

# Cedar Springs Apartments



## Apply today for this new affordable housing! Applications Accepted by mail only

Cedar Springs Apartments are located at 1319-1351 Palomares Avenue in La Verne, California and offers seven 3-bedroom apartments for households with incomes ranging from 30% to 50% of the area median income. The three bedroom units will include a full kitchen and two bathrooms. Amenities include all electric kitchen, cable ready, ceiling fans, disabled access, extra storage, mini blinds, closets, central air/heating, and patio/balcony.

Cedar Springs offers a large community room with community kitchen, multiple lounges, media room and computer room. Community features include access to public transportation, assigned parking, beautiful landscaping, children's play area, gated access, guest parking, and laundry facility.

### UNIT MIX INCLUDING RENTS & INCOME RESTRICTIONS:

3 Bedroom Units				3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
No. of Units	AMI	Tenant Rent	Min. Income*	Max. Income	Max. Income	Max. Income	Max. Income	Max. Income
1	30%	\$647	\$15,528	\$22,410	\$24,900	\$26,910	\$28,890	\$30,900
6	50%	\$1079	\$25,896	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500

\*There is no minimum income requirements for Section 8 Voucher holders

Affordable rents are income-restricted in accordance with the Low Income Housing Tax Credit (LIHTC) program and other regulatory agreements. Income limits and rental rates subject to change.



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All applications must be received by March 14<sup>th</sup>, 2016 to be entered into a random drawing. Applications received after this date will be placed after the lottery in the order they are received.

As required by the Tax Credit Allocation Committee (TCAC), mobility/hearing/sight impaired households will have priority for units designed for the mobility impaired and the hearing/sight impaired.

## **HOW TO APPLY**

Please complete, sign and mail the attached Pre-Application and Grounds for Denial as soon as possible:

**Cedar Springs Apartments c/o The John Stewart Company**

**Attn: Vanessa Avina**

**888 South Figueroa Street, Suite 700**

**Los Angeles, CA 90017**

- Incomplete pre-applications may be rejected.
- Please mail your pre-application & grounds for denial via **US Post Office mail only**. We will NOT accept pre-applications that are over-nighted, faxed, or hand delivered.
- Please take your time in accurately completing the pre-application and mail it as soon as possible.
- Each household may only submit one pre-application & grounds for denial. Duplicate household pre-applications will not be considered.

**Households comprised of ALL full-time students members do not qualify unless exempted by Section 42 of the Internal Revenue Code.**

## **CEDAR SPRINGS APARTMENTS APPLICATION PROCESS**

### **Submit a Pre-Application**

You will need to submit the completed pre-application & grounds for denial (1 per household), and mail to the address provided in our cover letter. After we review this information, and if you appear to qualify for the next stage of processing, a leasing associate will schedule an appointment with you to go through the additional paperwork required. Credit checks, criminal background screening, landlord references, income and asset verifications, will be required for all applicants. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. Please remember, although application are in the order of the waiting list, apartments will be offered on a First-Qualified, First-Offered basis.

### **Interview**

At your scheduled appointment, please come prepared with all requested supporting documents as outlined in the Application Checklist below. We will confirm the information supplied on your application, and answer any concerns you may have. This interview normally takes approximately 45 minutes. All persons who will be living in the apartment, irrespective of their age, must participate in this interview. Your leasing associate must verify credit, criminal background check, rental history, and all sources of income and assets. Your patience and cooperation is appreciated.

### **Apartment Offer**

When all documents have been received, verified and approved, qualified applicants will be invited back to view the apartment that has been selected for them. Remember, you will only receive one offer of an apartment. If you decline that apartment, you will be considered to have withdrawn your application.

### **12 Month Lease Term**

Leases will be for a minimum term of one year.

### **Pets**

Residents may not keep any type of pet on the premises, with the exception of those persons with disabilities requiring service animals, or as otherwise required by law.



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## **Parking**

Parking is restricted to cars owned by residents of Cedar Springs Apartments. All cars must be registered in the name of the resident; and residents must provide proof of current auto insurance and must provide a valid driver's license. All cars must be for personal use only, be in working order, and be maintained in a safe condition at all times. Vehicles not in compliance will be towed at the owner's expense. No exceptions. Accessible spaces are available.

## **What if I need changes in the way I communicate with you as a result of a disability?**

If as a result of a disability you need changes in the way we communicate with you, please contact us by calling The John Stewart Company at (213) 787-2748.

## **INTERVIEW CHECKLIST**

**\*\*DO NOT SUBMIT THIS INFORMATION WITH YOUR PRE-APPLICATION. THIS IS ONLY REQUIRED AT THE TIME OF INTERVIEW.\*\***

If you choose to apply and we contact you for an interview, you will be required to provide the following information (if applicable):

### **For household members 18 and older:**

- **Valid state or national picture ID (i.e. Driver's License, Passport, etc).**
- **Employment:** Copies of the first pay-stub for the current calendar year and the most current 3 months of consecutive pay-stubs (7 stubs if paid bi-weekly; 6 stubs if paid semi-monthly; 13 stubs if paid weekly) or equivalent proof of other income. A copy of the most recent IRS tax return is required for cash paid employment.
- **Unemployment Insurance:** Printout of statement or copy of last letter showing current monthly benefit.
- **Self-Employment:** Copy of last year IRS Tax Return including Schedule C and list of current or most recent clients.
- **GA/AFDC/TANF:** Printout of benefits paid in last 12 months or last Notice of Action letter (dated within 120 days)
- **Pensions & Annuities:** Copy of the most current statement
- **Real Estate:** Copy of the most recent mortgage statement, & other relevant owner information.
- **Student:** Name and Address of school & copy of the unofficial class transcript.

### **For all household members of any age:**

- **Social Security Cards (for all members) and Birth Certificates (for minors only)**
- **SSI or SSA/Disability:** Printout of the benefit letter (the date on the letter needs to be within 120 days prior to move in).
- **Bank accounts and Assets:** Copies of the 6 most recent bank statements for checking accounts; 2 most recent bank statements for savings account. (For electronic paycards: printout or receipt with current balance and copy of the paycard)
- **Child Support/Alimony:** Current notice from D.A. Office, a court order or a letter from the provider with copies of last 2 checks.
- **Financial Assistance:** This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills). We will require a notarized written letter from the person providing assistance stating the amount and length of assistance, and bank/asset statements showing funds equaling 10 times the monthly assistance.
- **Other:** Documentation for regular pay as a member of the Armed Forces, severance payments, settlements, lottery winnings or inheritances, death benefits or life insurance dividends, trust benefits, or any other source of income not listed.

**For up to date information, call 909-361-4611**



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Cedar Springs Apartments  
**GROUNDS FOR DENIAL OF RENTAL APPLICATION**

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

1. **Credit** (An exception for extraordinary medical expenses may be permitted.)
  - a) Total unmet individual credit problems (including governmental tax liens) in excess of \$5,000.
  - b) A bankruptcy (within the last three years). A total of seven (7) unmet credit obligations of any value.
2. **Rental History**
  - a) A judgment against an applicant obtained by the current or previous landlord. An unmet obligation owed to a previous landlord or 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.
4. **Criminal History**
  - a) A criminal conviction related to the sales or manufacturing of narcotic or illegal substances.
  - b) A criminal conviction related to a violent crime / A criminal conviction relating to a sex offense.
5. **Annual Income/Occupancy standard/other program regulations**
  - a) Annual Income (including assets) not 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. Units composed entirely of full-time students do not qualify to reside in tax credit properties. However, there are exceptions as outlined by the IRS under Section 42 of the Internal Revenue Code.
6. **Documentation**

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, and application fee (If applicable).
  - b) Housing references covering the last two years of residency. Applicants who have not held a rental agreement for a minimum period of twelve months within the last two years may be required to provide references from a person not related to the applicant.
  - c) Applicant must demonstrate their ability to pay rent and live independently with assistance if necessary. Proof of income sources and assets, including the two most recent income payments (i.e. pay check stub, social security or other independent verifications).
  - d) Copy of most recent bank statements or other accounts (IRA, stocks, mutual funds, etc.)
7. **Offer of an Apartment**

Applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant.

**I HAVE READ AND UNDERSTOOD 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.**

\_\_\_\_\_  
Print Name (Head of Household)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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