

AFFORDABLE HOUSING FOR LOW-INCOME HOUSEHOLDS

Whittier & Downey Southeast Apartments

OPENING FALL 2019



Apply today - Applications accepted by mail only

Thank you for your interest in applying to live at Whittier & Downey Southeast Apartments located at 4210 Whittier Boulevard in East Los Angeles, California. Whittier & Downey Southeast Apartments offers 71 affordable 1, 2, and 3-bedroom brand-new apartments for households earning below 50% and 60% of Area Median Income for Los Angeles County. **Accessible units are available!**

Whittier & Downey Southeast Apartments will have 35 supportive housing units for households experiencing homelessness that are referred from the Department of Health Services (DHS) through the Coordinated Entry System (CES).

Planned amenities include a community room, a courtyard with playground, fitness center, computer center and laundry facilities.

UNIT MIX INCLUDING RENTS & INCOME RESTRICTIONS (Subject to change):

Unit Size	# of Units	Household Size	Rent 50% AMI	Rent 60% AMI
1 Bedroom	7	1-3	\$979	N/A
2 Bedroom	12	3-5	\$1175	\$1410
3 Bedroom	16	4-7	\$1357	\$1629

Maximum Gross Annual Income <small>(eff 4/24/19)</small>		
Household Size (including children)	50% AMI*	60% AMI*
1	\$36,550	\$43,860
2	\$41,800	\$50,160
3	\$47,000	\$56,400
4	\$52,200	\$62,640
5	\$56,400	\$67,680
6	\$60,600	\$72,720
7	\$64,750	\$77,700
Minimum monthly income is 2 x rent		
* Income and Rent Limits Subject to Change		

As required by the Tax Credit Allocation Committee (TCAC), mobility/hearing/sight impaired households will have priority for eight (8) units designed for the mobility impaired and four (4) units designed for the hearing/sight impaired. Affordable rents are income-restricted in accordance with the Low-Income Housing Tax Credit (LIHTC) program and other regulatory agreements. Income limits are subject to change.



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Telephone Device for the Deaf: (888) 877-5379 or California Relay Service (711)



HOW TO APPLY

Please complete, sign the attached Pre-Application and Grounds for Denial as soon as possible and mail to:

**Whittier & Downey Southeast Apartments
c/o The John Stewart Company
888 South Figueroa Street, Suite 400
Los Angeles, CA 90017**

Please mail your pre-application & grounds for denial via **US Post Office mail only**. We will NOT accept pre-applications that are over-nighted, faxed, or hand delivered. Incomplete pre-applications may be rejected. Each household may only submit one pre-application & grounds for denial. Duplicate household pre-applications will not be considered.

Applications must be received by **September 16, 2019** to be entered into the lottery. Applications received after that date will be placed on the waitlist in the order they are received.

If you are a person with a disability and require any special accommodation due to your disability, please let an employee of The John Stewart Company know what accommodations you require by calling 213-787-2760.

Households comprised of ALL full-time students members do not qualify unless exempted by Section 42 of the Internal Revenue Code. Our complete Resident Selection Criteria is available at the Rental Office upon request

WHITTIER & DOWNEY SOUTHEAST APARTMENTS APPLICATION PROCESS

Submit a Pre-Application

You will need to submit the completed pre-application & grounds for denial (1 per household), and mail to the address provided in our cover letter. All applications received by Date will be entered into a random drawing. Applications received after this date will be placed after the lottery in the order they are received.

After we review your information, 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. Credit checks, criminal background screening, landlord references, and income and asset verifications will be required for all adult applicants. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. Please remember, although application are processed in the order of the waiting list, apartments will be offered on a First-Qualified, First-Offered basis.

Interview

At your scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Checklist below. We will confirm the information provided on your application, and answer any concerns you may have. This interview normally takes approximately 45 minutes. All persons who will be living in the apartment, irrespective of their age, must participate in this interview. Your leasing associate must verify credit, criminal background check, rental history, and all sources of income and assets. This process make take several weeks.

12 Month Lease Term

Leases will be for a minimum term of one year.

Pets

Residents may not keep any type of pet on the premises, with the exception of those persons with disabilities requiring service animals, or as otherwise required by law.

Parking

There are a limited number of resident spaces at Whittier & Downey Southeast Apartments. Parking is restricted to cars owned by residents of Whittier & Downey Southeast Apartments.



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INTERVIEW CHECKLIST

****DO NOT SUBMIT THIS INFORMATION WITH YOUR APPLICATION. THIS IS ONLY REQUIRED AT THE TIME OF INTERVIEW.****

If you choose to apply and we contact you for an interview, you will be required to provide the following information:

For household members 18 and older:

- **Valid state or national picture ID (i.e. Driver's License, Passport, etc).**
- **Employment:** Copies of the first pay-stub for the current calendar year and the most current 3 months of consecutive pay-stubs (7 stubs if paid bi-weekly; 6 stubs if paid semi-monthly; 13 stubs if paid weekly) or equivalent proof of other income. A copy of the most recent IRS Tax Return is required for cash paid employment.
- **Unemployment Insurance:** Printout of statement or copy of last letter showing current monthly benefit.
- **Self-Employment:** Copy of last year IRS Tax Return including Schedule C and list of current or most recent clients.
- **GA/AFDC/TANF:** Printout of benefits paid in last 12 months or last Notice of Action letter (dated within 120 days)
- **Pensions & Annuities:** Copy of the most current statement
- **Real Estate:** Copy of the most recent mortgage statement & other relevant owner information.
- **Student:** Name and Address of school & copy of the unofficial class transcript.

For all household members of any age:

- **Social Security Cards and Birth Certificates (for all members)**
- **SSI or SSA/Disability:** Printout of the benefit letter (the date on the letter needs to be within 120 days prior to move in).
- **Bank accounts and Assets:** Copies of the 2 most recent bank statements for checking accounts; 2 most recent bank statements for savings account. (For electronic paycards: printout or receipt with current balance and copy of the paycard)
- **Child Support/Alimony:** Current notice from D.A. Office, a court order or a letter from the provider with copies of last 2 checks.
- **Financial Assistance:** This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills). We will require a notarized written letter from the person providing assistance stating the amount and length of assistance, and bank/asset statements showing funds equaling 18 times the monthly assistance.
- **Other:** Documentation for 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.



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I understand that all of these answers will be verified. I certify that the above statements are true and correct. I understand that false statements or misinformation is punishable under federal law and cause for immediate denial of housing.

Head of Household Signature: _____ **Date:** _____

Please complete, sign, and mail this Pre-Application and Grounds for Denial via USPS First-Class mail only to:

**Whittier & Downey Southeast Apartments c/o The John Stewart Company
888 South Figueroa Street, Suite 400
Los Angeles, CA 90017**

- Incomplete pre-applications may be rejected.
- Please mail your pre-application & grounds for denial. We will **NOT** accept pre-applications that are submitted via over-night mail, faxed, or hand delivered.
- Each household may only submit one pre-application. Duplicates will not be considered.

GROUNDNS FOR DENIAL OF RENTAL APPLICATION

We welcome your application to rent an apartment at Whittier & Downey Southeast Apartments. It is the responsibility of each applicant to provide any and all information required to determine eligibility. **Persons with Disabilities may be entitled to reasonable accommodations.** Applicants will be made aware of their right to reasonable accommodation in cases where disability status is a contributing factor to poor credit or evictions. The following lists the reasons why we might deny your application.

(1) Credit (An exception for extraordinary medical expenses and/or student debt may be permitted.)

- a) Total unmet credit problems (including governmental tax liens) in excess of \$5,000.
- b) A non-discharged bankruptcy (within the last three years).
- c) A total of five (5) 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) Blatant disrespect, violent, threatening, or disruptive behavior toward management, the property, or other residents exhibited by an applicant or family member any time prior to move-in (or demonstrable history of such behavior);

(4) Criminal Background Check

- a) If the applicant or any adult household member is subject to any state's sex offender lifetime registration requirement.
- b) An established pattern of criminal activity.
- c) 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.
- d) Conviction for physical violence to persons or property, violent criminal activity, sexual abuse, illegal weapons possession, any form of assault, breaking and entering, burglary, arson, 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. If an applicant does not show up for an interview, or provide at a minimum the following documentation it is grounds for denying your application:

- a) Completed and signed application, release of information, grounds for denial, and application fee (if required).
- b) Landlord references covering the last two years of residency or verification of homelessness when applicable.
- c) Appropriate proof of all income sources and assets.
- d) Any other documents required to determine eligibility.

(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.

I HAVE READ AND UNDERSTOOD THE FOREGOING AND FIND THEM TO BE REASONABLE REASONS MY RENTAL APPLICATION CAN BE DENIED. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ATTACHED HOUSING AND INCOME STATEMENTS ARE TRUE AND CORRECT.

Print Name (Head of Household)

Signature

Date

Print Name (Adult Applicant # 2)

Signature

Date

Print Name (Adult Applicant # 3)

Signature

Date

Print Name (Adult Applicant # 4)

Signature

Date

For additional adult household members, please sign back.

