

California
SARES•REGIS Management Company
Long Beach Affordable Rental Criteria

Preferences:

The City of Long Beach and the LBCIC shall utilize the following priority order whenever ownership or rental housing units are made available to applicants who are income eligible households:

- a. First priority is given to eligible households that have been involuntarily displaced from the City of Long Beach or its agencies due to activities or actions of the City or other public agencies, including homeless individuals / families referred by the City's Multi Service Center for the Homeless;
- b. Second priority is given to eligible households that resides within the City of Long Beach;
- c. Third priority is given to eligible households that work, or are enrolled and are active participants in an educational or job training program within the City of Long Beach.
- d. All other applicants.

Priority List:

Applicants for affordable housing units shall be maintained on a priority list. Applicants shall be listed in order of total preference. Applicants equal in preference shall be prioritized by date and time of receipt of their applications. All applicants must meet income eligibility requirements as established for the applicable affordable housing units.

Applicant Selection Process:

The owner of affordable housing units is required to fill vacant units by selecting Income-Eligible applicants themselves. The following selection process has been established for the property:

- a. Lottery of equally eligible candidates on a priority list when there are more equally eligible candidates than available units.

Residency:

- a. Definition of residency. To qualify as an applicant who is a resident of the City of Long Beach, the applicant responsible for renting or purchasing the affordable housing unit must have their principal place of residence within the City of Long Beach as of the date of application.
- b. Evidence of residency. The developer/owner shall require the applicant to submit a driver's license, voter registration, utility bill, or other evidence as proof of residency in Long Beach.
- c. Applicants with evictions will not be accepted.
- d. Applicants with a current rental collection balance will not be accepted.
- e. Filed Bankruptcy
- f. Applicants with an open bankruptcy that has not yet been discharged will not be accepted.

Employment / Income:

- a. Definition of employment. To qualify as an applicant who is employed within the City of Long Beach. The applicant responsible for renting the affordable housing unit must demonstrate that at least one of the signators of the tenant lease agreement:
 - a. The applicant's household must be employed with the City of Long Beach
 - b. Notified that they are hired to work in Long Beach, or
 - c. Actively enrolled in an educational or job training program in Long Beach as of the date of the application. A student will not qualify for this preference if they are living with their parents at the time of the application or selection.
- b. Evidence of employment. The owner shall require applicants to submit the following documents:
 - a. Two (2) paycheck stubs from the tenant's two (2) recent pay periods
 - b. W-2 forms
 - c. Tax returns
 - d. Employer certification
 - e. Job offer letter
 - f. Adequate evidence from an educational or job training facility of active enrollment
 - g. Other evidence as proof of employment at a business location or educational / job training facility with the City of Long Beach.

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- c. **Income Threshold:**
Los Angeles County 2019 Moderate (120%) Income Limits
1P \$ 61,400
2P \$ 70,150

Determination of Eligibility:

- a. **Verification of Preference.** As part of the review process, applicants will be contacted directly to provide verification of their residence and employment history and evidence supporting any of the preference identified. For persons who are retired at the time of application, the applicant's work history immediately prior to the retirement can be considered.
- b. **Verification of Income.** The owner of the affordable housing units, which are offered for rent shall require the applicant to provide proof that he/she meets the occupancy and income criteria set forth by the applicable City or LBDH programs.

All applicants are subject to approval through a third party applicant screening agency. Approvals of all applicants are based on an empirical system that incorporates various credit factors along with other non-statistical factors to determine overall applicant worthiness. The primary criterion used to determine rental decisions is a rules-based analysis from several statistical indicators including rent-to-income calculations determined from the application, credit worthiness as determined by national credit scores and other proprietary credit calculations more specific to the apartment industry. Other factors may impact the overall rental decision of an applicant, rental and eviction histories, open bankruptcies, as well as other indicators. When these statistical and non-statistical factors are combined, an overall rental recommendation is determined.

By signing this form, I acknowledge the receipt of SRG Residential's affordable housing criteria. I acknowledge the above procedures and documentation needed to move forward with the affordable housing application. I also acknowledge that specific documents are to be received within 72 hours of initial request. If necessary documents are not received within 72 hours, the application will be cancelled without further notice.

Applicant

Date

Applicant

Date

Agent

Date