



The Reserve at Napa

Senior Apartments

For Seniors 62 Years & Older

Professionally Managed by Napa Valley Community Housing

Our community is operated under Section 42 of the Internal Revenue Code. This special financing program is designed to facilitate the housing needs of lower income households. Residency at this community requires that applicants meet certain qualifying standards established by the Low Income Housing Tax Credit Housing Program. This program is not connected with Section 8; however, we do accept Section 8 participants.

Residency in this community is limited to those households having lower incomes as shown below. In this county, the maximum allowable incomes (by household size) are currently shown below. These are adjusted annually.

2017 MAXIMUM ELIGIBILITY INCOME

<u>Household Size</u>	<u>50%</u> <u>Area Median</u>	<u>60%</u> <u>Area Median</u>
1 Person	\$32,600	\$39,120
2 People	\$37,250	\$44,700
3 People	\$41,900	\$50,280
4 People	\$46,550	\$55,860

In addition to standard wages income includes monies received from all sources such as alimony, child support, pensions, Social Security, any regular monthly contribution from an outside source, as well as income from assets that you hold, including savings accounts, CD's, Mutual Funds, etc.

All information on income provided by applicants must be verified before occupancy. An income certification process will also be completed annually just prior to your move-in anniversary.

APARTMENT RENTS are limited by statute. Currently, the rents are as follows:

<u>Apartment Size</u>	<u>50% Rents</u>	<u>60% Rents</u>
1 Bedroom	\$771	\$935
2 Bedroom	\$915	\$1,112





FOR OFFICE USE ONLY:	
Date/Time Received	_____ / _____
Unit Size	[]1Br []2Br []Upstairs []Downstairs
Income	[]VL []LOW []OVER
Subsidy	[]Yes []No

Wait List Application for The Reserve at Napa

To the Prospect: Please fill out this form completely. It will be used to determine whether you are eligible for placement on our Waiting List. Please note that this is a preliminary application for housing and gives no Lease or Rental Rights. If there is an applicable vacancy in this apartment community for which this Application deems you eligible, you will need to submit additional documentation to complete the processing of your application for residency.

APPLICANT INFORMATION:

- Household Name: _____
- Current Address & Telephone Number: _____

Number & Street	City	State/Zip	Telephone #
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- List all household members including yourself:

_____	_____
_____	_____
_____	_____

_____	_____
First Name/Middle Initial/Last Name	Date of Birth

- Special needs: []Elderly (over ____ years of age) []Handicap/Disabled

HOUSEHOLD INCOME, ASSETS, AND SUBSIDIES:

- Income: List income received from all sources by all members of the household, except minors (a household member under 18 who is not the Head, Co-head, or Spouse). Sources may include employment, social security, public assistance, alimony, child support, pensions, interest, dividends, unemployment, disability, workers compensation, etc. Show amount received based on an annual basis. Use additional pages if necessary.

Household Member	Income Source(s)	Annual Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL: \$ _____

6. Assets: List all net household assets in excess of \$5,000 for all members of the household, except minors. (Income from assets under \$5,000 should be reported in Section #5.) Assets mean the value of equity in real property, savings, stocks, bonds, and other forms of capital investment. Do not include personal automobile or furniture. Briefly describe the asset source and show the total estimated value. Use additional pages if necessary.

<u>Household Member</u>	<u>Asset Description</u>	<u>Asset Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		TOTAL: \$ _____

7. Subsidy: Do you have a Section 8 Housing Voucher or other Rental Subsidy? []Yes []No

If yes, describe subsidy: _____

CERTIFICATION:

To the best of my/our knowledge and belief, I/we certify that the foregoing information is true, complete and correct. I/we understand that inquires may be made to verify the information on this form and that false statements or omissions are grounds for disqualification and/or prosecution under the full extent of applicable the law.

Applicant: _____ Date: _____

Co-Applicant: _____ Date: _____

Co-Applicant: _____ Date: _____

Please Tell US How You Heard About This Housing Opportunity? _____



EQUAL OPPORTUNITY HOUSING
 Napa Valley Community Housing
 Five Financial Plaza, Suite 200
 Napa, CA 94558

Name of Property _____ Project No. _____ Address of Property _____

Name of Owner/Managing Agent _____ 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 age 5 years and over) No (if age 5 years and over)

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	One or More
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 Page 2.**

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 the Race and Ethnic Data Reporting (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 race and ethnic 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 may mark one or more.

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.

Napa Valley Community Housing

Five Financial Plaza, Ste. 200

Napa, CA 94558

GROUNDS FOR DENIAL OF RENTAL APPLICATION

We welcome your application for tenancy at our rental properties. It is the responsibility of each applicant to provide any and all information required to determine eligibility. The following grounds have been determined to be causes for denial of rental housing applications:

1) CREDIT REPORT

- a. A single unmet credit problem* in excess of \$2,000.
- b. Total unmet credit problems in excess of \$8,000.
- c. A bankruptcy within the last three years.
- d. A state or federal tax lien in excess of \$2,000.
- e. A total of fifteen (15) or more unmet credit problems of any value.

*A credit problem is a past due account and/or accounts placed for collection, profit & loss (accounts written off), and/or repossessions that appear on your credit report.

Extenuating Circumstances: When looking at credit reports, we exclude debt attributed to family medical emergencies, financial difficulties arising from a household member being called into military service, or debt accumulated as the direct result of acts of domestic violence against the applicant household. Foreclosure may be overlooked if prior credit history is acceptable.

2) RENTAL HISTORY

Any of the following incidents occurring *during the last five years* will disqualify an applicant:

- a. A prior eviction or unlawful detainer filed against the applicant household.
- b. A municipal/small claims court judgement against the applicant obtained by a current or previous landlord.
- c. Termination for cause from any governmental assisted housing program.

Any of the following incidents occurring *during the last three years* will disqualify an applicant:

- a. A past or current landlord reporting two or more incidences of late or unpaid rent during a one-year period.
- b. A negative landlord reference showing three or more violations of the rental agreement or house rules during a one-year period.

Note: If an applicant has no prior rental history, we will request a minimum of two additional personal references from individuals such as teachers, pastors, or other individuals not related to the applicant. We would prefer that these references be in writing, however, they may also be submitted orally. Names, addresses and phone numbers of oral references must be submitted in advance so that our staff can initiate the contact.

3) PERSONAL HISTORY

Any of the following evidenced during the last five (5) years will disqualify an applicant:

- a. An unresolved history of substance abuse, or other unmet personal support needs. Note: Persons *currently* in recovery from substance abuse problems must have been sober and drug free for a minimum period of the last thirteen months and be involved in an ongoing and verifiable program of treatment and support.
- b. A criminal report documenting arrests, felony convictions or preponderance of substantial evidence of physical/sexual abuse, sale or distribution of controlled substances, or any acts of violence that could threaten the health, safety or right to peaceful enjoyment of the property by other residents *or* the health and safety of the owner, employees, contractors, subcontractors or agents of the owner.
- c. Blatant disrespect, disruptive or anti-social behavior toward the Managing Agent, the Development or other residents exhibited by the applicant household member at any time prior to move-in.

4) ANNUAL INCOME

- a. Annual Income of the applicant household is either below the *minimum* income limits or above *maximum* limits established for the property.

5) FULL TIME STUDENT HOUSEHOLDS

Households made up entirely of full-time students or households that plan to become full-time student households in the next twelve months cannot qualify for our low-income housing units unless they meet certain exceptions. These require that at least one household member:

- 1) Be receiving assistance under Title IV of the Social Security Act (AFDC/TANF); or
- 2) Be enrolled in a job training program receiving assistance through the Job Training Participation Act (JTPA) or other similar program; or
- 3) Be married and filing a joint tax return; or
- 4) Be a single parent with a dependant child or children and neither you nor your child(ren) are the dependent of another individual.
- 5) Previously enrolled in a Foster Care Program (ages 18-24).

6) DOCUMENTATION

If any member of the applicant household fails to provide, at minimum, the following original documents, the household's application will be disqualified. We may also need to ask for additional documents in order to determine whether a household is qualified.

- a. Valid State or national photo ID for all household members, 18 years of age or older.
- b. Valid Social Security for all household members.
- c. Two letters of reference for the applicant household. These references must be persons who have known the applicant(s) for at least two years and must not be related to the applicant(s) in any way.
- d. Proof of income, including three months of current paycheck stubs or equivalent official proof of income from any other sources (includes proof of benefits from SSI, AFDC, Child Support, Self employment, etc.) for all household members.
- e. Copies of the most recent statement for bank accounts and any other asset accounts (401(k), IRA, stock, mutual fund, etc.) belonging to each household members.
- f. Copies of current car registration for all cars owned by members of the household.

7) OTHER CRITERIA THAT WILL DISQUALIFY THE APPLICATION

- a. Failure to present all family members of the applicant's household at the full family interview (or some other time acceptable to the Manager).
- b. Falsification or deliberate omission of any information needed to process your application and qualify you for housing.
- c. Family size that does not conform to the stated minimum and maximum sizes for the available units.
- d. Applicant is ineligible to occupy a unit at the property by definition in the applicable agency rulebook. For example, at a property designated for "seniors," applicants must meet the definition of "senior."
- e. Marginally acceptable scores in two of the three major Grounds for Denial categories. For example:
 - Credit Report*--over \$5,000 in credit problems or 12 items of any value or a bankruptcy more than three years old but less than five;
 - Rental History*--reports by one or more landlords that indicate periodic rental agreement violation (less than 2x/yr.) or late rent (1-2 x/yr.), but no evictions noted;
 - Personal History*--a well documented pattern of criminal history established over the past 5-10 years that would suggest the possibility of a threat to the health and safety of our residents or their right to quiet enjoyment of the property, but no felony convictions on record during the last five years.

I HAVE READ AND UNDERSTAND THE FOREGOING GROUNDS FOR DENIAL AND FIND THEM TO BE REASONABLE CRITERIA FOR REJECTION OF MY RENTAL APPLICATION. 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

THE RESERVE AT NAPA

SENIOR APARTMENTS



Located in the heart of the Wine Country, The Reserve at Napa Senior Apartments offers quiet apartment living with all the extras.

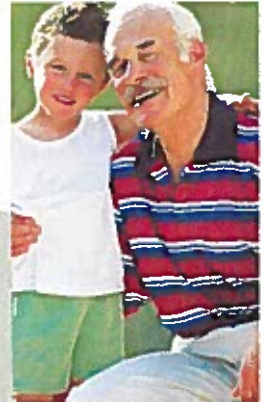
When you visit The Reserve, its lush landscaping and the restoration of the Historical Grant House and Water Tower will delight you. The Reserve is truly a wonderful place to live.

The Reserve offers one and two bedroom apartment homes. Features include extras such as fire safety and intruder alert systems. Kitchens are fully equipped with dishwashers, garbage disposals and pantry cabinets. Central heating and air conditioning keep you comfortable all year round.

If you like to socialize, The Reserve offers many group activities and events for residents to enjoy together. Our spacious Clubhouse, with adjoining kitchen and Community Room with computer and internet access, is perfect for game nights, lectures and potluck dinners. The pool and spa area provide a nice area for you to relax and visit with friends.

The Reserve at Napa is within walking distance to everything you need, whether it is shopping, banking or transportation.

Welcome to the Reserve at Napa Senior Apartments, an affordable apartment community for Seniors 62 and over.



Interior Amenities

- Fire safety systems
- Private patio and balcony entries
- Dishwashers & garbage disposals
- Refrigerator/freezer
- Range with full size oven and hood fan
- Wall to wall carpeting
- Vertical blinds
- Central heat and air conditioning
- Intruder alert systems

Community Features

- Historical Landmark – The Grant House
- Furnished clubhouse with adjoining kitchen
- Community room with computer and internet access
- Laundry facilities
- Central mail area
- Planned social activities
- Controlled access property
- Sparkling pool and spa
- Within walking distance to shopping, banking and transportation

710 Trancas Street
Napa, CA 94558
(707) 252-4070
(707) 252-4106 Fax

NAPA VALLEY COMMUNITY HOUSING
5 Financial Plaza, Suite 200, Napa, CA 94558
707 253-6140 or 707 255-0252 fax

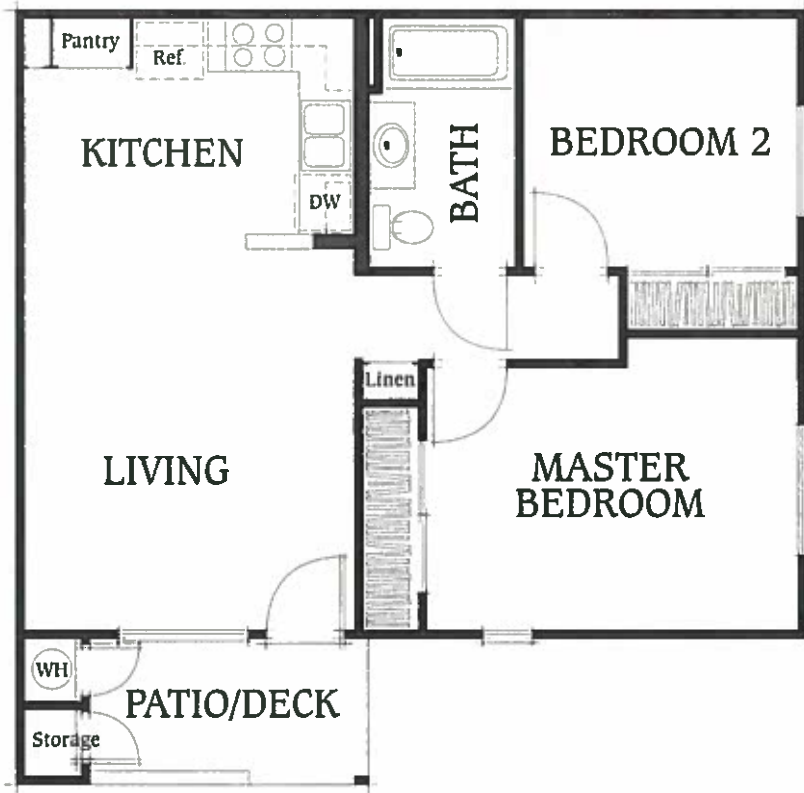
Website: www.NVCH.org
Kathleen Dreessen, Executive Director



Equal Housing Opportunity

THE RESERVE AT NAPA

SENIOR APARTMENTS

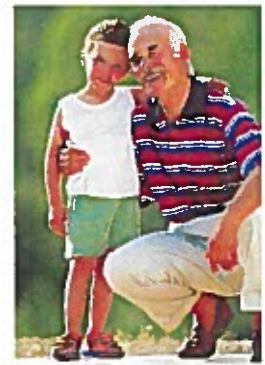


The Reserve

720 Square Feet

Rent: _____

Security Deposit: _____

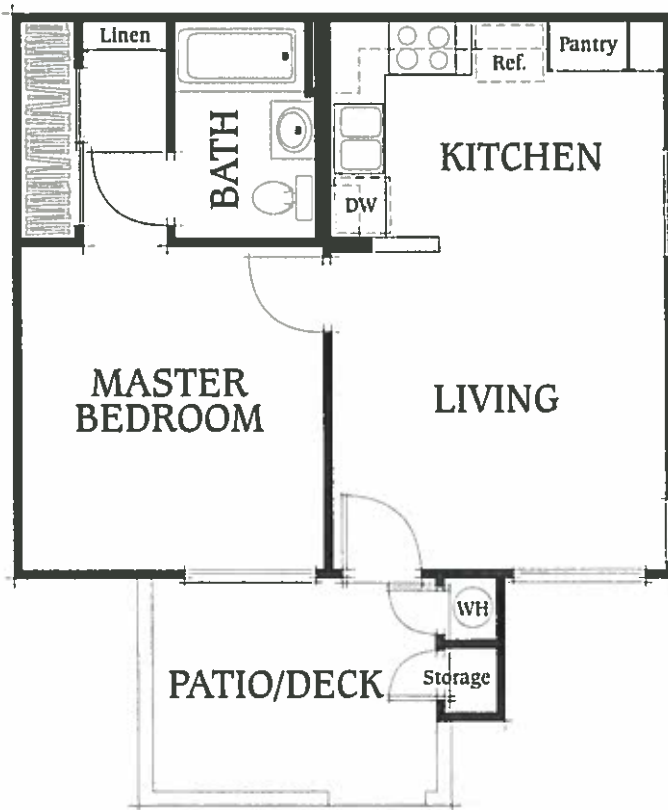


The Reserve

556 Square Feet

Rent: _____

Security Deposit: _____

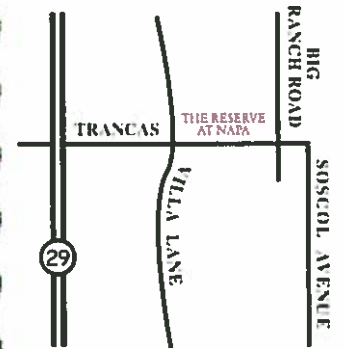


710 Trancas Street
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(707) 252-4070
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THE RESERVE AT NAPA

SENIOR APARTMENTS



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TRANCAS STREET