

**BELOW MARKET RATE (BMR)**  
**APPLICATION PROCESS AND ELIGIBILITY GUIDELINES 2017**

It is important that you review the below and attached information in detail. A full understanding of the eligibility guidelines in place will assist you in gathering the required information.

To qualify to rent an apartment, the applicant must meet the criteria listed herein and the attached screening criteria. Annual household income may not exceed the amounts indicated below. The income amounts are based on the Area Median Income (AMI), adjusted for household size, as issued by the Department of Housing and Urban Development for the San Francisco-Oakland-Fremont Metropolitan Statistical Area (PMSA). The current maximum income limits are as follows\*:

**2017 Maximum Income Levels\***

Household Members	50% Income Limit
1	\$32,750
2	\$37,450
3	\$42,100
4	\$46,800
5	\$50,550
6	\$54,300
7	\$58,050

**Monthly Rent, Deposit Amounts & Minimum Income Required**

Apartment Size	50% AMI Monthly Rent	Deposit (on Approved credit)	Minimum Gross Income Required per Month
Studio	\$819	\$500	\$2,047.50
1 Bedroom	\$936	\$500	\$2,340.00
2 Bedroom	\$1,053	\$750	\$2,632.50
3 Bedroom	\$1,264	\$750	\$3,160.00

*\*rents described above exclude utilities in the broadest sense, including but not limited to gas, electricity, water, garbage, television cable, telephone and internet service*

**CREDIT & RENTAL VERIFICATION**

Interested applicants will be subject to credit check and employment history verification and MUST be able to provide landlord references.

See attached *Screening & Income Criteria* for a full list of details.

## **DEFINITIONS AND MATTERS RELATED TO THE CITY'S PREFERENCE SYSTEM**

1. "Single Parent Head of Household" is defined as biological or adoptive parent or guardian having legal and physical custody of a child under the age of 18, who will be living in the affordable home.
2. "Pleasanton Resident" is defined as a person or household who resides permanently and continuously at a residential address which is physically located within the then-current incorporated area of the City of Pleasanton and where that location is considered to be the household's permanent place of residence. The City will require applicants to submit evidence as a proof of residency in Pleasanton. For persons, who moved away from the city of Pleasanton less than 6 months prior to the time of application and who resided in the City of Pleasanton continuously for at least ten (10) years immediately prior to moving away, the residency history prior to the date of moving away shall be considered in determining the length of residency in the first four point categories.
3. Proof of Pleasanton residency is required and must be provided through the submittal of rent receipts or utility billing in the name of the applicant. In unique situations, the City may consider on a case by case basis other documentation, including a notarized statement from a landlord or relative attesting to residency, if the above information is unavailable.
4. "Pleasanton employee" is defined as a person who is permanently and continuously employed on at least a half-time basis (i.e., 20 or more hours per week) at a business which is physically located within the then-current incorporated area of the City of Pleasanton. For persons who are retired at the time of application, the applicant's work history immediately prior to the date of retirement shall be considered in determining the length of employment in Pleasanton. The City may require applicants to submit pay stubs, W-2 forms, tax returns, or other satisfactory evidence as proof of employment at the Pleasanton business.
5. "Disabled Person" is defined as a head of household who has a medically documented permanent physical or mental impairment which prevents him/her from maintaining full-time regular employment. Any individual claiming Disabled Person status must submit verification from a licensed doctor of disability and its effect on the ability to maintain full-time employment. A Disabled Person shall be assigned a number of points as if the person was employed regardless of the Disabled Person's employment status, plus one bonus point. If an individual has a disability that substantially limits one or more major life's activities and has a medical record of such impairment but the disability does not prevent the ability to maintain full-time regular employment the individual shall be assigned the appropriate number of points as detailed in Section 3 above plus one bonus point as detailed in Section 4 above. Examples of a disability include limitations on caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or working. , ***Essex Property Trust will market the availability of the ADA Accessible units only to those applicants who may benefit from the ADA Accessibility features but may rent to any eligible applicant on the list if a qualified disabled applicant is not available.***
6. If the number of pre-applications exceeds the number of available units, the City will conduct a public lottery. The City's lottery shall be conducted based on the City of Pleasanton approved preference system for city assisted affordable housing projects.



## **MISCELLANEOUS INFORMATION**

1. A selection process to determine the order in which applicants will be invited to submit applications will be held at **12:00PM on Wednesday, February 22, 2017, in the City of Pleasanton Council Chambers, 200 Old Bernal Ave, Pleasanton, CA**. All applicants will be notified of their lottery ranking number and the information will be posted on the City's housing website:  
**<http://www.cityofpleasantonca.gov/resident/housing/rentals>**
2. The Galloway Hacienda will distribute Rental Application packets to the first **50** pre-applicants selected in the lottery. Numbers higher than 200 will be automatically waitlisted until further notice. Applicant screening updates will also be posted on the City's Housing website noted above.
3. The City's policy is to issue pre-application numbers to all eligible households to assure that all BMR units may be rented and to establish a BMR unit waitlist for the project.
4. Receipt of an application does not obligate The Galloway Hacienda Apartments to enter into a rental agreement. The purpose of the application is to: (1) determine if the household meets the City's eligibility requirements; (2) to verify the applicant meets the criteria for the points category assigned as part of the City's Preference System and (3) to determine appropriate references for occupancy.
5. The Galloway Hacienda Apartments will determine timelines for the submittal of applications and follow-up material. Failure to complete and return all required information within the timelines will result in the household forfeiting its current lottery number and being removed from further consideration.
6. Application ranking numbers shall not be transferred or assigned to other parties. Changes in households as a result of divorce, marriage or other life changes are permissible if one of the signatory of the final sale documents was listed on the Pre-Application.
7. Priorities for Accessible Apartments: for apartments accessible to persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority (as applicable for a particular apartment feature).
8. The Galloway Hacienda Apartments will review all applications for program eligibility. Households that do not meet City program guidelines and The Galloway Hacienda's rental criteria will be disqualified from further consideration.
9. If it is determined that residency, employment, and other priority category information submitted on the pre-application is inaccurate, the applicant disqualified, will be unable to participate in future lotteries for 12 months following the falsified information being determined.
10. A household may submit only **one** pre-application form. The submittal of more than one Pre-Application or false information will result in disqualification from selection process with no exceptions.
11. In addition to information requested as part of the initial application process, all applicants are required to provide requested supplemental information to the City, or The Galloway Hacienda which may be in addition to information requested as part of the initial application. Failure to provide supplemental information within the specified time frame will result in the applicant being removed from further consideration.

## ***Resident Screening Policy for Affordable Housing***

**Application & Fees** – To apply, please submit the following: \$38.00 fee for each applicant 18 years or older (fee is non-refundable). Application fee is due upon submittal of a full application for screening for a BMR unit. A valid driver’s license or government issued photo identification is required to confirm identity of all applicants. Renter’s Insurance is required with proof of \$100,000 liability coverage due upon move-in.

**Employment** - Verifiable employment history which includes 3 most recent and consecutive pay stubs. If self-employed, income is verified by prior 3 years tax returns, most recent quarterly profit and loss statement and prior 6 months bank statements.

**Ability to Pay Rent** – Minimum monthly gross income-to-rent ratio = 2.5 times rent. Section 8 Housing Choice Voucher program shall be accepted.

**Credit Standard** – Positive Credit history, bankruptcy permitted if cleared

**Rental History Standard** – No landlord tenant court records or unpaid landlord collections unless dismissed or Satisfied records

**Household Size Standard** – Occupancy guidelines set by Fair Housing will be followed:

Studio	Minimum household size 1 people	Maximum household size 2 people
One-Bedroom	Minimum household size 1 people	Maximum household size 3 people
Two-Bedroom	Minimum household size 2 people	Maximum household size 5 people
Three-Bedroom	Minimum household size 3 people	Maximum household size 7people

**Income Information** - Annual Household income includes the current annual income of household members over the age of 18 years who will be residing in the apartment. A household’s “current annual income” shall mean the Annual Household Income for the 12 months following occupancy.

Household members include individuals who will be living in the affordable home including the head of household, spouse, children, or others listed, as dependents on federal tax forms, extended family members, and other adults or persons who are also living at the property.

**Income shall include the following:**

- a) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;
- b) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);
- c) Interest and dividends;
- d) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
- e) Payments in lieu of earnings, such as unemployment and disability compensations, worker’s compensation and severance pay;
- f) Public Assistance.

- g) Periodic and determinable allowances such as alimony and child support payments and regular contributions.
- h) All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse;
- i) In addition to the above, income from assets is also included. Where a family has net assets in excess of \$5,000, the applicants' annual income shall include the actual amount of income derived from the asset(s), or .06% of the value of the asset(s), whichever is greater. If the total assets are less than \$5,000, the actual amount of income derived from the asset will be included as income. For this section, assets is defined as equity in real property, savings, stocks, bonds or other investment instruments such as mutual funds, certificates of deposit, retirement plans such as IRA's, Keogh plans, and 401K plans, etc.

**Income Certification Items Required:**

To assist applicants in gathering the necessary documents to assist in expediting your application process. All applicants must meet the eligibility guidelines as required for the current or future occupancy approval.

This apartment community participates in the affordable housing program of the City of Pleasanton which is based on income restrictions. This checklist is intended to assist you in gathering the documents to verify the income.

Check the box if document has been submitted	Valid documents	Comments
	Valid Government Issued Photo I.D.	
	Social Security Cards for all Adult Applicants	
	Documentation of Other Income:	
	Unemployment	
	Child Support (Full Court Order (s) Required)	
	Spousal Support (Full Court Order (s) Required)	
	Public Assistance	
	Social Security/SSI	
	Pensions	
	Self-Employment	
	Paycheck/Stubs, 3 months (current & consecutive)	
	Employer Information (contact person: email, phone & fax)	
	Self-Employment- Tax Returns w/ all attachments	
	Bank Statements: Checking – 6 months Savings – 6 months	
	Asset Statement(s) (Most Current) e.g.: 401 K	

**\*\*\*Failure on the part of applicant to return ALL of the requested items above within 72 hours from the time The Galloway Hacienda Apartment leasing office called you will be grounds for cancellation and holding deposit forfeiture.**

