



## Affordable Housing Opportunity Biele Place Apartments

Program: HCD in transition  
 Address: 1421 15th Street  
 Qualifications: 60 years of age or older & income restrictions  
 Maximum Income: 60% of Non-hera 2012 (see below)  
 Waiting List effective: 1-2-2018, through 3-31-2018

**Applicants must earn a minimum monthly income of \$1150 to qualify for this waitlist.**

Welcome to Biele Place Apartments. This community of one-bedroom apartments is spread over three floors. The community is currently working on a financing agreement for a new affordable housing program that is designed to facilitate the needs of individuals 60 years or older with a moderate income. Pre-applications for the Biele Place 2018 Waitlist are now being accepted through **March 31, 2018**. Residency at this community requires that applicants earn below the 2012 Non-hera 60% income level established by HCD (Housing and Community Development). This program is not connected with the Section 8 Housing Choice Voucher Program, although we do accept Section 8 participants.

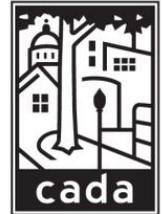
Residency at this community is limited to those households having a moderate income as shown below. Please note that this community is in the process of transitioning to a new affordable housing program and the rents may adjust. We have posted below the approximate rent range and the maximum allowable income (by household size):

### INCOME & RENT GUIDELINES

Household Size	Maximum Monthly Income	Bedroom size	Rent (subject to change)
1 Person	\$2665	One Bedroom	\$575 to \$646
2 Person	\$3045		

Households must not earn more than the maximum allowable monthly income listed, averaged over an entire year, but must also have a minimum income of AT LEAST two times the monthly rent. In addition to standard wages, income includes money received from ALL sources such as alimony, pension, social security and asset income. All information on income and assets provided by applicants must be verified before occupancy. The certification process must also be completed annually.

Rental qualifications and Wait List Pre-Application is attached. Please fill out and return to CADA by the waitlist deadline. When an apartment is available, applicants will be offered an apartment in accordance with the date they were added to the waiting list. You may also stop by the CADA office at 1522-14<sup>th</sup> Street to obtain a pre-application, or log onto our website at [www.cadanet.org](http://www.cadanet.org), or call (916) 322-2114 for more information. Thank you for your interest in renting from CADA.



## **CADA RENTAL QUALIFICATIONS**

Dear Applicant:

Thank you for considering a CADA apartment as your new home. Living in the Capitol Park Neighborhood is very exciting. Within a few short blocks of your door you will find neighborhood services, shopping, dining, and cultural and recreational opportunities. The following information details the qualifications needed to rent from CADA, as well as the application process.

### **RENTAL QUALIFICATIONS FOR RENTAL ASSISTANCE PROGRAMS:**

1. **RENTAL HISTORY:** 2.5 years of current stable and positive rental history, paying rent to a landlord.
2. **INCOME:** Stable Income equal to 2 times the monthly rent. Applicants must show a history of paying a similar rent-to-income ratio that will be in place when renting from CADA.
3. **CREDIT:** No evictions or money owed to a previous landlord. Current accounts must be more positive than negative.

### **RENTAL HISTORY:**

**RENTAL HISTORY: CADA requires applicants to have a minimum of 2.5 years of CURRENT stable, positive, rental history.** Rental history cannot include living with, or renting from, friends or relatives. Lack of sufficient rental history, misrepresented rental history information, evictions less than 5 years ago or negative landlord reference, may disqualify you from renting with CADA.

### **INCOME:**

**Applicants for rental assistance programs must meet the income guidelines set by the rental assistance program.** Applicants on an affordable housing program must continue to have all income and asset information certified annually. The Applicant must be able to show stability in the receipt of this income (i.e. long-term receipt of income from employment, retirement, or other verifiable source). Applicants must be able to show they have a minimum income of at least 2 x the rent.

### **CREDIT:**

**CREDIT: CADA requires applicants to have current credit accounts with a history of on-time payments.** CADA does not count medical collections or past due student loans as bad credit.



## Waiting List Procedures for CADA Rental Assistance Programs

1. **QUALIFICATIONS:** Find out if you qualify for a CADA rental assistance housing program by speaking with a CADA rental agent, or logging onto CADA's website at [www.cadanet.org](http://www.cadanet.org). All of CADA's rental assistance programs require applicants to have an annual household income that doesn't exceed a certain dollar amount for the size of the household. In addition, applicants must also have recent positive rental history; have a household income of two to three times the monthly rent (or be able to show a history of paying a similar rent-to-income ratio); and have more positive than negative credit accounts.
2. **OPEN WAITING LISTS:** Waiting Lists for all of CADA's rent-assisted housing programs open in January of each year, and close at the end of March.
3. **WAIT LIST PROCESS:** During the period our waiting lists are open, you may pre-apply for all programs you qualify for by submitting a separate "Waiting List Pre-application" for each program. Applicants will be placed on the waiting list in date and time order, and will be asked for more detailed information once an apartment is available. An applicant may be on a waiting list for an available apartment for either a short time, or a very long time, depending on the move out patterns of residents currently participating in the program. We encourage applicants to apply to be added to the waiting lists of all available programs, if able to meet program guidelines, including other rental assistance programs in Sacramento. A good source of information about other rental assistance programs in Sacramento is Sacramento Housing Alliance at (916) 455-4900, or [www.sachousingalliance.org](http://www.sachousingalliance.org).
4. **APARTMENT AVAILABILITY:** When an apartment comes available in a particular program, CADA's Affordable Leasing Agent, will contact wait list applicants. Applicants, if interested in the apartment offered, must respond within the timeline provided. The Leasing Agent will then offer the apartment to the household that's highest on the list, and request that all adults in the household come in to the CADA office and fill out a rental application, provide verification of income (pay stubs, government program statements, and bank statements), and pay a "Holding Deposit" (which becomes the security deposit if the applicant is approved to rent, or refunded if the applicant is denied). The remaining wait-list applicants who responded will remain on the waiting list until an apartment is once again available, or will be contacted again in the event that the first pre-applicant is not approved for the program.
5. **REMOVAL FROM WAITING LISTS:** Applicants, who do not respond to a possible offer of housing, will be removed from the waiting list. It is very important that waiting list applicants notify CADA of any change in address, *in writing*, in order to be assured of a continuing slot on the waiting list. **If mail is returned, we must remove you from the waiting list.**

**Thank you for your interest in  
CADA's Rental Assistance Programs!**



### CAPITOL AREA DEVELOPMENT AUTHORITY

### Pre-Application for Biele Place Program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**List full mailing address**

Telephone Number(s): \_\_\_\_\_

Cell

Home

Work

PROPOSED OCCUPANTS OF THE UNIT (Including Self):

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>D.O.B</u>	<u>AGE</u>
1. _____	SELF	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

TOTAL MONTHLY INCOME (All Occupants): \$ \_\_\_\_\_

CIRCLE SOURCE(S) OF INCOME: SSA; SSI; SSDI; Wages; OTHER (LIST): \_\_\_\_\_

Do you require a wheelchair- accessible unit?    \_\_\_yes    \_\_\_no

Do you have assets totaling more than \$5,000?    \_\_\_yes    \_\_\_no

#### **IMPORTANT! PLEASE READ CAREFULLY**

**You must be 60 years old or older to qualify to be added to this waitlist**

**This is not an application to rent an apartment. It is a request to be added to the Biele Place Program Waitlist for an available apartment.** When it is your turn to apply for assistance, you will be contacted by mail. Therefore, it will be necessary for you to notify CADA in writing with any change in address. CADA must have applicant's current address at all times in order for applicant to remain on the wait list.

**THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return pre-app by the waitlist deadline to:** Natalee Law, CADA Affordable Leasing Agent  
Office: 1522 14<sup>th</sup> Street Sacramento, CA 95814