

NEW AFFORDABLE 1 , 2 & 3 BEDROOM APARTMENTS

*PIPPIN ORCHARDS APARTMENTS—Opens fall 2018 and is located at
56 Atkinson Lane, Watsonville, CA (currently, no public access)*

NOW LEASING! Pre-Applications available from 7/23/18 through 8/7/18

Pre-Application Pick Up Locations beginning 7/23/18:

1. Pre-applications may be downloaded from the MidPen Housing website at:
<https://midpenproperty.midpen-housing.org/LeasingNow>; OR
2. At the Temporary Leasing Office , located at 315 Main St., Suite 206, Watsonville, CA 95076, between the hours of 8:30am to 5:00pm, Monday through Friday.

Pre-Applications DUE no later than Tuesday, August 7, 2018.

Pre-Applications may be submitted to the Leasing Office beginning on 7/23/18 at 315 Main St., Suite 206, Watsonville, CA. Completed Pre-Applications must be received at the Temporary Leasing Office no later than 5pm 8/7/18 (MAILED PRE-APPLICATIONS POSTMARKED BUT NOT RECEIVED BY 8/7/18 WILL NOT BE ACCEPTED).



Offering affordable housing to qualified households:

3—One bedrooms

29—Two bedrooms

14—Three bedrooms

Applicants processed through lottery.

This community has a County of Santa Cruz live/work preference on 11 of its non-Section 8 units and 15 of its Section 8 units.

****Rents Subject to Change.** 31 units will be filled under the Project Based Section 8 Voucher Program and tenant rent portions will be determined by the Housing Authority of the County of Santa Cruz. 6 units will be set aside via referrals for disabled recipients and 2 units will be set aside via referrals for disabled youth recipients. *See the Resident Selection Criteria for more information.*

Applicants are selected through a lottery. There is no advantage to submitting your application on the first day of the open application period as long as it is received by 8/7/18.

COMMUNITY INCOME RESTRICTIONS APPLY.

Please refer to the MidPen Resident Selection Criteria available upon request at the Temporary Leasing Office located at:

315 Main St., Suite 206, Watsonville, CA Leasing Office Phone: 1-831-707-2150



MidPen Property Management Corporation, BRE# 00822390



Notice of Free Interpretation Services

English- Free Interpretation Services are available. Please ask for assistance in the office.

Spanish- Interpretación Servicios gratuitos están disponibles. Por favor pedir ayuda en la oficina.

Chinese (Traditional)- 免費的翻譯服務。請向辦公室提供援助。

Chinese (Simplified)- 免費的翻译服务。請向办公室提供援助。

Korean- 무료 통역 서비스를 사용할 수 있습니다. 사무실에서 도움을 요청하십시오.

Tagalog- Libreng Serbisyo Interpretasyon ay magagamit. Mangyaring humingi ng tulong sa opisina.

Vietnamese- Giải thích miễn phí Dịch vụ có sẵn. Xin hỏi trợ giúp trong văn phòng.

Arabic- تتوفر خدمات الترجمة الفورية مجاناً. من فضلك اطلب المساعدة في المكتب.

Hindi- फ्री व्याख्या सेवाएं उपलब्ध हैं। कार्यालय में सहायता के लिए कहें।

Portuguese- Gratuito Serviços de interpretação disponíveis. Por favor, peça ajuda no escritório.

Russian- Бесплатные услуги переводчика доступны. Пожалуйста, обратитесь за помощью в офисе.



Pippin Orchards Apartments Fact Sheet

Pippin Orchards Apartments operates under affordable housing programs for individuals or families with low, very low, and extremely low incomes and is managed by MidPen Housing Property Management. This program is operated by **Pippin Orchards Apartments** without regard to race, color, sex, creed, religion, national origin, physical or mental status, familial status, age, ancestry, marital status, source of income, sexual orientation, gender, or any other arbitrary personal characteristic.

This fact sheet is only an outline of the requirements necessary to qualify for a home in this community. There may be other restrictions which apply to this community. Please refer to the **Resident Selection Criteria** for any additional requirements. The Resident Selection Criteria is available in the Leasing Office or can be sent electronically by request to pippinorchards@midpen-housing.org.

SELECTION CRITERIA SUMMARY

Age Eligibility: One member of the household must be 18 years of age or older.

Income Eligibility: Household income must be below the maximum limits indicated for this community's housing programs included on the income limit table on the back of this document. Minimum income limits also apply.

Minimum/Maximum Occupancy Requirements

One Bedroom	1-3 occupants	Two Bedroom	2-5 occupants
Three Bedroom	3-7 occupants		

Priorities, Preferences and Eligibility Restrictions

1. Preference will be given on 11 of the non-Section 8 Project-Based Voucher Program units and 15 of the Project Based Section 8 units that are located in the unincorporated part of the County to households who live or work in the County of Santa Cruz. Please see full Resident Selection Criteria for more information available in the Leasing Office or electronically by request to pippinorchards@midpen-housing.org.
2. Preference will be given on 6 of the Project Based Section 8 units to disabled families, as defined by HUD, who would most benefit from the supportive services offered at Pippin Orchards Apartments and who are referred by Housing Choices Coalition, on behalf of the San Andreas Regional Center.
3. Preference will be given on 2 of the Project Based Section 8 units to disabled Transitional Age Youth, 18 to 24 years of age, as defined by HUD, and who are referred by Encompass Community Services.
4. Credit, Criminal and Rental History: **Pippin Orchards Apartments** evaluates the credit, criminal and rental history for any person aged 18 or over and emancipated minors. Negative reports may disqualify applicants.

RESIDENT SELECTION PROCESS

1. When your pre-application is considered for a unit, we will contact you to come into the Management Office for an interview and to complete a more detailed full application at that time. *Interviews and verifications may be processed in advance of unit availability. Your application may be processed in anticipation of an upcoming vacancy and will be held for the next available vacant unit.*



2. Third party verification will be obtained from all related sources to confirm certain components of the eligibility/qualification requirements; for example, income, assets, landlord references, and preference eligibility.
3. It is your responsibility to inform the management in writing of any change to the information on your pre-application or application (e.g., address, household size, and total household income). You must respond to the waitlist update letter when mailed to your address on file, which typically occurs every six months. Failure to contact the Management Office about a change in information or failure to respond to the waitlist update letter can result in removal of your application from the waiting list.

A full, detailed **Resident Selection Criteria** describing application and qualification processes is available to all applicants in the Leasing or Management Office or electronically by request to pippinorchards@midpen-housing.org.

LOTTERY PROCESS

The lottery process that determines the waiting list position of applicants after the waiting list is opened is a two-part process. The first part includes entry of applicants into the lottery system by MidPen staff. The second part is the automated and randomized lottery process, which positions applicants on the waiting list based on lottery number after applying any community preferences and unit sizes. While the potential for error is greatly reduced from earlier lottery methods, the potential still exists.

In the event there is an error that causes Applicant to inadvertently be excluded from the lottery and the resulting waiting list, Applicant agrees to be placed at the end of the waiting list. Applicant acknowledges and agrees that being placed at the end of the waiting list is the only recourse for a mistake on the behalf of Applicant, Management, or a technical problem.

The lottery will be held in August 2018, and is closed to the public. All applicants will be notified in writing of the lottery results within approximately two (2) weeks after the lottery has occurred.

A separate lottery will be held by the Housing Authority of the County of Santa Cruz for the Project Based Section 8 units. Please refer to the Housing Authority of the County of Santa Cruz's cover letter (included in this packet) for information on their process.



**Pippin Orchards Apartments
Income Limits & Rents**

Maximum Income Per Household (2018 AMI)

New Limits published by HUD April 1, 2018; Income Limits at time of Move-In are used for final qualification

	<i>1 people</i>	<i>2 people</i>	<i>3 people</i>	<i>4 people</i>	<i>5 people</i>	<i>6 people</i>	<i>7 people</i>
30%	\$23,460	\$26,790	\$30,150	\$33,480	\$36,180	\$38,850	\$41,520
40%	\$31,280	\$35,720	\$40,200	\$44,640	\$48,240	\$51,800	\$55,360
50%	\$39,100	\$44,650	\$50,250	\$55,800	\$60,300	\$64,750	\$69,200
60%	\$46,920	\$53,580	\$60,300	\$66,960	\$72,360	\$77,700	\$83,040

TENANT RENT LEVELS per Unit (2018 AMI)

Rent Floor - Excluding any Utility Allowance

Inquire with Management for any Maximum and Minimum Rent Clarifications

AMI Limit	1 Bedroom	2 Bedroom	3 Bedroom
30%	\$628-\$670	\$753	\$837-\$870
40%	\$837	\$1,005	\$1,161
50%	\$1,046-\$1,116	\$1,256	\$1,395-\$1,451
60%	\$1,256	\$1,507	\$1,674-\$1,740

**All Rents are subject to change as set by the governing agency. Not all AMI Rent limits shown above are available for all units.*

Dear Applicant:

Thank you for your interest in **Pippin Orchards Apartments**! Please read the following instructions carefully to ensure that you have completed the necessary documentation to apply for **Pippin Orchards Apartments** and all of the specific programs for which you may qualify. *There are two waitlists available for you to apply for at Pippin Orchards Apartments. You may apply for either one or both.*

Applicants who wish to apply for an Affordable Housing (non-Project Based Section 8) unit at Pippin Orchards Apartments (15 units, including 1 manager unit):

- 1. Must complete the MidPen Pre-Application and Race & Ethnicity Data Form, attached.**
 - a. You **MUST** meet the income and other requirements as shown in the full Resident Selection Criteria, available at the Leasing Office or on the Property Fact Sheet included with this packet.
 - b. **Completed pre-application must be submitted *only* during the open application period which begins on Monday, July 23, 2018 at 8:30am and closes on Tuesday, August 7, 2018 at 5:00pm. Pre-applications may be submitted in person at the temporary leasing office located at 315 Main St., Suite 206, Watsonville, CA 95076, Monday through Friday, 8:30am to 5:00pm during the open application period (closed on weekends and holidays). Applications may be submitted by mail, however, they must be **received** in the leasing office by 5pm on August 7, 2018.**
 - c. A lottery will be held for these units in August 2018. All applicants will be notified of their position after the lottery via mail. Applicants in range to be called in for an intake interview (typically 3-5 applicants for every 1 unit available) will receive notification of their scheduled date/time of interview, along with the list of documents required for the interview.

Applicants who wish to apply for Project Based Section 8 Housing at Pippin Orchards Apartments (31 units, 8 of which include preferences as outlined in the Resident Selection Criteria or the Property Fact Sheet):

- 1. Must complete the Housing Authority of the County of Santa Cruz's Pre-Application, attached.**
 - a. You **MUST** meet the Housing Authority's income and other requirements (available at www.hacosantacruz.org) AND the income and other requirements as shown in the Resident Selection Criteria, available at the Leasing Office or on the Property Fact Sheet included in this packet.
 - b. **Completed pre-applications must be submitted *only* during the open application period which begins on Monday, July 23, 2018 and closes on Tuesday, August 7, 2018. Pre-applications may be submitted at the leasing office at 315 Main St., Suite 206, Watsonville, CA 95076, Monday through Friday, 8:30am to 5:00pm during the open application period (closed on weekends and holidays).**
 - c. A separate lottery will be held for these units in August 2018 by the Housing Authority of the County of Santa Cruz. Applicants in range to be called in for an intake interview (typically 3-5 applicants for every 1 unit available) will receive notification of their scheduled date/time of interview, along with the list of documents required for the interview.

Applicants who wish to apply for both the non-Project Based Section 8 units and the Project Based Section 8 units should complete BOTH pre-applications included in this packet.

Intake Interview:

All applicants in the household over the age of 18 years must attend the intake interview. Applicants will be asked to complete the income and asset questionnaire in detail. A basic prequalification will occur to determine if application information is sufficient to meet our criteria.

Applicants will be required to provide documentation to verify all information included in the Rental Application—a list of required documents to bring to the intake interview will accompany the appointment letter.

Applicants will be required to pay a \$30 **per adult** applicant screening fee. The fee must be paid with a money order or cashier's check only. *No personal checks or cash will be accepted.* Applicants will be screened for credit and criminal background at this time.

Additional Documentation:

MidPen may require additional documentation to verify an applicant's information. Staff may request additional documentation during or after the intake interview. An applicant has ten (10) days from the date of the request to provide all requested documentation. If this timeline is unable to be met, the application will be denied.

Approved Applicants:

Once applicants are fully certified and all information has been verified and their file has been approved, applicants will be offered the next available unit in position number order for which they qualify.

At that time, a holding deposit (equal to 1/2 of the security deposit) will be required to be paid. (Holding Deposits: 1 Bedroom = \$150; 2 Bedroom = \$250; 3 Bedroom = \$350.) The holding deposit will be applied toward the security deposit at the time of move in. The holding deposit must be paid within five (5) days of the offer of a unit. A Holding Deposit Agreement must be signed. If applicant is unable to meet this timeline, the unit may be offered to another applicant, in position number order.

Once the units are ready for occupancy, applicants will be notified of the time and date of their move in appointment. At the move in appointment, all adults in the household must be present. The remaining balance of the security deposit and a full months' rent will be required (in the form of a money order or cashier's check). If applicant is unable to meet these requirements, the unit may be offered to another applicant, in position number order.

If applicant fails to take possession of unit as the lease requires, applicant will forfeit their holding deposit.

Again, we'd like to thank you for your interest in **Pippin Orchards Apartments** and we look forward to meeting you! If you have any questions, please feel free to contact the Temporary Leasing Office at (831)707-2150.

Pippin Orchards Apartments Leasing Staff





**Pippin Orchards Apartments
PRE-APPLICATION FOR HOUSING**

FILL IN ALL SECTIONS AND FIELDS; IF NOT APPLICABLE INSERT 'N/A'. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

A. Household Contact Information

Name:

<i>Last</i>	<i>First</i>	<i>MI</i>	<i>Relationship to Household</i>
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Address: _____ **Email Address:** _____

Contact Phone #: () - _____ **Preferred Apartment Sizes**(can choose more than 1, contact management for unit sizes specific to the property you are applying)
 1BR 2BR 3BR **Alternate Phone #:** () - _____

B. Household Composition

Please see Resident Selection Criteria for Occupancy Standards

Please be sure to include your HOH information (from above) if applicable in this section, Member #1 - HOH

All persons who will reside in unit	Relationship to Head of Household	Name Last, First MI	Social Security Number	Date of Birth (mm/dd/yyyy)	Full-Time Student Y/N
Member #1	Head of Household				
Member #2					
Member #3					
Member #4					
Member #5					
Member #6					
Member #7					
Member #8					
Member #9					

Do you anticipate any household changes within the next twelve months? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, Expected # of: Additions: _____ or Reductions: _____	Anticipated changes may not qualify you at move-in.
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C. Community Resident Selection Preferences

This community may participate in programs requiring residency preferences; please check with management prior to completing this section. Preference eligibility will be verified prior to housing being offered.

Do you have a transferrable Housing Choice Voucher?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Do you or any member qualify for any local live/work preference (confirm with management)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you or any member of your household certified as "Homeless" by a services program?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Do you or any member qualify for other property preferences (confirm with management)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Were you or any member of your household above displaced by Redevelopment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are you currently homeless?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does any member of your household require a unit accessible to those living with specific disabilities? Please check if applies: Mobility <input type="checkbox"/> Vision <input type="checkbox"/> Hearing <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are any household members military veterans?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
				Does any household member require a live-in attendant?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>



To be completed if the Federal Funding box is checked. If not, please check N/A.

Federal Funding: YES NO

Are you a National Citizen of the United States of America?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are you not contending eligible immigration status?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you a Non-Citizen with eligible immigration status with one of the following: Form I-551, I-94, I-688, 688B, I-151 or receipt issued by DHS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are you subject to a lifetime Sex Offender registration program in any State?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

D. Income & Assets

List below total combined gross income received from all sources by all members of the household. Show amount on annual (yearly) basis:

COMBINED HOUSHOLD INCOME FOR ALL HOUSEHOLD MEMBERS	ALL SOURCES (Include all sources of employment (gross) except self-employment (net), Social Security, SSI, pensions, interest and dividends, disability, unemployment, gift income, alimony and child support on an annual (yearly) basis)	Annual Amount \$ _____
COMBINED HOUSHOLD ASSETS FOR ALL HOUSEHOLD MEMBERS	ALL SOURCES (Include NET liquid assets such as Checking and Savings account balances, Life Insurance value, 401K, Real Estate Equity, Stocks, Bonds, Mutual Funds, etc.)	Value or Balance \$ _____

E. Signature & Consent

- To the best of my/our knowledge and belief, I/we certify that the foregoing information is true, complete and correct.
- I/we certify that if selected to move into this property, the unit I/we occupy will be my/our only residence.
- I/we understand that the above information is being collected to determine my/our eligibility for an apartment with rent below market rate.
- I/we understand that adverse credit reports may disqualify my/our application for occupancy.
- I/we understand that false statements or information are punishable under federal law.
- I/we understand we must provide written notification of any changes to the information on this form, especially address changes.
- I/we understand that this pre-application is solely to obtain a place on the waiting list for **Pippin Orchards Apartments** and does not guarantee the availability or act as an offer of housing.
- I/we understand that the completion of a full application and participation in an eligibility interview that includes verification of the information provided must occur prior to an offer of housing.

**PLEASE REVIEW THE PRE-APPLICATION TO ENSURE ALL ITEMS HAVE BEEN FILLED OUT.
ALL MEMBERS AGED 18 OR OVER MUST SIGN AND DATE THIS APPLICATION.**

APPLICANT Signature: _____ DATE: _____

APPLICANT Signature: _____ DATE: _____

APPLICANT Signature: _____ DATE: _____

APPLICANT Signature: _____ DATE: _____

APPLICANT Signature: _____ DATE: _____

APPLICANT Signature: _____ DATE: _____

The undersigned agent certifies that the information sought herein is for the purpose of evaluation of the applicant's tenancy and for no other purpose.

_____	_____	_____
Community Manager Signature	Printed Name	Date

RETURN COMPLETED PRE-APPLICATION BY 5PM on 8/7/18 TO:
Pippin Orchards Apts. Leasing Office in person or by mail to:
315 Main St., Suite 206, Watsonville, CA 95076
Leasing Office Phone #: (831)707-2150

MidPen Housing Management Company and its affiliates comply with the Fair Housing Act, the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988 prohibiting discrimination based on race, color, national origin, disability, sex, religion, and familial status and Title VI of the Civil Rights Act of 1964 prohibiting discrimination on the basis of disability in any program or activity receiving federal financial assistance. We do not discriminate and do not deny or limit services, terms, conditions, privileges or facilities based on race, color, creed, religion, sex, sexual orientation, age, disability, medical condition, marital status, familial status, source of income, national origin or gender, in any and all aspects of applicant/ resident relations, including without limitation, accepting and processing applications, selecting residents from eligible applicants on the waiting list; assigning units, certifying and re-certifying eligibility for assistance, granting accommodation, and terminating tenancies.

COMPLETE BOTH SIDES OF THIS FORM



TCAC RACE & ETHNICITY DATA

The California Tax Credit Allocation Committee (CTCAC) requests the following information in order to comply with the Housing and Economic Recovery Act (HERA) of 2008, which requires all Low Income Housing Tax Credit (LIHTC) properties to collect and submit to the U.S. Department of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in LIHTC financed properties. Although the CTCAC would appreciate receiving this information, you may choose not to furnish it. You will not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please check the box at the bottom of the page and initial.

Enter both Ethnicity and Race codes for each household member (see below for codes).

Household Member #	Last Name	First Name	Middle Initial	Race	Ethnicity	Disabled
1						
2						
3						
4						
5						
6						
7						

The Following Race Codes should be used:

- 1 – White – A person having origins in any of the original people of Europe, the Middle East or North Africa.
- 2 – Black/African American – A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” apply to this category.
- 3 – American Indian/Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- 4 – 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.
- 5 – Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 6 – Other
- 7 – Did not respond. **(Please initial below)**

Note: Multiple racial categories may be indicated as such: 31 – American Indian/Alaska Native & White, 41 – Asian & White, etc.

The Following Ethnicity Codes should be used:

- 1 – Hispanic – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.
- 2 – Not Hispanic – A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- 3 – Did not respond. **(Please initial below)**

Disability Status:

- 1 – Yes
- If any member of the household is disabled according to Fair Housing Act definition for handicap (disability):
 - A physical or mental impairment which substantially limits one or more major life activities: a record of such an impairment; or being regarded as having such an impairment. For a definition of “physical or mental impairment and other terms used, please see 24 CFR 100.201, available at <http://www.fairhousing.com/index.cfm?method=page.display&pageID=465>.
 - “Handicap” does not include current, illegal use of or addiction to a controlled substance.
 - An individual shall not be considered to have a handicap solely because that individual is a transvestite.
- 2 – No
- 3 – Did not respond **(Please initial below)**

Resident/Applicant: I do not wish to furnish information regarding ethnicity, race and other household composition.

Initials) _____

(HH #) 1 2 3 4 5 6 7



WARNING, PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**



PRE-APPLICATION FOR PROJECT BASED VOUCHER ASSISTANCE AT PIPPIN ORCHARDS APARTMENTS 56 ATKINSON LANE, WATSONVILLE, CA 95076

This cover letter and pre-application form are for the Project Based Voucher (PBV) units at the Pippin Orchards Apartments only. For more information about which programs have open waiting lists and how to apply, visit our website at www.hacosantacruz.org or call our Waiting List Call Center at (831) 454-5950.

ABOUT THE PROJECT BASED VOUCHER PROGRAM (PBV)

In most ways, the PBV program operates just like the regular Housing Choice Voucher (HCV/Section 8) program, with households paying roughly one third of their income towards housing, and the Housing Authority paying the remainder of the rent directly to the landlord on the tenant's behalf. However, there are some key differences.

- In the PBV program, tenants do not pay more than 30% of their income on housing.
- In the PBV program, assistance is tied to the unit, not the household. You must reside in Pippin Orchards Apartments for at least one year before being potentially eligible to transfer your assistance.

A waiting list has been established specifically for PBV assistance at Pippin Orchards Apartments. If you are interested in residing there, please complete the attached pre-application form and **return it to the MidPen Housing Leasing Office at 315 Main Street, Suite 206, Watsonville, CA. 95076** between 8:30 am on July 23 and 5 pm on August 7. There is no advantage to submitting this pre-application early as a computer program will assign a random number to each application.

If you are also interested in applying for the units that will not be Project Based, please also complete the MidPen pre-application in this packet and return it with your PBV pre-application to the MidPen Housing Leasing Office at 315 Main Street, Suite 206, Watsonville, CA 95076 between 8:30am on July 23 and 5pm on August 7.:

WHAT TO EXPECT AFTER YOU COMPLETE A PRE-APPLICATION FORM

1. **Your name will be placed on the waiting list for Project Based Units at Pippin Orchards Apartments.** Applications will be processed based on a random sequence determined in a lottery of all applicants.
2. **You will receive a confirmation letter confirming that you have been placed on the Project Based Voucher waiting list for Pippin Orchards Apartments.** It may take several weeks before you receive this; keep it for your records.
3. **Your wait for assistance may be long.** We cannot predict when your name will reach the top of the waiting list. After the confirmation letter, you may not receive anything from the Housing Authority for a long time.

4. **You must keep us informed, in writing, within thirty (30) days of any changes to your mailing address.** It is your responsibility to make sure the mailing address you give us is a reliable and secure one. If, at any time, you do not respond to Housing Authority requests for information or appointments by the due dates established in those letters, or if at any time letters sent to you are returned as undeliverable, no further attempts to contact you will be made and your application will be cancelled from the Waiting List.
5. **When your name reaches the top of the Project Based Voucher waiting list we will contact you to confirm your continued interest in living there, and inform you when a unit becomes available.** At that time, you will be given instructions to contact Pippin Orchards Apartments management, MidPen Housing, who will screen prospective tenants and provide the Housing Authority with a referral for the available unit.
6. **When MidPen Housing has referred you for a unit, the Housing Authority will conduct an income eligibility determination.** The Department of Housing and Urban Development requires that we conduct a sex offender check on all applicants. We may also conduct a criminal background check. Please see our website for more information about program eligibility. Program rules are subject to change, and eligibility will be determined when you have reached the top of the list.
7. **Contact us to check the status of your placement on the Waiting List.** Please visit our website www.hacosantacruz.org for a Waiting List Status form or call the Waiting List Call Center at (831) 454-5950.
8. **Sign up for Housing Authority Notifications** – go to www.hacosantacruz.org and scroll to bottom of page. Only your name and a valid email address are needed.



The Housing Authority of the County of Santa Cruz
2160 41st Avenue • Capitola, CA 95010
Phone (831) 454-9455 • TDD (831) 469-0122
www.hacosantacruz.org



*If you need assistance completing this form,
please contact the Housing Authority Waiting List Call Center at (831) 454-5950*



**PRE-APPLICATION FOR PROJECT BASED VOUCHER ASSISTANCE AT
PIPPIN ORCHARDS APARTMENTS
56 ATKINSON LANE, WATSONVILLE, CA. 95076**

Pippin Orchard Apartments (Pippin) is a 46 unit affordable housing development in Watsonville with one, two, and three bedroom apartments. Thirty-one of the units will receive assistance through the Project Based Voucher program (PBV). **This pre-application form is for households who are interested in residing in Project Based Voucher assisted units at Pippin Orchard Apartments.**

The units filled through this PBV waiting list will be offered to applicants based on a random sequence determined in a lottery. Applicants can submit this pre-application at any time during the open waiting list period; there is no advantage to turning an application in early because a computer program will assign a random number to each application.

In order to be placed on the Waiting List for PBV Units at Pippin Orchards Apartments, please complete this form, and return it to MidPen Housing Leasing Office, 315 Main Street, Suite 206, Watsonville, between **8:30 am July 23, and 5 pm August 7, 2018.**

There will be a separate waiting list for 14 units that will not be project based. If you are interested in applying for those units, please also complete the MidPen pre-application contained in this packet and return it along with the PBV pre-application to MidPen Housing Leasing Office 315 Main Street, Suite 206, Watsonville, between **8:30am July 23 and 5pm August 7, 2018.**

Households may apply for both waiting lists.

Please contact MidPen with questions you have about Pippin Orchards Apartments: 831-707-2150

Please print in blue or black ink. Incomplete or illegible pre-applications may not be accepted. If a question doesn't apply to you write in NA.

Head of Household First Name _____ Middle Initial _____

Last Name _____

Gender _____

SSN _____ - _____ - _____ Date of Birth _____ / _____ / _____

Current Home Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ - _____ Email _____

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Are you currently Homeless: Yes ___ No ___

Mailing Address if different than current address _____

City _____ State _____ Zip Code _____

Total number of members in Household _____ Total Household Income \$ _____

Do you or your spouse live or work in Santa Cruz County? Yes ___ No ___

In which language do you prefer to communicate? English ___ Spanish ___ TDD ___ Other _____

Do you or your spouse wish to claim disability status? Yes ___ No ___

Does any other member of your household, aged 18 – 62, wish to claim disability status? Yes ___ No ___

Please indicate any special features you would require to accommodate a member of your household with disabilities: Wheelchair accessibility _____ Adaptability for Visual Impairments _____ Adaptability for Hearing Impairments _____ Other _____

Race: African American/Black ___ American Indian/Alaska Native ___ Asian ___ Caucasian/White ___ Native Hawaiian/Pacific Islander ___

Ethnicity: Hispanic or Latino ___ Not Hispanic or Latino ___

Certification:

By completing and submitting this form I am requesting that my name be placed on the Waiting List for Project Based Voucher assistance at Pippin Orchards Apartments in Watsonville. I understand that placing my name on the waiting list does not give me any right to be admitted to the program, guarantee my future eligibility, or assure that subsidy funds will be available. Additionally, by signing below, I give the Housing Authority my authorization to share my application information with MidPen Housing for the purposed of data entry and consideration of my eligibility for Pippin Orchards Apartments.

I understand that I must inform the Housing Authority, in writing, within 30 days of any change to my name and / or mailing address. I understand that if I do not respond to any information or appointment request from the Housing Authority, or if any letter sent to me is returned as undeliverable mail, my name and application will be removed from the waiting list.

WARNING – TITLE 18 SECTION 1001 OF THE UNITED STATES CODE STATES THAT ANY PERSON WOULD BE GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

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**PRE-SOLICITUD PARA CUPÓN DE ASISTENCIA BASADO EN EL PROYECTO DE
APARTAMENTOS PIPPIN ORCHARDS- 56 ATKINSON LANE, WATSONVILLE, CA 95076**

Esta carta y el formulario de pre-solicitud son únicamente para el Cupón Basado en Proyecto (PBV por su sigla en inglés) para las unidades de los Apartamentos Pippin Orchard. Por más información acerca de qué programas tienen abiertas las listas de espera y de cómo presentar una solicitud, visite nuestro sitio de internet: www.hacosantacruz.org o llame a nuestro Centro de Llamadas de Listas de Espera. al (831) 454-5950.

ACERCA DEL PROGRAMA DE CUPÓN BASADO EN PROYECTOS (PBV)

En casi todos sus aspectos, el programa PBV funciona igual que el programa de Cupón para la Selección de Vivienda de la Sección 8, en el que las familias pagan aproximadamente un tercio de sus ingresos para la renta, y la Autoridad de Vivienda le paga el resto de la renta directamente al propietario en nombre del inquilino. Sin embargo, hay algunas diferencias importantes:

- En el programa PBV, los inquilinos no pagan más que el 30% de sus ingresos en renta.
- En el programa PBV, la asistencia está ligada a la unidad, no a la familia. Ud. debe residir en los Apartamentos Pippin Orchards por un año como mínimo antes de poder ser elegible para transferir su asistencia.

Se ha establecido una lista de espera específicamente para la asistencia PBV en los Apartamentos Pippin Orchards. Si Ud. tiene interés en residir allí, por favor complete el formulario de pre-solicitud adjunto y **entréguelo a la Oficina de Rentas de MidPen en 315 Main Street, Suite 206, Watsonville, CA. 95076** entre las 8:30 am el 23 de julio y las 5:00pm del 7 de agosto. No hay ninguna ventaja en entregar esta pre-solicitud antes de tiempo ya que la computadora le asignará un número al azar a cada solicitud.

Si está interesada/o en presentar una solicitud para las unidades que no serán Basadas en Proyectos, por favor complete también la solicitud de MidPen adjunto con este paquete y devuelvalo con su solicitud previa a la Oficina de Rentas de MidPen **en 315 Main Street, Suite 206, Watsonville, CA. 95076** entre las 8:30 am el 23 de julio y las 5:00 pm del 7 de agosto.

QUÉ PUEDE ESPERAR DESPUÉS DE COMPLETAR UN FORMULARIO DE PRE-SOLICITUD

1. **Su nombre será colocado en la lista de espera para Unidades en Base a Proyecto del los Apartamentos Pippin Orchard.** Las solicitudes se procesarán de acuerdo a una secuencia al azar determinada en una lotería de todos los solicitantes.
2. **Recibirá una confirmación por carta confirmando que ha sido colocado/a en la lista de espera para los Apartamentos Pippin Orchards.** Esto puede tardar varias semanas, consérvelo para sus archivos.
3. **La espera para recibir su asistencia puede ser larga.** No podemos predecir cuándo llegará su nombre al primer puesto de la lista. Después de recibir la carta de confirmación es posible que no reciba nada de la Autoridad de Vivienda por mucho tiempo.
4. **Nos deberá mantener informados, por escrito, dentro de los treinta (30) días, de cualquier cambio a su dirección de correos.** Es su responsabilidad asegurarse de que la dirección que nos proporcionó sea confiable y segura. Si en algún momento Ud. no responde a los pedidos de la Autoridad de Vivienda de información o citas dentro del plazo establecido en las cartas, o si en algún momento esas cartas que le enviaron son devueltas por no poder ser entregadas, no se hará ningún intento más por contactarle y su solicitud será cancelada de la Lista de Espera.

PLEASE KEEP THIS COVER PAGE FOR YOUR RECORDS

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5. **Cuando su nombre llega al primer puesto de la lista de espera del Cupón Basado en Proyecto le contactaremos para confirmar que sigue interesado/a en vivir allí, y para hacerle saber cuando haya una unidad disponible.** En ese momento se le dará instrucciones para contactar a la administración de los Apartamentos Pippin Orchard, MidPen Housing, quien seleccionará a los posibles inquilinos y le dará una recomendación a la Autoridad de Vivienda para la unidad disponible.
6. **Cuando MidPen Housing lo/la haya recomendado para una unidad, la Autoridad de Vivienda llevará a cabo una determinación de elegibilidad de ingresos.** El Departamento de Vivienda y Desarrollo Urbano requiere que realicemos un chequeo de delincuencia sexual para todos los solicitantes. También realizamos un chequeo de antecedentes criminales. Por favor vaya a nuestro sitio de internet por más información sobre la elegibilidad para el programa. Las reglas del programa están sujetas a cambios, y la elegibilidad será determinada cuando Ud. haya llegado al primer puesto de la lista.
7. **Contáctenos para informarse sobre el estatus de su colocación en la Lista de Espera.** Por favor visite nuestro sitio de internet www.hacosantacruz.org para obtener un formulario de Estatus de Lista de Espera o llame al Centro de Llamadas de la Lista de Espera al (831) 454-5950.
8. **Inscríbase para recibir notificaciones de la Autoridad de Vivienda** – vaya a www.hacosantacruz.org y desplácese a la parte inferior de la página. Solamente necesitará su nombre y una dirección válida de correo electrónico.



Autoridad de Vivienda del condado de Santa Cruz

2160 41st Avenue • Capitola, CA 95010
Phone (831) 454-9455 • TDD (831) 462-6720
www.hacosantacruz.org



Si necesita ayuda para completar este formulario, por favor contacte al Centro de Llamadas para Lista de Espera de la Autoridad de Vivienda al (831) 454-5950

por favor guarde esta carta para sus archivos



**PRE-SOLICITUD PARA CUPÓN DE ASISTENCIA BASADO EN EL PROYECTO DE
APARTAMENTOS PIPPIN ORCHARDS-
56 ATKINSON LANE, WATSONVILLE, CA 95076**

Apartamentos Pippin Orchard (Pippin) es un complejo de apartamentos de 46 unidades de viviendas económicas en Watsonville, con apartamentos de una, dos y tres recámaras. Treinta y una de las unidades recibirán asistencia por medio del programa de Cupón de Asistencia Basado en Proyecto (PBV por su sigla en inglés). **Este formulario de pre-solicitud es para familias que estén interesadas en residir en las unidades con Cupón de Asistencia Basado en Proyecto en los Apartamentos Pippin Orchard.**

Las unidades llenadas por medio de la lista de espera de PBV serán ofrecidas a los solicitantes por medio de una secuencia al azar determinada en una lotería. Los solicitantes pueden presentar pre-solicitudes en cualquier momento durante el período en que la lista de espera esté abierta; no hay ventaja alguna en entregar la solicitud antes porque un programa de computadora le asignará un número al azar a cada solicitud.

Para poder ser colocado/a en la Lista de Espera de Cupón de Asistencia Basado en Proyecto de los Apartamentos Pippin Orchards por favor complete este formulario y entréguelo a MidPen Housing Leasing Office 315 Main Street, Suite 206, Watsonville, **entre las 8:30 am el 23 de julio y las 5:00pm del 7 de agosto, 2018.**

Habrà una lista de espera separada para las 14 unidades restantes que no serán en base al proyecto. Si le interesa presentar una solicitud para esas unidades, por favor complete también la pre-solicitud adjunta con este paquete y devuelvalo con la pre-solicitud de PBV a la Oficina de Rentas de MidPen Housing en 315 Main Street, Suite 206, Watsonville, **entre las 8:30 am el 23 de julio y las 5:00 pm del 7 de agosto de 2018.**

Las familias pueden solicitar ser colocadas en ambas listas de espera.

Por favor contacte a MidPen si tiene preguntas sobre los Apartamentos Pippin Orchards: 831-707-2150

Por favor escriba en letra de molde en tinta negra o azul. Las pre-solicitudes incompletas o ilegibles no serán aceptadas. Si una pregunta no se aplica a Ud. escriba NA.

Nombre de la persona principal de la familia _____ Inicial _____

Apellido _____

Género _____

SSN _____ - _____ - _____ Fecha de nacimiento _____ / _____ / _____

Domicilio actual _____

Ciudad _____ Estado _____ Código postal _____

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Tel. (_____) _____ - _____ correo electrónico _____

En este momento se encuentra sin hogar: Sí ___ No ___

Dirección de correos si es diferente que su domicilio actual _____

Ciudad _____ Estado _____ Código postal _____

Número total de personas en la familia _____ Total de ingresos de la familia \$ _____

¿Ud. o su cónyuge vive o trabaja en el condado de Santa Cruz? Sí ___ No ___

¿En qué idioma prefiere comunicarse? Inglés ___ Español ___ TDD ___ Otro _____

¿Ud. o su cónyuge desea que se considere su condición de discapacitado/a? Sí ___ No ___

¿Algún otro miembro de la familia de 18-62 años desea que se considere su condición de discapacitado/a?
Sí ___ No ___

Por favor indique las condiciones especiales que se necesitarían para acomodar a un miembro de su familia con discapacidades: Accesibilidad para silla de ruedas _____ Adaptabilidad para discapacitados visuales _____
Adaptabilidad para sordos o dificultades auditivas _____ Otro _____

Raza: Afro- Americano/Negro ___ Indígena Americano /Nativo de Alaska ___ Asiático ___
Blanco ___ Nativo de Hawaii/Isleño del Pacífico ___

Origen étnico: Hispano o Latino _____ No Hispano o Latino _____

Certificación:

Al completar y presentar este formulario estoy solicitando que mi nombre sea colocado en la Lista de Espera para los Apartamentos Pippin Orchard en Watsonville con Cupón de Asistencia Basado en Proyecto. Entiendo que poner mi nombre en la lista de espera no me otorga ningún derecho de ser admitido al programa, no garantiza mi elegibilidad en el futuro ni me asegura que habrá fondos de subsidio disponibles. Además, al firmar abajo, le doy a la Autoridad de Vivienda mi autorización para que comparta la información de mi solicitud con MidPen Housing con el propósito de registrar la información y para considerar mi elegibilidad para los Apartamentos Pippin Orchards.

Entiendo que le debo informar a la Autoridad de Vivienda por escrito y dentro de los 30 días acerca de cualquier cambio a mi nombre y/o mi dirección de correos. Entiendo que si no contesto a un pedido de información o cita de la Autoridad de Vivienda, o si una carta que me enviaron es devuelta por no poder ser entregada por el correo, mi nombre y mi solicitud serán removidas de la lista de espera.

ADVERTENCIA – EL TÍTULO 18 SECCIÓN 1001 DEL CÓDIGO DE LOS ESTADOS UNIDOS DICE QUE TODA PERSONA SERÁ CULPABLE DE UN DELITO GRAVE SI A SABIENDAS E INTENCIONALMENTE HACE DECLARACIONES FALSAS Y FRAUDULENTAS A CUALQUIER DEPARTAMENTO O AGENCIA DE LOS ESTADOS UNIDOS.

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Firma del solicitante _____ Fecha _____

Nombre del solicitante en letra de molde _____

Entregue este formulario de pre-solicitud junto con el paquete de pre-solicitud de Mid-Pen a Mid-Pen Housing entre las 8:30 am de julio 23 y las 5:00 pm de agosto 3, 2018. Las pre-solicitudes se pueden enviar por correo, entregadas en persona o dejadas en 315 Main St., Suite 206, Watsonville, CA 95076. Horario de la Oficina de Rentas: lunes a viernes de 8:30 am a 5:00 pm.

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