the applicant has a disability and as a result of the disability needs a modification of the provider's rules, policies or practices, including a change in the way that the housing provider communicates with or provides information to the applicant that would give the applicant an equal chance to be selected by the housing provider to live in the unit.

2. Reasonable Modification

Applicant may request a reasonable modification if he or she has a disability and as a result of the disability needs:

- a. A physical change to the room or housing unit that would give the applicant an equal chance to live at the development and use the housing facilities or take part in programs on site; and/or
- b. A physical change in some other part of the housing site that would give the applicant an equal chance to live at the development and use the housing facilities or take part in programs on site.

3. Response to Request

The housing provider shall respond to a request for reasonable accommodation or modification within ten (10) business days. The response may be to grant, deny, or modify the request, or seek additional information in writing or by a meeting with the applicant. The housing provider will work with the applicant

and referring agency to determine if there are ways to accommodate the applicant.

The housing provider shall grant the request if the provider determines that:

- a. The applicant has a disability;
- b. Reasonable accommodation or modification is necessary because of the disability; and
- c. The request is reasonable (i.e., does not impose an undue financial or administrative burden or fundamentally alter the nature of the housing program.)

If the reasonable accommodation request is denied, the disqualification must explain the reasons in writing. If the denial of the reasonable accommodation request results in the applicant being denied admission to the unit, the provisions of the section on Notice of Denial and Appeal Process apply.

4. Fair Housing and Equal Opportunity Requirements, Statements and Non-Discrimination

It is the policy of Chinatown Community Development Center (CCDC) the Developer, and Chinatown Community Development Center (CCDC) the Management company to comply fully with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d-2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1, Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) and implementing regulations at 24 CFR part 135, Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and implementing regulations at part 8 of this title, the Age Discrimination Act of 1975 (42 U.S.C. §§ 6106-6107) and implementing regulations at 24 CFR part 146, The Fair Housing Act (42 U.S.C. §§ 3601-19) and implementing regulations at 24 CFR part 100, et seq., Executive Order 1106, title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et seq., 24 CFR part 8, Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964-1965 Comp., p. 339, 3 CFR, 1966-1970 Comp. p. 684; 3 CFR, 1966-1970 Comp., p. 803, 3 CFR, 1978 Comp., p. 230, and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60; Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise), and any legislation protecting the individual rights of residents, applicants, or staff which may subsequently be enacted.

5. Privacy Policy and Drug Free Policy

It is the policy of CCDC to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and to ensure the protection of such individuals' records maintained by CCDC. Therefore, neither CCDC nor its agents or staff shall disclose any personal information contained in its records to any persons or agency unless the individual about whom information is requested shall give written consent to such disclosure. This privacy policy in no way limits the ability of the Staff of CCDC (hereafter referred to as 'Staff') to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on handicap or disability will be treated in a confidential manner.

CCDC is committed to maintaining a safe and productive environment for all its residents, employees, guest, and visitors. The illegal or irresponsible use of controlled substances, prescription drugs, and the use of illegal drugs or inhalants can impair performance and jeopardize the safety of all.

The Staff will strictly enforce an anti-drug policy that prohibits the following by residents, guests, and any other visitor to the property:

a. The manufacture, sale, distribution, illegal use or possession (without a prescription) of a controlled substance with the intent to manufacture, sell, distribute, or illegally use such substance, at any time in the unit, on the property, or near the premises;

b. The engagement in any act intended to facilitate criminal activity, including drug-related criminal activity in the unit, on the property, or near the premises;

c. The permission given for the unit, or the property, to be used for or to facilitate criminal activity, including drug-related activity, regardless of whether the individual undertaking the activities is the resident, is strictly forbidden.

In accordance with the Lease signed and executed between each resident and this property, a single violation of this policy will constitute a material violation of the Lease and will be grounds for termination.

ATTACHMENT A:
Notice of Right to Reasonable Accommodation/Modification

Chinatown Community Development Center will make every reasonable effort to accommodate individuals with special needs so that they are able to live, work, and/or receive services adequately and comfortably. These accommodations may include, but are not limited to, requirements related to visual, audio, language, ergonomic, physical, psychiatric, and other medical needs. These accommodations may be offered to any individual who requires them and who would otherwise not be able to live, work or access services in this particular environment.

It is the intent of this policy to create a life, work, and service delivery environment which is respectful of all people's differences and special needs, and to make all reasonable accommodations in order to welcome diverse perspectives. It is also our intent to make these accommodations in a timely and efficient manner so that minimal impact is felt by all parties involved. It should be noted that these reasonable accommodations will be made at the expense of the Property.

If you have a physical or mental disability, and as a result, you need:

- A change or repair in your housing unit that would give you an equal chance to live here and benefit from the use of your apartment.
- A change or repair to some other part of the housing site that would give you an equal chance to live here and use the facilities or programs on site.
- A change in the rules or policies or how we do things that would give you an equal chance to live here and use the facilities or take part in programs on site.
- A change in the way we give you information.
- An accessible unit. The accessible units comply with UFAS (Uniform Federal Accessibility Standards).

Then you may ask for this kind of change, which is called a Reasonable Accommodation. What you ask for may be one of the examples listed above or it may be any other change you need. Please contact a Manager if you need this information in another format.

Your Request

You can ask for a Reasonable Accommodation by contacting the Manager. You may be asked to fill out a Reasonable Accommodation Request form. Staff can assist you with your request.

We are entitled to obtain information that is necessary to evaluate if your requested reasonable accommodation or modification may be necessary because of a disability. If your disability is obvious, readily apparent, or otherwise known to the provider, and if the need for the requested accommodation or modification is also readily apparent or known, then we may not request any additional information.

Our Response

If the disability and/or the disability-related need for the requested accommodation or modification is not known or obvious, we may request only information that is necessary to evaluate the disability and/or disability-related need for the accommodation. An individual's medical records or detailed information about the nature of a person's disability is not necessary. We will verify the disability with the appropriate person who can verify the request. The information may be from a medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in position to know about the individual's disability.

We will give you an answer within 21 days of our receiving your written request, 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 deny 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 by contacting the person listed on the Reasonable Accommodation Request Form.

Confidentiality

All information you provide will be kept confidential and will be used only to help you have an equal opportunity to enjoy our housing, services, and programs. It is illegal for us to deny you any services or retaliate against you because you made a Reasonable Accommodation/Modification Request Form.

FOR OFFICE USE ONLY

Referral Source:

Date and Time Stamp Received:

Staff Initials

HOUSING APPLICATION/UPDATE (if prior over 120 days)

This form must be filled out in English and in blue ink. Owner and Management Agent 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 status.

SECTION A – HEAD OF HOUSEHOLD INFORMATION

Please complete all information pertaining to yourself, the Head of Household (HOH)

1	Name and Address of Head of Household					2	Personal Information				
	First Name		Middle Initial				a. Social Security Number				
	Last Name						b. Date of Birth				
	Current Mailing Address						c. Phone Number		()		
		Apt #	City	State	Zip Code			Area Code	Telephone Number		
	Address where you are currently living (if different from above)						d. Marital Status		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated		
							Check Only One				
3	Contact Information – Please provide 2 contacts where we can reach you						e. Student Status		<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> N/A		
	a.						f. Sex		g. Ethnicity		
							<input type="checkbox"/> Male <input type="checkbox"/> Female		1- Hispanic 2- Non-Hispanic 3- No Response		
		Name	Relationship		Phone Number		h. Race		1-White 2-Black/African American 3-American Indian/Alaska Native 4-Asian 5-Pacific Islander/Hawaiian 6-Other 7-No Response		
		Name	Relationship		Phone Number		i. Language(s) spoken at home?				
4	Disability Status		It is not necessary to give us details about your disability unless you are requesting an accommodation.				Do you need an interpreter?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	a. Do you claim a disability?		<input type="checkbox"/> Yes <input type="checkbox"/> No				d. Does your household need a handicapped-accessible unit?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	b. Do you need an accommodation to complete the application process?		<input type="checkbox"/> Yes <input type="checkbox"/> No				e. Does at least one household member require a wheelchair-accessible unit?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	c. Do you need an accommodation in housing as a result of disability?		<input type="checkbox"/> Yes <input type="checkbox"/> No				f. Does at least one household member require visual/hearing equipped unit?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes to 'b' or 'c' above, what specific accommodation do you request?						g. Does any household member require a specifically designed unit or location?		<input type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION B – HOUSEHOLD COMPOSITION

List others who will live with you – include unborn children. For Race & Ethnicity, use numbers from above Section 2.

#	Relation	First Name	Last Name	MI	Sex (M/F)	Race	Ethnicity	Date of Birth	Disability (Y/N)	Student (Y/N)	Social Security Number
1											
2											
3											
4											
5											
6											
7											
8											
9											

IS THERE A PERSONAL CARE ATTENDANT WHO WILL BE RESIDING IN THE UNIT? NO YES If yes, please complete information below.

Live-In Aide

Proof of need for Live-In Attendant will be required during the eligibility process through the Reasonable Accommodation Process. He or she must show proof of Identification Card, Social Security Number, and a background verification check will be processed.

SECTION C – HOUSING REFERENCES

Please list prior housing for the last **TWO (2) YEARS**.

Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number () -			
Address Apt # City State Zip Code		Area Code Telephone Number			
Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number () -			
Address Apt # City State Zip Code		Area Code Telephone Number			
Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number () -			
Address Apt # City State Zip Code		Area Code Telephone Number			
Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number () -			
Address Apt # City State Zip Code		Area Code Telephone Number			
Have you or any household member ever been evicted from any residence for any reason?					<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION D – HOUSEHOLD ASSETS

Please list **ALL ASSET** information for the household. You may estimate.

a. Description of Asset #1:			
Street Address		City, State & Zip Code	
Current Value		Account Number <i>(if applicable)</i>	
Description of Asset #2:			
Street Address		City, State & Zip Code	
Current Value		Account Number <i>(if applicable)</i>	
Description of Asset #3:			
Street Address		City, State & Zip Code	
Street Address		City, State & Zip Code	
Household Estimated TOTAL ASSETS →			

SECTION E – HOUSEHOLD EXPENSES

Please enter the dollar amount of **ALL APPLICABLE EXPENSES** for the entire household. You may estimate.

Child / Dependent Care	/month	Caregiver	/month
Premiums/Insurance	/month	Prescriptions	/month
Medical Equipment	/month	Disability Related	/month
Service/Companion Animal	/month	Other	/month
Household Estimated TOTAL EXPENSES →			

SECTION F – HOUSEHOLD INCOME

Please list **ALL INCOME** information for the household. You may estimate.

a. Earned/Employment Income #1

Company		Job Title		
Street Address	City, State & Zip Code			
Company Contact	Phone Number			
Title of Contact	Hours /Week	Pay Rate /Hour	Overtime Pay	
Sporadic/ Seasonal ?	Weeks /Year	Monthly Income	Total Yearly Income	

Earned/Employment Income Source #2

Company		Job Title		
Street Address	City, State & Zip Code			
Company Contact	Phone Number			
Title of Contact	Hours /Week	Pay Rate /Hour	Overtime Pay	
Sporadic/ Seasonal ?	Weeks /Year	Monthly Income	Total Yearly Income	

Earned/Employment Income Source #2

Company		Job Title		
Street Address	City, State & Zip Code			
Company Contact	Phone Number			
Title of Contact	Hours /Week	Pay Rate /Hour	Overtime Pay	
Sporadic/ Seasonal ?	Weeks /Year	Monthly Income	Total Yearly Income	

Earned/Employment Income Source #2

Company		Job Title		
Street Address	City, State & Zip Code			
Company Contact	Phone Number			
Title of Contact	Hours /Week	Pay Rate /Hour	Overtime Pay	
Sporadic/ Seasonal ?	Weeks /Year	Monthly Income	Total Yearly Income	

b. Un-Earned/Financial Assistance Income – Amount per month for ENTIRE household

Social Security	/month	Unemployment	/month	General Assistance	/month
SSI / SDI	/month	AFDC	/month	Other Assistance	/month

Household Estimated TOTAL INCOME →

SECTION G – SERVICE/COMPANION ANIMALS

A service/companion animal of any kind may be kept within the unit or on the premises only with prior written reasonable accommodation request filled out by a Licensed Health Professional and approved by CCDC. Companion Animals owned by visitors will not be allowed on the premises **exception are service animals.**

If you have an assistive pet or animal, please, provide the information below:

Type of Animal	Weight of Animal	Description of Animal
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SECTION H – HOUSING SUBSIDIES

Does your household receive any rental assistance? Yes No If yes, what type: Section 8 Other _____

If Section 8, check one:
 Tenant Voucher (Expires: _____)
 Project Based Assistance

Has your residency/tenancy or government assistance in a subsidized housing program ever been terminated for fraud, non-payment of rent, or failure to comply with re-certification procedures? Yes No

If Yes to either, please list when and why:

SECTION I – ADDITIONAL INFORMATION

Are you homeless or about to become homeless? Yes No Are you displaced or about to become displaced? Yes No

Do you anticipate a change in household composition in the next twelve (12) months? Yes No

If yes, please explain: _____

Are you or anyone in your household subject to a Nationwide State lifetime Sexual Offender's Registration? Yes No

Are all household members U.S. Citizens? Yes No Will this apartment be your sole place of residency? Yes No

Have you applied for housing with CCDC before? Yes No
If yes, where and when: _____

List all counties and states in which you and all adult household members have lived since the age of 18:

If you believe additional information about your housing history would be helpful to us in processing your application, please provide below and/or complete our **Request for Consideration Form**. Negative history of eviction may be mitigated due to extenuating circumstances. Please write and/or attach any additional information which you feel will be helpful in evaluating your application:

SECTION J – CERTIFICATION

By signing below, EACH ADULT HOUSEHOLD MEMBER (18+) certifies the following statements.

1. If my/our application is approved and move-in occurs, we certify that only those persons listed in this application will occupy the apartment that we will maintain no other place of residence, and that there are no other persons for whom we have or expect to have responsibility for providing housing.
2. I/we understand that the information collected on the Application for housing is to determine my/our eligibility for residency.
3. I/we authorize the owner, its agents and employees to make any and all legal inquiries to verify information either directly or through information exchanged now or later with rental, or credit screening services, or law enforcement or other public agencies, and to contact previous or current landlords or other sources for credit and/or verification information which may be released by appropriate federal, state, local agencies, or private persons to the management.
4. I/we authorize the owner, its agents and employees to obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d), seeking information on our creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.
5. I/we understand, pursuant to San Francisco Police Code Article 49 "Fair Chance Ordinance" if I am considered housing eligible, I authorize the owner, its agents and employees to obtain information about my/our criminal background to see if there is any disqualifying criminal history, which may affect me/us from moving onto the property, in compliance with the Resident Selection Criterion.
6. I further understand that the owner has not inquired or required me to provide anything about my prior arrest or conviction record and has provided me with a copy of the Fair Chance Ordinance Notice - notice is supplement to this Application for Housing.
7. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief.
8. I/we understand that false statements or information will deem me/us ineligible, or if move in has occurred terminate the rental agreement.
9. I/we understand we must provide written notification of any changes to the information on this form.

Applicant #1 Signature & Date

Applicant #2 Signature & Date

Applicant #3 Signature & Date