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BURBANK HOUSING

790 Sonoma Avenue • Santa Rosa, CA • 95404 • (707) 526-9782
Fax (707) 526-2562 • bhmc@burbankhousing.org • www.burbankhousing.org



Rental Program Information Packet

Thank you for your interest in Burbank Housing's rental program.

► Explanation of Application Process

This letter provides detailed instruction, information, and examples to assist you in understanding the application process.

► Pre-application

Properties accept pre-applications as the first step onto a waiting list. Pre-applications can be filled-out and copied, and then dropped off, or mailed to **Attention: Resident Manager** at selected properties (*See enclosed list of properties*). Burbank's main office **will not** accept pre-applications and does not maintain a waiting list for any property.

► Documents You Will Need Later for Application Processing

Contains information and examples of documents you will need to prove eligibility to live at a Burbank Housing community.

► Rental Housing Income Guidelines

Use the Income Guidelines to estimate your prospective monthly rent. **For example only**, if your household consists of two children and two adults, look under the column heading, "4 Person Household." If your annual household income is less than \$38,900, but more than \$23,350, you are at the 50% income level. At that level, rent for a 2-bedroom apartment is approximately \$875 or less per month, depending on subsidy program.

► Burbank Housing List of Properties

A complete list of Burbank Housing's rental properties with addresses and phone numbers.

► New Rental Construction Mailing List Form

The Burbank Housing main office maintains a mailing list of those interested in newly constructed rental properties that are either being built, or will be built in the future. If you would like to be on the mailing list for new rental construction, please complete and return this form. Once on our mailing list, you will receive information only when construction is nearing completion.

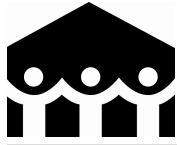
Important information:

1. *Property Waiting List Information Line – 707-526-1020, Ext. 601. TTY relay (877) 735-2929, or voice relay (888) 877-5379.*

Properties with open waiting lists are listed and include phone numbers. The information line is updated weekly.

2. *The New Rental Construction Mailing List is for those who would like a pre-application to live in newly constructed communities, when available for tenancy. Mail to: Burbank Housing, 790 Sonoma Ave., Santa Rosa, CA 95404*
3. *Burbank Housing does not provide emergency assistance; however, information on emergency assistance provided by other resources in the community is available at Burbank Housing's main office.*

La versión en español al otro lado



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01/04/2011

Paquete de Información del Programa de Alquiler

Gracias por su interés en el programa de alquiler de Burbank Housing.

► Explicación del Proceso de Aplicación

Esta carta provee instrucción, información, y ejemplos detallados para asistirle en entender el proceso de aplicación.

► Pre-aplicación

Las propiedades aceptan pre-aplicaciones como el primer paso para la lista de espera. Las pre-aplicaciones pueden ser completadas y copiadas, las puede llevar en persona o enviarlas por correo a **Attention: Resident Manager** a las propiedades seleccionadas (*véase la lista de propiedades*). La oficina principal de Burbank **no** aceptará pre-aplicaciones y no mantiene una lista de espera para las propiedades.

► Documentos Que Va A Necesitar Después para el Proceso de Aplicación

Contiene información y ejemplos de los documentos que va a necesitar para demostrar elegibilidad para vivir en una comunidad de Burbank Housing.

► Guía de Ingresos de Viviendas de Alquiler

Utilice las guías de ingresos para estimar su renta mensual anticipada. **Para ejemplo solamente**, si su casa consiste de dos niños y dos adultos, vea bajo el título de la columna de "4 Personas por Casa" Si sus ingresos anuales son menos de \$38,900, pero más de \$23,350, usted está en el nivel de ingresos del 50%. En este nivel, el alquiler para un apartamento de 2 recámaras es aproximadamente \$875 o menos por mes, dependiendo del programa de subsidio.

► Lista de Propiedades de Burbank Housing

Lista completa de las propiedades de Burbank Housing con direcciones y números de teléfono.

► Forma para Nuevas Construcciones de Alquiler

La oficina principal de Burbank Housing mantiene una lista de personas interesadas en propiedades de alquiler recién construidas, que se están construyendo, o serán construidas en el futuro. Si usted desea estar en la lista para recibir información sobre nuevas construcciones de alquiler, favor de completar y regresar esta forma. Cuando esté en nuestra lista, usted recibirá información, solamente cuando la construcción esté cerca de terminar.

Información importante:

1. *Información por Teléfono Sobre la Lista de Espera – (707) 526-1020, Ext. 601. Relais de TTY (877) 735-2929, o relais de la voz (888) 877-5379.*

Las propiedades con listas de espera abierta se enumeran e incluyen números de teléfono. La línea telefónica informativa se actualiza semanalmente.

2. *La lista para nuevas construcciones de alquiler es para personas que quieren una pre-aplicación para vivir en comunidades recién construidas, cuando están disponibles para arrendamiento. Envíe por correo a: Burbank Housing, 790 Sonoma Ave., Santa Rosa, CA 95404.*
3. *Burbank Housing no proporciona ayuda de emergencia. Sin embargo, la información sobre la ayuda de emergencia proporcionada por otras agencias en la comunidad está disponible en la oficina principal de Burbank Housing.*



Explanation of Application Process

Dear Applicant:

Thank you for your interest in Burbank Housing communities. Our properties were developed under one or more federal, state, or local housing programs; therefore, in addition to our own applicant screening criteria, eligibility may depend on your household income or composition (elderly, disabled, etc.).

It is important that you read the following for an explanation of the process for obtaining residency.

PRE-APPLICATION AND DETERMINATION OF ELIGIBILITY

The pre-application requires you to provide us with basic information regarding your household members, income, assets, and other personal information. Inaccurate or incomplete information may delay processing. Based on this preliminary information, we will make an initial determination of eligibility and will send you a letter by mail indicating that you are on the waiting list, or the reason why you are not eligible.

WAITING LIST

If an appropriate unit is not available, you will be placed on the waiting list. Pre-applications are placed on the waiting list in the order in which they are received.

It is your responsibility to advise us if there are any changes in your address, phone number, household income, or number of household members. The waiting list is periodically updated to determine if you wish to remain on the list. If you do not respond within the time allowed, your name is removed from the list.

WHEN A UNIT BECOMES AVAILABLE

When you are notified a unit may be available, you must complete the full Application for Residency and schedule an interview. All household members are required to be present for the interview. Typically, 4 to 5 applications are processed simultaneously for each unit that becomes available. It is important that you respond to requests for information accurately and in a timely manner.

In addition to the completed Application for Residency, you will be required to bring with you documents which prove eligibility to live at a Burbank Housing community. Please refer to the *Documents Needed for Application Processing* list.

CRIMINAL BACKGROUND CHECK FEE

A \$25 fee per adult household member is charged to process a criminal background check. *This does not apply at communities developed with HUD or USDA funding programs where these fees are specifically disallowed.*

VERIFICATION

Information about your household will be verified by third parties, such as current and previous landlords, employers, banks, credit history and criminal background reporting agencies. Be prepared to sign a release allowing us to contact these and other parties and for them to release the information to us.

NOTE: If you have previously lived at a Burbank Housing property and you were either evicted or had a balance owing after move out, you may not be eligible to live at another Burbank Housing property.

APPROVAL

Our management and compliance team carefully review your application file. If your application passes our screening criteria, you may be approved and offered an available unit and then a move in date will be established.

Qualifying as an eligible household does not give you lease or rental rights. You will be offered a unit only when you have been presented with a written lease.

LEASE/MOVE IN

On or near your scheduled move in date, all adult household members will come in to sign the lease and other addenda. At that time, you will be required to pay the appropriate amounts for any deposits and rent and will receive the keys to your unit. A walkthrough inspection of your unit will be done at that time.

We recognize the personal nature of information we require. It is our policy to maintain the confidentiality of your information. Thank you for your patience and cooperation.

We conduct business in accordance with
Federal Fair Housing Law (The Fair Housing Act of 1988)

La versión en español al otro lado



Explicación del Proceso de Aplicación

Estimado Solicitante:

Gracias para su interés en las comunidades de Burbank Housing. Nuestras propiedades han sido desarrolladas bajo uno o más programas de vivienda federales, estatales, o locales; por lo tanto, además de nuestros propios criterios de selección de solicitantes, la elegibilidad puede depender de sus ingresos o composición familiar (ancianos, incapacitado, etc.).

Es muy importante que lea lo siguiente para una explicación del proceso para obtener residencia.

PRE-APLICACIÓN Y DETERMINACIÓN DE ELEGIBILIDAD

La pre-aplicación requiere que usted nos proporcione información básica con respecto a los miembros de su casa, los ingresos, activos, y otra información personal. La información inexacta o incompleta puede demorar el proceso. Basado en esta información preliminar, nosotros haremos una determinación inicial de la elegibilidad y le mandaremos por correo una carta indicando que esta en la lista de espera, o la razón por la cual no es elegible.

LA LISTA DE ESPERA

Si una unidad apropiada no está disponible, usted será colocado en la lista de espera. Las pre-aplicaciones se colocan en la lista de espera en el orden en el cuál son recibidas.

Es su responsabilidad el hacernos saber si hay cualquier cambio en su dirección, número de teléfono, los ingresos de la casa, o el número de miembros de la casa. La lista de espera se actualiza periódicamente para determinar si usted desea seguir en la lista. Si usted no responde dentro del tiempo permitido, su nombre es removido de la lista.

CUANDO UNA UNIDAD ESTA DISPONIBLE

Cuando usted es notificado de que una unidad puede estar disponible, usted debe completar la Aplicación completa para la Residencia y hacer una cita para la entrevista. Es requerido que todos los miembros de la casa estén presentes para la entrevista. Típicamente, de 4 a 5 aplicaciones se procesan simultáneamente para cada unidad que se encuentra disponible. Es importante que usted responda a los pedidos de información de una manera rápida y correcta.

Además de la Aplicación completa para la Residencia, se requerirá que traiga documentos que muestren su elegibilidad para vivir en una comunidad de Burbank Housing. Refiérase por favor a la *lista de Documentos Necesarios para el Proceso de Aplicación*.

TARIFA DE VERIFICACIÓN DE ANTECEDENTES CRIMINALES

Se cobrará una tarifa de \$25 por cada adulto de la casa para procesar una verificación de antecedentes criminales. *Esto no aplica en comunidades desarrolladas con programas financiados con HUD o USDA en los que se anularon específicamente estas tarifas.*

VERIFICACIÓN

La información sobre su familia será verificada por terceros, por ejemplo: dueños de vivienda actual o previa, empleadores, bancos, agencias de historial de crédito y agencias de informes de antecedentes criminales. Esté preparado para firmar una autorización que nos permita contactar a estas y otras agencias para que nos proporcionen información.

ATENCIÓN: *Si usted a vivido antes en una propiedad de Burbank Housing y fue legalmente desalojado o quedo debiendo dinero al mudarse, puede que no sea elegible para vivir en otra propiedad de Burbank Housing.*

APROBACIÓN

Nuestra gerencia y equipo de conformidad revisan detalladamente su aplicación. Si su aplicación supera nuestro criterio de selección, usted puede ser aprobado y se le puede ofrecer una unidad disponible y entonces una fecha para la mudanza será establecida.

Calificar como una familia elegible no le da derechos de arrendamiento o renta. Se le ofrecerá una unidad sólo cuando se le ha sido presentado con un contrato de arrendamiento por escrito.

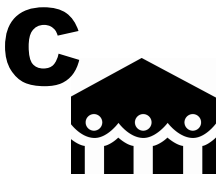
ARRENDAMIENTO/MUDANZA

En o cerca de su fecha de mudanza, todos los miembros adultos de la casa vendrán a firmar el contrato de arrendamiento y otras adiciones. En ese momento, usted será requerido pagar las cantidades apropiadas para cualquier depósito y alquiler y recibirá las llaves de su unidad. En ese momento se le hará una inspección a su unidad.

Somos conscientes de que requerimos información de carácter personal. Es nuestra norma el mantener la confidencialidad de su información. Gracias para su paciencia y cooperación.

Realizamos negocios en conformidad con
La Ley Federal Sobre Viviendas Justas (Ley de Enmiendas sobre Viviendas Justas de 1988)

English version on reverse



WL#	AMI%	#BR	#HH	ANNUAL \$
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PROPERTY: _____



Pre-Application for Occupancy

Submit to the rental office at the property to which you are applying. Burbank Housing's main office does not accept pre-applications.

Thank you for your interest in Burbank Housing's rental communities. Provide ALL information requested on this form. Incomplete pre-applications may not be processed. Using white-out will void this pre-application and you will have to complete a new form. If you make a mistake, draw a single line through the mistake, initial it, and make the correction. Information is used to determine your eligibility for occupancy. This is a preliminary application and gives no lease or rental rights. If there is a vacancy in this rental community for which you are eligible, you will be required to submit additional information to complete the processing of your application.

Check here if you heard about us from the Sonoma County 2-1-1 Community Resources Directory

Part I. Applicant Information

- 1. Name _____ 2. Current Phone Number(s) _____
- 3. Current Alternate Phone Number(s) _____
- 4. Current Mailing Address _____

	Number and Street	City	State	Zip
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- 5. Current Home Address (If different than above) _____

	Number and Street	City	State	Zip
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- 6. Has anyone in your household recently interviewed for an available apartment at another Burbank property? YES NO
- 7. Are you or any adult member of your household a farmworker employed in the agricultural industry? Agricultural/Farmworker includes farming, cultivation, dairying, harvesting, raising of livestock, bees, poultry, forestry, lumber, handling, drying, packaging, preparation and delivery to storage or market or to carriers for transportation to market. YES NO
- 8. Are all adult household members full-time students? YES NO
- 9. Do you or anyone in your household possess a current Section 8 Voucher/Certificate or other Rental Subsidy? YES NO
- 10. Have you or anyone in your household ever been evicted? YES NO
- 11. Have you or anyone in your household ever been convicted of a crime? YES NO
- 12. Preference: Studio 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom
- 13. Do you or anyone in your household have any special housing needs? YES NO
If Yes, what accommodations? Wheelchair accessible Visual impairment Hearing impairment
- 14. Will you or anyone in your household require a live-in care attendant? YES NO
- 15. Do you or anyone in your household smoke? (to determine preference for smoking or non-smoking building) YES NO
- 16. Proposed household members (adults and children) including yourself:

A) Name _____ Relationship to Applicant: SELF

Birth Date _____ Occupation _____

Company/School Name _____ Telephone Number _____

Company/School Address _____

	Number and Street	City	State	Zip
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B) Name _____ Relationship to Applicant: _____

Birth Date _____ Occupation _____

Company/School Name _____ Telephone Number _____

Company/School Address _____

	Number and Street	City	State	Zip
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C) Name _____ Relationship to Applicant: _____

Birth Date _____ Occupation _____

Company/School Name _____ Telephone Number _____

Company/School Address _____

	Number and Street	City	State	Zip
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D) Name _____ Relationship to Applicant: _____

Birth Date _____ Occupation _____

Company/School Name _____ Telephone Number _____

Company/School Address _____

	Number and Street	City	State	Zip
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E) Name _____ Relationship to Applicant: _____

Birth Date _____ Occupation _____

Company/School Name _____ Telephone Number _____

Company/School Address _____

	Number and Street	City	State	Zip
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Part II Household Income, Assets and Subsidies

17. Income: List below income received from all sources by all members of the household. Sources may include employment, SSI, aid to families with dependent children, alimony and child support, pensions, interest and dividends, and unemployment benefits. Show amount on an annual basis. Use additional pages if necessary. Do not include income of live-in attendant. Include any food stamp allotment. **List the gross annual income for each source (all income prior to any taxes or deductions).** For example: If you make \$8.00 per hour and work 40 hours a week all year. Your gross annual income would be \$8.00 x 40 hours x 52 weeks a year = \$16, 640.00

Household Member Name	Income Source(s)	Gross Annual Amount(s)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

18. Assets. List all household assets for all members of the household, including minors. Assets are the value of equity in property owned, checking accounts, savings accounts, IRAs, 401k's, annuities, mutual funds, trust accounts, CD's, money market accounts stocks, bonds, whole life insurance and other forms of capital investment. Do not include personal automobiles or furniture. Briefly describe the assets and show the total estimated value. Use additional pages if necessary.

Name of Household Member	Description of Assets	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Part III - Certification. I declare under penalty of perjury under the laws of the State of California that the information contained in this application and any information or documents offered in support of this application are true and correct. I acknowledge that false information herein may constitute grounds for rejection of this application and termination of any right of occupancy, and constitutes a criminal offense under the laws of this state. I recognize that, as part of the procedure for processing this pre-application, an investigative consumer report will be prepared with information obtained through personal interviews with my landlord, neighbors, friends, and others with whom I am acquainted. This includes information as to my employment, income, character, general reputation, personal characteristics and mode of living. A routine criminal records check may also be run. I authorize such investigation of myself and any minor listed as an occupant of the property and the obtaining of a credit report.

NOTE: Qualifying as an income eligible household does not give you any lease or rental rights. You will be approved and offered a unit only when you have been presented with a written lease. Thank you.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Submit your completed pre-application to the rental office at the property to which you are applying.

Affirmative Fair Housing To help us assess affirmative fair housing effectiveness, please check the category that best describes your race/ethnicity. This information is strictly voluntary on your part.

RACE CATEGORIES

Single Race

- (1) American Indian or Alaskan Native
- (2) Asian
- (3) Black or African American
- (4) Native Hawaiian or Other Pacific Islander
- (5) White

Two or More Races

- (6) American Indian or Alaskan Native **and** White
- (7) Asian **and** White
- (8) Black or African American **and** White
- (9) American Indian or Alaska Native **and** Black or African American

ETHNICITY CATEGORY

Hispanic or Latino

- (a) Mexican/Chicano
- (b) Puerto Rican
- (c) Cuban
- (d) Other Hispanic/Latino

(10) Decline to state



DOCUMENTS NEEDED FOR APPLICATION PROCESSING

Please review the list below. Any of the items that pertain to your household will be necessary to process your application. Please have these items updated and readily available so that when your name reaches the top of our waiting list, we can process your application efficiently. **Failure to provide the appropriate documents will result in a denial of your rental application. It is essential that you have valid identification and tax returns (if your household meets the IRS filing requirements), or we will be unable to process your application for residency at a Burbank Housing rental community.**

IDENTITY - See reverse for full list of valid forms of identification.

- Valid picture ID for each adult household member
- Social Security card for all adults and minors
- Birth certificates for all minor household members

TAX RETURN

- **Federal Income Tax** Return, or proof that you were exempt from filing a return consistent with the Federal Internal Revenue Service guidelines
- W-2 forms and/or wage tax receipts (form 1099)
- Applicants with self-employment income, cash wages or day laborer income **MUST** provide a valid Social Security number or Taxpayer Identification Number (“TIN”) for income tax filing

INCOME

- Paycheck stubs (**3 consecutive months**)
- Self Employment income, Cash Wages, or Day Laborer Income- (Federal tax return with Schedule C, Income & Expense statement or ledger of income received)
- Social Security and/or SSI (**Contact Social Security office and have them send/fax your current award letter(s)**)
- Public assistance award letter or statement (i.e., TANF, AFDC, Sonoma Works, etc.)
- Unemployment compensation check stubs or award letter
- Pensions and/or annuities check stubs
- Workmen’s compensation or disability check stubs
- Child support and/or alimony check stubs or statements
- Financial aid - scholarship/grant award letters
- Trade union benefits
- Income from assets (i.e., dividends, royalties, rent from real property owned, etc.)
- **ASSETS** - Provide **most current months** statements for any of the following that apply:
 - Checking account(s)
 - Savings account(s)
 - Money market account(s)
 - 401k and/or IRA
 - Certificates of deposit
 - Stock/Bond certificate
 - Annuities, mutual funds, trust accounts
 - Real estate owned

CHILD SUPPORT/ALIMONY

- Divorce decree and/or custody agreement
- Court order for child support
- Court order for alimony

OTHER INFORMATION

- All address information including phone and fax numbers for income and asset sources
- Prior residence history including landlord’s address and phone number

THERE IS A \$25.00 CRIMINAL BACKGROUND FEE FOR EACH ADULT. PLEASE BRING THE PROPER AMOUNT IN CERTIFIED FUNDS (money order or cashier’s check) TO YOUR INTERVIEW APPOINTMENT.

ACCEPTABLE FORMS OF VALID IDENTIFICATION

All adult household members will be required to produce at least two valid forms of identification. One form of identification must include a photograph, and both forms of identification must have some elements of identical information, such as name and birth date. Valid forms of identification include:

- ✓ Valid driver’s license or identification card issued by the California State Department of Motor Vehicles
- ✓ Valid drivers license from the state or country of origin
- ✓ Valid identification card from the state or country of origin
- ✓ Voter registration card from the state or country of origin
- ✓ Birth certificate
- ✓ Passport
- ✓ Verification of citizenship, alienage, or immigration status
- ✓ Certificate of naturalization
- ✓ Certificate of citizenship
- ✓ American Indian Card with classification code “KIC”
- ✓ Social Security card (see below)

We generally need the social security number of each adult household member to process a credit background check. If you do not have a valid social security number, we may ask for alternative documents to demonstrate your ability and willingness to meet your financial obligations.

Alternative documents for a credit check may include:

- ✓ Utility bills in your name at previous domiciles, such as PG&E, telephone, water and sewer, cable or satellite television
- ✓ Gasoline company, department store, jewelry store, or other retail credit cards
- ✓ Financial or check-cashing accounts
- ✓ Other accounts on which you make recurring payments

La versión en español al otro lado

DOCUMENTOS NECESARIOS PARA EL PROCESO DE APLICACIÓN

Por favor revise la lista de abajo. Cualquiera de los documentos que pertenecen a su casa serán necesarios para procesar su aplicación. Tenga por favor estos documentos actualizados y disponibles para que cuando su nombre llegue a la cima de nuestra lista de espera, nosotros podamos procesar su aplicación eficientemente. **El no proporcionar los documentos apropiados tendrán como resultado una negación de su aplicación de renta. Es esencial que usted tenga identificación válida y declaraciones de impuestos (si su casa cumple con los requisitos del IRS), o no podremos procesar su aplicación para la residencia en una comunidad de renta de Burbank Housing.**

IDENTIDAD - *Vea el revés para una lista completa de formas válidas de identificación.*

- Identificación válida con fotografía para cada miembro adulto de la casa
- Tarjeta del Seguro Social para todos los adultos y menores
- Actas de nacimiento para todos los menores de edad.

DECLARACIÓN DE IMPUESTOS

- **Declaración de impuestos federales**, o una prueba que muestre que usted está exento de hacer una declaración de impuestos con el Federal Internal Revenue Service
- Formas W-2 y/o recibos de impuestos de su salario (forma 1099)
- Aplicantes que reciben los siguientes ingresos: a) trabajo por su cuenta, b) en efectivo en su trabajo, o c) por día, de varios trabajos, en efectivo; tienen que presentar un número de Seguro Social válido o el número de ("TIN") que usan para hacer los impuestos.

INGRESOS

- Talones de cheque (**3 meses consecutivos**)
- Trabajar por su cuenta, los salarios de efectivo o ingresos de jornalero (declaración de impuestos Federales con Schedule C, declaración de ingresos y gastos o un libro de contabilidad de ingresos recibidos)
- Seguro Social y/o SSI (**contacte la oficina del Seguro Social para que manden/fax su carta(s) de elegibilidad actual**)
- Carta de elegibilidad para asistencia pública o declaración (ejemplo: TANF, AFDC, Sonoma Works, etc.)
- Talones de cheque del desempleo o carta de elegibilidad
- Talones de cheque de pensiones y/o anualidades
- Talones de cheque de compensación al trabajador o incapacidad
- Talones de cheque de sustento de hijos y/o pensión o estados de cuenta
- Ayuda financiera – becas escolares
- Beneficios de uniones
- Ingresos de activos (ejemplo: dividendos, regalías, renta de propiedades que usted sea dueño, etc.)

ACTIVOS – Proveer estados de cuenta de **mas recientes declaraciones de meses** para cualquiera de los siguientes que aplican:

- Cuenta(s) de cheques
- Cuenta(s) de ahorros
- Cuenta(s) de mercado de valores
- 401k y/o IRA
- Certificados de depósito
- Certificado de acciones
- Anualidades, fondos mutuos, cuentas de fideicomiso
- Propiedades inmobiliarias que usted sea dueño

SUSTENTO DE HIJOS/PENSIÓN

- Decreto de divorcio y/o acuerdo de custodia
- Sustento de hijos por orden de la corte
- Pensión por orden de la corte

OTRA INFORMACIÓN

- Toda la información de fuentes de ingresos y activos con dirección incluyendo número de teléfono y fax
- Historial previo de residencia incluyendo la dirección y número de teléfono del propietario

HAY UN COBRO DE \$25.00 POR CADA ADULTO PARA VERIFICACIÓN DE ANTECEDENTES CRIMINALES. POR FAVOR TRAIGA LA CANTIDAD APROPIADA EN FONDOS CERTIFICADOS (money order o cashier's check) A SU ENTREVISTA.

FORMAS ACEPTABLES DE IDENTIFICACIÓN VÁLIDA

Todos los miembros adultos de la casa serán requeridos mostrar por lo menos dos formas válidas de identificación. Una forma de identificación debe de incluir una fotografía, y ambas formas de identificación deben tener algunos elementos de información idéntica, tal como el nombre y la fecha de nacimiento. Las formas válidas de identificación incluyen:

- ✓ Licencia válida de conducir o identificación proporcionada por California State Department of Motor Vehicles
- ✓ Licencia válida de conducir del estado o país de origen
- ✓ Identificación válida del estado o país de origen
- ✓ Matrícula de votante del estado o país de origen
- ✓ Acta de nacimiento
- ✓ Pasaporte
- ✓ Comprobación de ciudadanía o estado migratorio
- ✓ Certificado de naturalización
- ✓ Certificado de ciudadanía
- ✓ Tarjeta American Indian con código de clasificación "KIC"
- ✓ Tarjeta del Seguro Social (véa abajo)

Nosotros generalmente necesitamos el número del seguro social de cada miembro adulto de la casa para procesar una verificación de su crédito. Si usted no tiene un número de seguro social válido, nosotros podemos pedir documentos alternativos que demuestren su habilidad y ganas para cumplir con sus obligaciones financieras. Los documentos alternativos para una verificación de crédito pueden incluir:

- ✓ Facturas de utilidad en su nombre en domicilios previos, tal como PG&E, servicio telefónico, el agua y drenaje, servicio de cable o satélite
- ✓ Tarjetas de crédito de tiendas, joyerías, tiendas por departamentos y gasolineras
- ✓ Cuentas financieras o cuentas donde cambian cheques
- ✓ Otras cuentas donde usted hace pagos regularmente



BURBANK HOUSING

790 Sonoma Avenue • Santa Rosa, CA • 95404 • (707) 526-9782
Fax (707) 526-2562 • bhmc@burbankhousing.org • www.burbankhousing.org



Affordable Rental Housing for Sonoma County Families

Burbank Housing works together with local, state and federal agencies and other organizations to help provide decent, sanitary, and affordable housing for the people of Sonoma County. These properties are well built, maintained, and managed. They are virtually indistinguishable from conventional, market-rate properties; however, the rents are significantly lower. Your family may be eligible to take advantage of this opportunity to live at one of these properties.

We encourage you and your family to visit the properties and inquire about applying. For the location of our properties, visit our Web site at www.BurbankHousing.org. Interested parties may call 707-526-1020, Ext. 601 to hear the names and telephone numbers of Burbank Housing properties in Sonoma County with available apartments and open waiting lists. This message is updated weekly. If you would like a rental program information packet, please call 707-526-9782. For TTY call (877) 735-2929, for voice relay call (888) 877-5379. Messages are provided in both English and Spanish and allow you to leave your contact information so Burbank can mail you the materials.

To qualify for an apartment, your household must be income-eligible, typically at 60% or less of the Sonoma County median income. The amount varies with the number of household members. To get an idea of whether you might qualify, see the chart below for some 2010 median income limits and approximate rents.

2012 Income Eligibility

Sonoma County* Median Income	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household
30% median income	\$17,370	\$19,830	\$22,320	\$24,780	\$26,790
50% median income	\$28,950	\$33,050	\$37,200	\$41,300	\$44,650
60% median income	\$34,740	\$39,660	\$44,640	\$49,560	\$53,580

*Income limits may vary depending on the specific government programs.

Approximate Rents

Approximate Rents*	30% Median Income	50% Median Income	60% Median Income
Studio	\$434	\$723	\$868
1 Bedroom	\$465	\$775	\$930
2 Bedroom	\$558	\$930	\$1116
3 Bedroom	\$644	\$1074	\$1289
4 Bedroom	\$719	\$1,198	\$1,438

*Actual rents may differ, depending on allowances for utilities, specific government programs, and market conditions.

For current information on properties with rental units available or open waiting lists, please call 707-526-1020, Ext. 601.



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Viviendas de renta para familias de bajos ingresos del Condado de Sonoma

Burbank Housing trabaja en conjunto con agencias locales, estatales, federales y otras organizaciones para proveer viviendas decentes y limpias para familias de bajos ingresos en el Condado de Sonoma. Estas propiedades estan bien construidas, mantenidas y manejadas. Virtualmente no se distinguen de otras propiedades en el mercado y las rentas son más bajas. Su familia puede ser elegible y aprovechar de esta oportunidad para vivir en una de estas propiedades.

Los invitamos a usted y su familia a que visiten las propiedades para que puedan obtener información sobre como aplicar. Para la ubicación de nuestras propiedades, visite nuestra página en el internet www.BurbankHousing.org. Las personas interesadas en obtener los nombres y números de teléfono de las propiedades que tienen apartamentos disponibles, y la lista de espera abierta pueden llamar al 707-526-1020, Ext. 601. El mensaje es grabado semanalmente y es proporcionado en Inglés y Español. Si desean un paquete informativo sobre el programa de alquiler, llame por favor al número 707-526-9782. Relais de Párrafos TTY (877) 735-2929, para el relais de la voz (888) 877-5379.

Para calificar para un apartamento, los ingresos de su familia en el Condado De Sonoma deben estar en el 60% o menos para ser elegibles. La cantidad varía dependiendo en el número de personas en su familia. Para tener una idea si sus ingresos califican, y de las rentas aproximadas, veá la gráfica de abajo con algunos límites máximos de ingresos y rentas del Condado de Sonoma del año 2010.

2012 Elegibilidad de Ingresos

Condado de Sonoma*	1 persona por casa	2 personas por casa	3 personas por casa	4 personas por casa	5 personas por casa
30% nivel de ingresos	\$17,370	\$19,830	\$22,320	\$24,780	\$26,790
50% nivel de ingresos	\$28,950	\$33,050	\$37,200	\$41,300	\$44,650
60% nivel de ingresos	\$34,740	\$39,660	\$44,640	\$49,560	\$53,580

*Niveles de ingresos pueden variar dependiendo en los programas específicos del gobierno.

Rentas Aproximadas

Rentas Aproximadas*	30%	50%	60%
Estudio	\$434	\$723	\$868
1 recámara	\$465	\$775	\$930
2 recámaras	\$558	\$930	\$1116
3 recámaras	\$644	\$1074	\$1289
4 recámaras	\$719	\$1,198	\$1,438

*Rentas actuales varían dependiendo de las concesiones para utilidades y los programas específicos del gobierno.

Para obtener información de las propiedades que tengan unidades disponibles o la lista de espera abierta, pueden llamar al (707) 526-1020, Ext. 601.



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Rental Properties

All properties are smoke-free.

**Located in unincorporated area*

INDIVIDUALS AND HOUSEHOLDS OF ALL SIZES

COTATI

Wilford Lane 160 Wilford Ln., 94931 Off Commerce Blvd. 793-8454

GUERNEVILLE

Fife Creek Commons* 16376 Fifth St., 95446 Between Church St. and Mill St. 869-2000

HEALDSBURG

Canyon Run Apartments 1689 Canyon Run, 95448 Off Parkland Farms Blvd. 473-9266

PETALUMA

Madrone Village 712 Sycamore Ln., 94952 Off Petaluma Blvd. N. 765-6226

Old Elm Village 2 Sandy Ln, 94952 Off W. Payran St. 769-3110

Park Lane Apartments 109 Magnolia Ave., 94952 Off Petaluma Blvd. N. near Pepperwood Ln. 762-6709

Round Walk Village 745 N. McDowell Blvd., 94954 South of Southpoint Blvd. 766-8922

ROHNERT PARK

The Arbors 480 City Center Dr., 94928 Off State Farm Dr. next to library 586-1057

The Gardens Apartments 120 Santa Alicia Dr., 94928 Off Avram Ave. near Commerce Blvd. 793-9270

Tower Apartments 781 E. Cotati Ave., 94928 Between Adrian Dr. and Beverly Dr. 794-9340

SANTA ROSA

Amorosa Village 1300 Pebblecreek Dr., 95407 Off Dutton Meadow south of Hearn 546-3854

Carrillo Place* 200 Cranbrook Way, 95407 Off Moorland Ave. 575-5508

Colgan Meadows 2701 Creek Park Lane, 95407 Off Dutton Meadow north of Bellevue 575-7191

Cypress Ridge 2239 Meda Ave., 95404 Off Aston Ave. 575-4108

Gray's Meadow Apartments 2354 Meadow Way, 95404 Off Kawana Springs Rd. 523-0886

Jay's Place Apartments 2805 Park Meadow Dr., 95407 Off Stony Point Rd. at Hearn Ave. 284-2632

Larkfield Oaks* 524 Airport Blvd., 95403 Off Fulton Rd. 575-4544

Lavell Village* 165 Lavell Village Circle, 95403 Off Mark West Springs Rd. at Lavell Rd. 526-2717

Monte Vista 1421 Range Avenue, 95401 South of Jennings Avenue 569-7488

Olive Grove 1945 Zinfandel Ave., 95403 Off Marlow Rd. south of Guerneville Rd. 575-7901

Panas Place Apartments 2496 Old Stony Point Rd., 95407 Off Hearn Ave. 575-5272

Papago Court 2830 Papago Ct., 95403 Off W. Steele Ln. 591-0611

Paulin Creek Apartments 2824-A Apple Valley Ln., 95403 Off W. Steele Ln. 578-7572

Rowan Court 2051 W. Steele Ln., 95403 East of Coffey Ln. 542-8194

Timothy Commons 419 Timothy Rd., 95407 Off Sebastopol Rd. 569-1652

West Avenue Apartments* 1400 West Ave., 95407 At South Ave. 578-4337

West Oaks Apartments 2578 West Oak Circle, 95401 Off Guerneville Rd. west of Fulton Rd. 591-9584

SEBASTOPOL

Bodega Hills Apartments 121 W. Hills Circle, 95472 Off Bodega Ave., west of Pleasant Hill Rd. 823-7950

Gravenstein North Apartments 699 Gravenstein Hwy. N., 95472 Off Hwy 116 N, across from shopping center 829-0556

SONOMA

Firehouse Village 590 2nd St. W., 95476 Off W. Napa St. next to fire station 935-6412

Springs Village* 200 Fuente Ln., 95476 Off Vailetti Dr. 939-8222

Continued on reverse



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THE SEA RANCH

Sea Ranch Apartments*	326 Haversack, 95497	Off Deer Trail Rd.	785-3976
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WINDSOR

Forest Winds Apartments	6697 Old Redwood Hwy., 95492	North of Pleasant Avenue	838-3131
Windsor Redwoods	100 Kendall Way, 95492	Off Old Redwood Hwy north of Shiloh Rd.	838-6881
Winter Creek Village	421 Winter Creek Ln., 95492	Off Berwyn Way near Windsor Rd.	838-1337

CALISTOGA — NAPA COUNTY

Palisades Apartments	42 Brannan St., 94515	Off Lincoln Ave. (Highway 29)	942-4610
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FARMWORKER INDIVIDUALS AND HOUSEHOLDS OF ALL SIZES

HEALDSBURG

Harvest Grove Apartments	293 W. Grant St., 95448	Off Healdsburg Ave.	431-1416
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SONOMA

Sonoma Valley Apartments*	30 W. Agua Caliente Rd., 95476	Off Highway 12	996-5527
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SENIOR HOUSING

COTATI

Charles Street Village	42 Charles St., 94931	Off Old Redwood Hwy.	665-0370
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HEALDSBURG

Fitch Mountain Terrace I & II	710 S. Fitch Mountain Rd., 95448	Matheson St. off Old Redwood Hwy. becomes Fitch Mountain Rd.	433-6211
Park Land Senior Apartments	1661 Rosewood Dr., 95448	Off Parkland Farms Blvd.	433-5367

SONOMA

Cabernet Apartments	522 7th St. W., 95476	Off W. Napa St.	526-9733
Oak Ridge	18800 Beatrice Dr., 95476	Highway 12 to Donald St., left onto Beatrice Dr.	996-1188

WINDSOR

Bell Manor Apartments	8780 Bell Rd., 95492	Off Windsor River Rd.	838-6601
Vinecrest Senior Apartments	8400 Hembree Ln., 95492	Off Old Redwood Hwy.	838-7038

SUPPORTIVE HOUSING

PETALUMA

Boulevard Apartments	945 Petaluma Boulevard North	South of Sycamore St., next police station	283-0604
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ROHNERT PARK

Vida Nueva	705 Rohnert Park Expressway West	Just west of Food Maxx grocery store	584-3755
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SANTA ROSA

Grosman Apartments	1289 Martha Way, 95405	Off Mayette Ave.	544-9574
Hendley Circle Apartments	1415 S. Hendley St., 95404	Just north of Aston Ave.	544-9574

Visit us at www.burbankhousing.org for downloadable forms, availability listings, property pictures, and other information.



Burbank Housing

New Rental Construction Mailing List Form

Burbank Housing – A Non-Profit Organization Serving Sonoma County

If you would like to be on a mailing list for new rental construction, please answer the questions below. Information on new rental communities will be mailed to you only when new rental construction is nearing completion. Thank you. (Si usted quisiera estar en la lista para nueva constuccion de alquiler, favor de contestar las preguntas abajo. Information sobre nuevas comunidades de alquiler sera enviada a usted solamente cuando la nueva construccion de alquiler esta acercando terminacion. Gracias.)

Today's Date _____

First Name _____

Last Name _____

Address _____

City _____

State _____ Zip _____

Home Phone _____

Work Phone/Ext _____ / _____

1. How many are there in your household? _____

2. Where would you like to live? (You can select more than one)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> All (includes Calistoga in Napa County) | <input type="checkbox"/> Petaluma |
| <input type="checkbox"/> Sonoma County Area | <input type="checkbox"/> Rohnert Park |
| <input type="checkbox"/> Bodega Bay | <input type="checkbox"/> Santa Rosa |
| <input type="checkbox"/> Cloverdale | <input type="checkbox"/> Sebastopol |
| <input type="checkbox"/> Cotati | <input type="checkbox"/> Sonoma |
| <input type="checkbox"/> Guerneville | <input type="checkbox"/> Windsor |
| <input type="checkbox"/> Healdsburg | |

3. What City do you work in or near? _____

4. Is a member of your household employed in agriculture? Yes or No

5. Will a member of your household require a wheelchair-accessible unit? Yes or No

6. Is a member of your household 62 years of age or older? Yes or No

Return to: Burbank Housing 790 Sonoma Avenue, Santa Rosa, CA. 95404