

Humboldt Bay Housing Development Corporation

A non-profit organization creating
affordable housing in Humboldt County



HBHDC

PO Box 4655

ARCATA, CA 95518-4655

(824 L St. Arcata, CA, No. 5)

Phone: (707) 826-7312 FAX:

(707) 826-7319 E-mail:

hbhdc@hbhdc.org

www.hbhdc.org

About HBHDC

We are a non-profit, public-benefit corporation with a small, dedicated staff and volunteer board of directors.

We make it possible for very low and low income individuals, families and seniors to rent or buy high-quality, safe and affordable housing.

We collaborate with public and private entities to put together multi-tiered financing packages to acquire, develop and manage new and rehabilitated housing.

We believe that safe, decent affordable housing is a basic necessity and should be available to all who live and work in our community. Many people work full-time but do not earn enough to pay market rents or buy a home.

Affordable Rental Housing

HBHDC owns and manages 105 rental units in five (5) multi-family complexes located in Arcata and McKinleyville. We have studio, one, two and three bedroom units available for rent at below market rates to income eligible households. We accept Section 8 Housing Assistance Program and other subsidies. Units with accessible features are available. Depending on the complex, tenants have access to covered parking, coin-operated laundry, community rooms, decks, patios and private yards. All complexes are located within close proximity to public transportation, shopping areas, recreational opportunities and social services.

General Information

Reasonable Accommodation Policy

HBHDC is committed to providing equal access to all its programs and services. Both the ADA and Section 504 of the Rehabilitation Act protect any individual with a physical or mental impairment that limits that person in some major life activity, and any individual who has a history of, or who is regarded as having, such an impairment. If you or a member of your family have a disability, you have the right to request a reasonable accommodation in order to have equal opportunity of use and enjoyment of programs and services provided by HBHDC.

A reasonable accommodation is some modification or change that the company can make to policies or procedures that will assist an otherwise eligible applicant/tenant with a disability to take advantage of the program. Compliance actions may include reasonable accommodations as well as structural modifications to the unit or premises, to the extent these reasonable accommodations can be implemented without creating undue financial or administrative burdens to the property.

If you or a member of your family have a disability and wish to request a reasonable accommodation, please notify the Resident Manager. He/She will assist you in the reasonable accommodation process. You have the right to request an accommodation at any time during your application process and tenancy.

Complex Descriptions

- ◆ **JUNIPER APARTMENTS** There are four 1-bedroom, four 2-bedroom, and two 3-bedroom apartments in this 10-unit complex. Units come equipped with stove and refrigerator. One-bedroom units are on the second level and have private decks. The 2- and 3-bedroom units have private/fenced yards, laundry hookups and dishwashers. (4854 Valley East Blvd., Arcata)
- ◆ **WINDSONG DUPLEXES** There are four units in this location, two 2-bedroom and two 3-bedroom. The 2-bedroom are one-story with vaulted ceilings. The 3-bedroom are two-story with 1 1/2 baths and a private/fenced backyard. All units come equipped with washer/dryer, dishwasher, stove, refrigerator, front deck and one-car garage. (Tina Ct., Arcata)
- ◆ **ARCATA GARDEN APARTMENTS** There are 16 1-bedroom, 11 2-bedroom, five 3-bedroom and four studios in this 36-unit complex. Four units are handicapped accessible. All units come equipped with refrigerator and stove. This complex has a laundry facility, on-site management, beautifully landscaped open-areas and covered parking. (2255 Alliance Rd., Arcata)
- ◆ **MISTY VILLAGE APARTMENTS** There are 14 1-bedroom and 10 2-bedroom units in this 24-unit complex. Two units are handicapped accessible. All units come equipped with stove, refrigerator and disposal and have either a fenced yard or balcony. The complex has a laundry facility, community room, landscaped areas and on-site management. (2305-2331 McKinleyville Ave., McKinleyville)
- ◆ **BAYVIEW COURTYARD APARTMENTS** There are 26 1-bedroom and four 2-bedroom apartments in this two-story, handicapped accessible complex. All units are equipped with refrigerator, stove and disposal and most units have a small patio or porch. This **senior** (62 and over) housing complex has a community meeting room, lobby, laundry facility, elevator, large landscaped areas, community gardens and on-site management. (550 Union St., Arcata)

General Program Financial Information

Who is eligible to live in these units?

In order to apply to live in any of these units your family must have gross income no greater than the amount allowed by HUD adjusted by household size.

<u>Income Limit</u>	<u>1 Person</u>	<u>2 Person</u>	<u>3 Person</u>	<u>4 Person</u>	<u>5 Person</u>	<u>6 Person</u>
50%	\$20,300	\$23,200	\$26,100	\$28,950	\$31,300	\$33,600
60%	\$24,360	\$27,840	\$31,320	\$34,740	\$37,560	\$40,320
80%	\$32,450	\$37,050	\$41,700	\$46,300	\$50,050	\$53,750

Rents as of February 9, 2012

Arcata Gardens			
<u>Unit Size</u>	<u>Utility Allowance</u>	<u>50% Unit</u>	<u>80% Unit</u>
STUDIO	\$0	\$507	N/A
1 BEDROOM	\$0	\$543	\$678
2 BEDROOM	\$0	\$652	\$826
3 BEDROOM	\$0	\$753	\$945

Juniper			
<u>Unit Size</u>	<u>Utility Allowance</u>	<u>50% Unit</u>	<u>80% Unit</u>
1 BEDROOM	\$68	\$475	\$610
2 BEDROOM	\$89	\$563	\$737
3 BEDROOM	\$104	\$649	\$841

Bayview Courtyards			
<u>Unit Size</u>	<u>Utility Allowance</u>	<u>50% Unit</u>	<u>60% Unit</u>
1 BEDROOM	\$62	\$481	\$590
2 BEDROOM	\$84	\$568	\$699

Misty Village			
<u>Unit Size</u>	<u>Utility Allowance</u>	<u>50% Unit</u>	<u>60% Unit</u>
1 BEDROOM	\$68	\$475	\$584
2 BEDROOM	\$89	\$563	\$694

Windsong Duets			
<u>Unit Size</u>	<u>Utility Allowance</u>	<u>50% Unit</u>	<u>80% Unit</u>
2 BEDROOM	\$148	\$504	\$678
3 BEDROOM	\$166	\$587	\$779

Please Note:

HUD sets our rent levels which are then reduced by the Utility Allowance given us by the local Housing Authority. The rents listed here are the resulting actual rents we will charge. New rent levels and utility reductions are published annually.

Re: 50%, 60%, 80%:

HUD sets rent levels by a formula that is based on annual determinations of the area median income, then by a percentage of that figure.

RESIDENCY APPLICATION

WAITING LIST INFO
_____ DATE RECEIVED
_____ TIME RECEIVED

**Humboldt Bay Housing
Development Corp.**
P.O. Box 4655
Arcata, CA 95518
Phone: (707) 826-7312
Fax: (707) 826-7319
hbhdc@hbhdc.org

APPROVED BY: _____
DATE: _____



EQUAL HOUSING
OPPORTUNITY

PLEASE READ CAREFULLY
ALL QUESTIONS MUST BE ANSWERED OR YOUR APPLICATION WILL NOT BE ACCEPTED AS VALID. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR OCCUPANCY, IF IT DOES NOT APPLY PUT N/A.

1.

	NAME	BIRTH DATE	SOCIAL SEC. #	DRIVER'S LICENSE #
APPLICANT			- -	
Co-APPLICANT			- -	

2. PRESENT ADDRESS: _____ 3a. HOW LONG? _____
4. MAILING ADDRESS: _____ 3b. REASON FOR LEAVING _____
5. HOME TELEPHONE: _____ WORK TELEPHONE: _____
6. PRESENT LANDLORD NAME: _____
7. PRESENT LANDLORD ADDRESS & TELEPHONE: _____
8. PRIOR RESIDENT INFORMATION – 5 YEAR MINIMUM (YOU MUST INCLUDE TELEPHONE NUMBER)

ADDRESS	CITY	LANDLORD NAME & TELEPHONE	REASON FOR LEAVING	DATES
				From _____ To _____
				From _____ To _____
				From _____ To _____

(IF YOU DO NOT HAVE RENTAL HISTORY, YOU MUST ATTACH 3 WRITTEN PROFESSIONAL LETTERS OF RECOMMENDATION FROM A DOCTOR, ATTORNEY, POLICE OR TEACHER ETC. --NO FAMILY MEMBERS).

9. CURRENT EMPLOYMENT INFORMATION

Applicant

EMPLOYER NAME: _____	JOB TITLE: _____	PAY RATE: _____	PER (ex: "hr.") _____
ADDRESS: _____			
TELEPHONE: _____			

Co-Applicant

EMPLOYER NAME: _____	JOB TITLE: _____	PAY RATE: _____	PER (ex: "hr.") _____
ADDRESS: _____			
TELEPHONE: _____			

RESIDENCY APPLICATION

10. TOTAL INCOME LAST 12 MONTHS \$ _____

11. SEASONAL WORK YES _____ NO _____

IF YES, EXPLAIN _____

12. CLOSEST RELATIVE (NOT LIVING WITH YOU) _____

RELATIONSHIP; _____ ADDRESS; _____

AND TELEPHONE: _____

13. IN CASE OF AN **EMERGENCY** WHOM SHOULD WE CONTACT? _____

ADDRESS _____ TELEPHONE _____

14. HOUSEHOLD COMPOSITION

NAME OF ALL HOUSEHOLD MEMBERS	RELATIONSHIP TO HEAD OF HOUSEHOLD	SEX	DATE OF BIRTH	SOCIAL SECURITY NUMBER

15. FAMILY INCOME – GROSS PER MONTH

	APPLICANT	SPOUSE/ CO-APPLICANT	OTHER HOUSEHOLD MEMBER(S)
EMPLOYMENT	\$	\$	\$
SELF EMPLOYMENT (NET)	\$	\$	\$
UNEMPLOYMENT	\$	\$	\$
PENSION/ RETIREMENT	\$	\$	\$
SOCIAL SECURITY PAYMENTS	\$	\$	\$
RECURRING MONETARY CONTRIBUTIONS	\$	\$	\$
ALIMONY OR CHILD SUPPORT	\$	\$	\$
G. I. BENEFITS	\$	\$	\$
DEATH OR DISABILITY BENEFITS	\$	\$	\$
GENERAL ASSISTANCE AFDC	\$	\$	\$
OTHER	\$	\$	\$

16. NET FAMILY ASSETS

TYPE	AMOUNT	INTEREST	BANK NAME	ACCOUNT NUMBER
SAVINGS	\$			
CHECKING	\$			
STOCKS AND BONDS	\$			
REAL ESTATE	\$			
OTHER	\$			

RESIDENCY APPLICATION

17. Size of unit applying for (check all that apply): [] Studio [] 1 Bdr. [] 2 Bdr. [] 3 Bdr.

18. I/We would like to be on the waiting list for the properties I/we have checked below:

- Arcata Gardens (Arcata) Juniper (Arcata)
 Windsong (Arcata) Misty Village (McKinleyville)
 Bayview Courtyards (Arcata, 62 years & older)

19. DO YOU HAVE A SECTION 8 VOUCHER OR OTHER RENTAL SUBSIDY? YES____ NO____

IF YES, PLEASE EXPLAIN _____

20. DO YOU REQUEST AN ACCESSIBLE UNIT FOR MOBILITY IMPAIRMENT? YES____ NO____

21. DO YOU REQUEST A MODIFIED UNIT FOR AUDITORY OR VISUAL IMPAIRMENT? YES____ NO____

22. HAVE YOU OR ANYONE IN YOUR HOUSEHOLD EVER BEEN CONVICTED FOR A CRIME? YES____ NO____

IF YES, When: _____ City: _____ County: _____ State: _____
When: _____ City: _____ County: _____ State: _____

PLEASE EXPLAIN: _____

23. HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF THE ILLEGAL POSSESSION, MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE? YES____ NO____

IF YES, When: _____ City: _____ County: _____ State: _____
When: _____ City: _____ County: _____ State: _____

PLEASE EXPLAIN: _____

24. HOW DID YOU HEAR ABOUT THIS APARTMENT COMPLEX? _____

I AGREE TO GIVE THE MANAGEMENT AGENT THE AUTHORITY TO INVESTIGATE MY CREDIT AND CRIMINAL BACKGROUND, AND MY CURRENT AND PAST RENTAL RECORDS. THE INFORMATION OBTAINED WILL BE USED FOR MANAGEMENT PURPOSES ONLY AND WILL BE HELD IN CONFIDENCE.

THE APPLICANT INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY FRAUDULENT INFORMATION WILL DISQUALIFY THIS APPLICATION FOR RESIDENCY.

I CERTIFY THE HOUSING I/WE WILL OCCUPY THROUGH HBHDC WILL BE MY/OUR PERMANENT RESIDENCE. I/WE FURTHER CERTIFY THAT I/WE WILL NOT MAINTAIN A SEPARATE SUBSIDIZED RENTAL UNIT IN A DIFFERENT LOCATION.

APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE: _____ DATE: _____

**Please complete the following
form (last page):**

**ONE form for EACH
household member.
(Copy as necessary)**

There is no penalty for persons
who do not complete this form.

**If you do not wish to complete
the form please initial where
indicated, sign and date.**

**Ethnicity & Race Data
Collection Form**

U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 12/31/2007)

HOME Program

Name of Property _____ Type of Assistance or Program Title _____

Data Collection for: Applicant Tenant

(Print) Name of Head of Household _____ Assisted Unit Address (if applicable) _____ N/A

This form is for the following Household Member:

(Print) Name: _____ Male Female

Age: under 18; 18-44 years; 45-64 years; 65 and over

Disability: Yes (if 5 years and over) No (if 5 years and over)

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

*Definitions of these categories may be found on the reverse side.

There is no penalty for persons who do not complete this form. Initial here if you choose not to disclose race and ethnicity information for the above Household Member: _____

Next sign and date below:

Signature of above Household Member

Date

Owners/agents must offer the opportunity to the head and co-head of each household to "self-certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. This information is considered non-sensitive and does not require any special protection.

Instructions for Race and Ethnic Data Collection (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. Parents or guardians are to complete the form for children under the age of 18.

The Office of Housing has been given permission to use this form for gathering gender, age, disability, ethnic and race data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. **The two ethnic categories you should choose from are defined below. You should check one of the two categories.**
 1. **Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."**
 2. **Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.**

2. **The five racial categories to choose from are defined below: You should check as many as apply to you.**
 1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
 4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.