

The Ambassador

Affordable Urban Living in Emeryville

Dear Applicant(s),

Thank you for your interest in applying at The Ambassador. The Ambassador offers 69 affordable Studio, One, Two, and Three bedroom apartments in Emeryville. This affordable housing project features an array of amenities, including green design elements plus on-site property management. These apartment homes are tastefully appointed and include large floor plans, Energy Star appliances, environmentally friendly carpeting and flooring, and more. Common areas include beautiful drought-resistant landscaped courtyards, two community rooms and on-site laundry facilities. Additionally, there are assigned parking spaces for every apartment and bicycle storage areas on-site.

Developed by Resources for Community Development, this newly constructed community is centrally located is well served by AC Transit including bus rapid transit (BRT) on San Pablo Avenue; the Emery Go-Round system is currently free and provides transportation to MacArthur BART station, Emeryville Amtrak and Christie Avenue retail. Within one block you will find the Bay Bridge Shopping Center (Pak' n Save Supermarket, Target, Home Depot, numerous cafes, restaurants and other retail). The property is close to Big Daddy's garden, a thriving community/art garden (across the street), the Emeryville Senior Center and a recreation center. The Ambassador is close to Anna Yates Elementary School (Grades K – 7) and Emery Secondary School (Grades 7 – 12).

Affordable rents are income restricted in accordance with the Low Income Housing Tax Credit (LIHTC) program and other regulatory agreements. Please refer to the second page of this flyer for rent and income limits.

There are 5 units for HOPWA qualified applicants. There are also four units designed for residents with mobility impairments and three for the hearing/vision impaired. Persons with Disabilities are encouraged to apply and may be entitled to reasonable accommodations.

To apply, please mail your complete Pre-Application and Grounds for Denial form as soon as possible to:

**The Ambassador
c/o The John Stewart Company
1388 Sutter Street, 11th Floor
San Francisco, CA 94109**

To enable us to process your pre-application, please make sure to submit a complete pre-application and Grounds for Denial form signed by the head of household. **Incomplete pre-applications will be rejected.**

All pre-applications must be received by mail by June 21, 2013, to be included in a random lottery. We will not accept pre-applications that are faxed or hand-delivered. Please take your time in **accurately** completing the pre-application, and then mail it as soon as possible.

Each household may only submit one pre-application. Duplicate household pre-applications will be removed from the lottery. Please submit only one pre-application. Resident selection criteria is available upon request.

- **Income and other Restrictions apply. See reverse side for more information.**
- **We accept Section 8 vouchers.**
- **Units comprised of full-time students do not qualify unless exempted by Section 42 of the Internal Revenue Code.**



EQUAL HOUSING OPPORTUNITY
Telephone Device for the Deaf: (415) 345-4470



All pre-applications must be received by mail by June 21, 2013 to be included in a random lottery. We will not accept applications that are faxed or hand delivered. Please take your time in accurately completing the application, and then mail it as soon as possible.

Please refer to income limits (subject to change) and rents (subject to change) listed below for the available units.

These limits are effective 2013 and are adjusted annually by the Tax Credit Allocation Committee.

Number of Units	Number of Units	Rents	Income Limits based on the number of people in your family (Subject to change)								
			1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people	9 people
Studio (30% AMI) HOPWA	1	30% income	\$18,750	\$21,420							
Studio (40% AMI)	3	\$647	\$25,000	\$28,560							
One Bedroom (30% AMI) HOPWA	1	30% income	\$18,750	\$21,420	\$24,090						
One Bedroom (45% AMI)	7	\$779	\$28,125	\$32,130	\$36,135						
One Bedroom (50% AMI)	9	\$866	\$31,250	\$35,700	\$40,150						
Two Bedrooms (30% AMI) HOPWA	3	30% income		\$21,420	\$24,090	\$26,760	\$28,920				
Two Bedrooms (40% AMI)	2	\$831		\$28,560	\$32,120	\$35,680	\$38,560				
Two Bedrooms (50% AMI)	18	\$1,038		\$35,700	\$40,150	\$44,600	\$48,200				
Three Bedrooms (30% AMI)	3	\$720			\$24,090	\$26,760	\$28,920	\$31,050	\$33,210		
Three Bedrooms (40% AMI)	3	\$960			\$32,120	\$35,680	\$38,560	\$41,400	\$44,280		
Three Bedrooms (50% AMI)	18	\$1,169			\$40,150	\$44,600	\$48,200	\$51,750	\$55,350		

• MINIMUM INCOME: is 2.5 times the monthly rent. If appealed, the household may demonstrate the ability to pay rent for consideration. Minimum income limits are not applicable to for Section 8 voucher/certificates holders.

Applicants desiring an affordable unit are subject to the policy on Resident Selection and third party income and asset verification to determine the household's combined annual income in accordance with the Low Income Housing Tax Credit Program requirements and other regulatory agreements. Restrictions on full-time student households also apply.

Equal Housing Opportunity

The Ambassador Apartments Pre-Application

NOTE: You must complete all information for your pre-application to be considered. Please use ink.

Studios, One, Two and Three Bedroom Homes

PLEASE PRINT CLEARLY IN ENGLISH

First Name	MI	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Month	Day Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
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. Do you require special unit design features? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes: <input type="checkbox"/> Visual/Hearing impairment <input type="checkbox"/> Mobility impairment
Race (OPTIONAL): <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No

1. How did you hear about us? (What agency or newspaper): _____
2. How many people will live in your home?
 Include yourself: 1 2 3 4 5 6 7
3. Preferred Apartment size:
 Studio..... Two Bedroom.....
 One Bedroom..... Three Bedroom.....
4. Total **gross monthly** income from all sources (Before any deductions). Your estimate. \$ _____
5. Total **gross annual** income from all sources (Before any deductions). Your estimate. \$ _____
6. Do you have a Section 8 voucher or certificate? Yes No
7. Are all household members full-time students? Yes No
8. Do you or your co-applicants have a pet? (*Not referring to companion or service animals*) Yes No
9. Do you or your co-applicants own a car? Yes No
10. Is any household member attending a school in the Emeryville Unified School District? Yes No
11. Do you or your co-applicant currently reside in the City of Emeryville? Yes No
12. Do you or your co- applicant currently work for a business located in the City of Emeryville? Yes No
13. Are you or your co-applicant(s) eligible for HOPWA units? Yes No
(HOPWA units are designated for households living with HIV/AIDS or related illnesses)

I understand that all of these answers will be checked. I certify that the above statements are true and correct. I understand that false statements or information are punishable under federal law and cause for immediate denial of housing.

Applicant Signature: _____ **Date:** _____

All pre-applications must be received by mail by June 21, 2013, to be included in a random lottery.

Please mail your signed pre-application and signed Grounds for Denial form to:

The Ambassador
c/o The John Stewart Co.
1388 Sutter Street, 11th Floor
San Francisco, CA 94109

A complete application will need to be filled out at a later date
(See back page for preference definitions)



Verification that the applicant lives in Emeryville:

- (1) One utility bill with an address in the City of Emeryville dated within the 45 days preceding the application date for the low-income Unit. Utility bills can include gas, electric, garbage or water; or
- (2) Current paystubs with an address in the City of Emeryville ; or
- (3) A current, formal lease with an address in the City of Emeryville.

OR

Verification that the applicant works in Emeryville:

The Ambassador shall verify that a person works in the City of Emeryville by reviewing an applicant's paystubs. If an applicant's employer is not based in Emeryville, or if a person's paystubs do not reflect a work address in the City of Emeryville, the applicant must supply a letter from the employer stating that the person works primarily in Emeryville and demonstrate that at least 75% of their working hours are in Emeryville. Sporadic or Part Time work may require City approval.

OR

Verification that the applicant has a household member enrolled in the Emeryville Unified School District:

Verification of current enrollment will be required.





THE AMBASSADOR GROUNDS FOR DENIAL OF RENTAL APPLICATION



TDD # (415) 345-4470 or
California Relay Service (711)

We welcome your application to rent an apartment at The Ambassador. It is the responsibility of each applicant to provide any and all information required to determine eligibility. The following lists the reasons why we might deny your application. Persons with disabilities may be entitled to reasonable accommodations.

- 1) **Credit** (An exception for extraordinary medical expenses may be permitted.)
 - (a) A single unmet credit problem in excess of \$2500 within the past 3 years.
 - (b) Total unmet credit problems (including government tax liens) in excess of \$5000 within the past 3 years.
 - (c) A bankruptcy discharged within the last 3 years.
 - (d) A total of ten (10) unmet credit problems of any value.

Poor credit history due to extenuating circumstances will be reviewed on a case-by-case basis by management. The Ambassador will consider situations where credit has been damaged due to a disability, medical debt, or other special circumstances. 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.

- 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.
 - (d) A negative landlord reference

- 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.

- 4) **Criminal Background Check**

A check will be made of criminal conviction records for the past seven years for all adult Applicants of the household. Reports will be obtained from local and/or state records and may also include local Police records. If the Applicant has resided in a state other than California and has a past conviction, a report will be required from that state or federal organization. A felony and/or misdemeanor offense and/or continued and ongoing criminal activity will be grounds for rejection if such offenses involve physical violence to persons or property, domestic violence, sexual abuse, sales of narcotics, illegal weapons possession, any form of assault, breaking and entering, burglary or drug related criminal offenses.

Consideration may be granted to Applicants with past nonviolent criminal records occurring more than seven years in the past with no further criminal record. Individual circumstances of more recent criminal history are considered on a case-by-case basis. If an applicant has a criminal record, then they are encouraged to offer any additional information that would be helpful in determining their eligibility. Applicants will be provided the criminal background record and provided an opportunity to respond and to provide evidence of mitigating factors.



THE AMBASSADOR
GROUNDS FOR DENIAL OF RENTAL APPLICATION



TDD # (415) 345-4470 or
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- 5) **Annual Income/Occupancy standard/other program regulations**
 - (a) Annual Income (including assets) must be 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/Interviews**

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 non acceptance.
 - (b) Proof of all income sources and assets, including the two most recent income payments (i.e. pay check stub, social security or other independent verifications).
 - (c) Copy of most recent bank statements and/or other accounts (IRA, stocks, mutual funds, etc.)

- 7) **Offer of an Apartment**

Applicants will be offered only two apartments. Declining the second offer of an apartment is considered to be withdrawal of the application by the applicant unless there are verifiable medical circumstances that prevent you from moving at the time of offer.

- 8) **Falsification of any information on the application**

Applicants found to be falsifying any information and/or providing false information related to their application at anytime during the application process is grounds for automatic denial.

- 9) **Nondiscrimination**

In the performance of its obligations, The John Stewart Company will comply with the provisions of any federal, state or local law prohibiting discrimination in housing on the basis of race, color, creed, ancestry, national origin, sex, sexual orientation, familial status, source of income, age, disability, AIDS, or AIDS related condition.

I HAVE READ AND UNDERSTAND 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.

Applicant #1: _____ **Date:** _____

Applicant #2: _____ **Date:** _____

Applicant #3: _____ **Date:** _____

Applicant #4: _____ **Date:** _____

Applicant #5: _____ **Date:** _____