

METRO @ WESTERN

Accepting Applications for 16 Affordable Housing Units!



Thank you for your interest in applying to live at Metro @ Western, located at 3651-3675 S, Western Avenue, in the City of Los Angeles, California 90004. Metro @ Western offers 33 affordable units.

Applications are now being accepted for sixteen (16) general affordable two and three-bedroom units. Household gross income must be below 30%, 50%, and 60% of Area Median Income (AMI). Additional eligibility requirements apply.

Planned amenities include a fitness room, community room, laundry facilities, a community garden, and landscaped courtyards.

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

Unit Size	# of Units	AMI	Rent Range	Household Income Range	Household Size
2 Bedroom	8	30%-50%	\$654-\$1,091	\$15,696-\$52,350	2-5 persons
3 Bedroom	8	30%-60%	\$756-\$1,512	\$18,144-\$72,120	3-7 persons

**There are no minimum income requirements for applicants with a Section 8 Voucher. Household Income Range and rents vary depending on unit set-aside (AMI). Rents & income limits are subject to change without notice. Occupancy standards may vary depending on subsidy or other program guidelines.

Affordable rents are income-restricted in accordance with the Low-Income Housing Tax Credit (LIHTC) program and other regulatory agreements. Income and rent limits are subject to change.

All applications must be received by **March 18, 2019**, and will be entered into a random drawing (lottery). Applications received after this date will be placed on the waitlist in the order received, after the applications placed on the waitlist in the lottery.



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As required by the Tax Credit Allocation Committee (TCAC) and other regulatory agencies, mobility/hearing/sight impaired households will have priority for two (2) units designed for the mobility impaired and two (2) units designed for the hearing/sight impaired.

HOW TO APPLY

Please complete, sign and submit the attached Pre-Application and Grounds for Denial by **March 18, 2019**:

Mail to:

**Metro @ Western c/o The John Stewart Company
888 South Figueroa Street, Suite 400
Los Angeles, CA 90017**

- Incomplete pre-applications may be rejected.
- Please submit your pre-application & grounds for denial by USPS First-class mail. We will NOT accept pre-applications that are over-nighted, faxed, or sent certified mail.
- Please take your time in accurately completing the pre-application and submit it as soon as possible.
- Each household may only submit one pre-application & grounds for denial. Duplicate household pre-applications will not be considered.

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.

This housing is offered without regard to race, color, national origin, sex, religion, ancestry, genetic information, source of income, age, marital status, familial status, sexual orientation or preference, gender identity, or disability, or any other basis prohibited by law.

A person with a disability may request a reasonable accommodation (a reasonable change in policies), a reasonable structural modification, an accessible unit or the provision of auxiliary aids and services, in order to have equal access to a housing program. If you or anyone in your household has a disability, and because of that disability requires a specific accommodation, modification or auxiliary aids or services to fully use our housing services, please contact our staff for a reasonable accommodation form.

TDD Telephone device for the deaf only (888) 877-5379 or California Relay Service (711).



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METRO @ WESTERN APPLICATION PROCESS

Submit a Pre-Application

Submit the completed pre-application & grounds for denial (1 per household) by USPS First Class Mail to the address provided in the cover letter. Applications received by the deadline will be entered into a random sorting (lottery) for placement on the waitlist. Applications received after the deadline will be placed on the waitlist in the order received after the applications selected in the lottery. Applications will be processed in the order of placement on the waitlist. Preference in processing will be given to households that need the mobility or sensory features in accessible units. A leasing representative will schedule interviews to determine program and project eligibility.

Interview

At the scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Checklist below. JSCO will confirm the information supplied 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. 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, you will only receive one offer of an apartment. If you decline that apartment, you will be considered to have withdrawn your application.

12 Month Lease Term

Leases will be for a minimum term of one year.

FREQUENTLY ASKED QUESTIONS:

Parking

There are a limited number of resident spaces at Metro @ Western. Parking is restricted to cars owned by residents of Metro @ Western. All cars must be registered in the name of the resident; and residents 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.

What if I need changes in the way I communicate with you as a result of a disability?

If as a result of a disability you need changes in the way we communicate with you, please contact us by calling The John Stewart Company at (213) 787-2760.



INTERVIEW CHECKLIST

****DO NOT SUBMIT THIS INFORMATION WITH YOUR PRE-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 (for all members) and Birth Certificates (for minors only)**
- **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 6 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 10 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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Pre-Application for 2 & 3-bedroom apartments

NOTE: You must complete all information for your pre-application to be considered. Please print clearly and use blue or black ink only. A more detailed application will need to be completed at the time of interview.

First Name (Head of Household)	MI	Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name

Social Security Number	Telephone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address	Apt. Number
<input type="text"/>	<input type="text"/>

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please consider completing this OPTIONAL Section.		If Yes:	
Do you require special unit design features? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Hearing impairment
		<input type="checkbox"/> Mobility impairment	
Race (OPTIONAL):		Ethnicity (OPTIONAL):	
<input type="checkbox"/> White	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Asian	Hispanic: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Other	

- How did you hear about us? (Agency, newspaper, banner, etc.): _____
- How many people will live in your home? Please include yourself: _____
- Total household **gross monthly** income from all sources (before any deductions).
Your estimate \$ _____
- Total household **gross annual** income from all sources (before any deductions).
Your estimate \$ _____
- Do you currently possess a Section 8 voucher or certificate?..... Yes No
- Are all household members full-time students? (K-12 are considered full time)..... Yes No
- Do you require special accommodations? (i.e. Live-In Care Attendant, etc.)..... Yes No
If you need special accommodations please explain:

A person with a disability may request a reasonable accommodation (a reasonable change in policies), a reasonable structural modification, an accessible unit or the provision of auxiliary aids and services, in order to have equal access to a housing program. If you or anyone in your household has a disability, and because of that disability requires a specific accommodation, modification or auxiliary aids or services to fully use our housing services, please contact our staff for a reasonable accommodation form.

PLEASE COMPLETE NEXT PAGE

This housing is offered without regard to race, color, national origin, sex, religion, ancestry, genetic information, source of income, age, marital status, familial status, sexual orientation or preference, gender identity, or disability, or any other basis prohibited by law.



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:

**Metro @ Western 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.

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GROUNDS FOR DENIAL OF RENTAL APPLICATION

We welcome your application to rent an apartment at Metro @ Western. 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 may be permitted.)

- a) Total unmet credit problems (including governmental tax liens) in excess of \$5000.
- b) A 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) 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 the applicant or any adult household member is subject to any state's sex offender lifetime registration requirement.
- b) Felony conviction in the past 7 years that may pose a threat to the health, safety or right to peaceful enjoyment by other residents, or employees and contractors who work with the community.
- 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, 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. *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.*
- c) Appropriate proof of all income sources and assets.
- d) 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.

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

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Print Name (Adult Applicant # 3)

Signature

Date

Print Name (Adult Applicant # 4)

Signature

Date



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