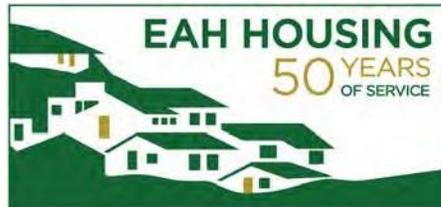
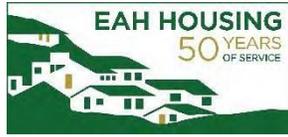


# Estrella Vista Application Packet



**July 2019**





## Estrella Vista

3706 San Pablo Avenue, Emeryville, CA 94608

TELEPHONE (510) 605-6416 | TDD (800) 735-2929

[EV-MANAGEMENT@EAHHOUSING.ORG](mailto:EV-MANAGEMENT@EAHHOUSING.ORG)

*Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.*

Dear Applicant,

Thank you for your interest in Estrella Vista. This is a community being constructed with a mission to provide quality, affordable housing for lower-income households in the Emeryville and Oakland area. It will provide 87 units of affordable housing for individuals and families and offers approximately 6,000 square feet of commercial space for businesses or organizations.

Estrella Vista is located near Oakland MacArthur BART. The community consists of two new buildings that are five stories each and feature a large central courtyard with play equipment, an outdoor sky deck, public art and a “Zen Garden” retreat space for all to enjoy.

Estrella Vista also incorporates environmentally “green” features such as photovoltaic solar panels, a solar water heating system, low-flow plumbing fixtures, energy-efficient appliances and lighting, water-efficient landscaping, and an emphasis on recycled materials. Estrella Vista residents will also enjoy the benefits of electric vehicle charging stations and bicycle racks.

4 Studios, 2 one-bedroom, 45 two-bedroom, 17 three-bedroom & 7 four-bedroom apartment homes will be leased to eligible applicants by way of lottery selection. The Alameda County Housing Authority will refer the remaining 12 units (6 one-bedroom & 6 three-bedroom units); one apartment unit will be set aside for management staff.

Please note that smoking will be prohibited in all areas of the community.

In this packet you will find information about renting an apartment at Estrella Vista. Please note that the information is not all-inclusive and is subject to change (visit our website for more updates: [www.eahhousing.org](http://www.eahhousing.org)). Please read all parts of the information packet. Due to the various funding sources utilized for the development of this project, we may require more information than what is commonly asked for when renting an apartment. The types of information that we require are explained on the following pages.



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(EV Rev.06/27/19)





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### Table of Contents

*In this packet you will find several resource documents:*

1. Frequently Asked Questions
2. Cover letter
3. Checklist - For Your Application
4. Information Sheet and Income Limits (separate attachment)



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## Frequently Asked Questions

### 1. *What is Estrella Vista?*

Estrella Vista is a mixed-use apartment community consisting of 87 units of affordable rental apartments for lower income households in the Emeryville and Oakland area.

### 2. *Who can apply to live at Estrella Vista?*

We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, marital status, familial status, sexual orientation, and status with regard to public assistance, or disability.

### 3. *How many units are there? What size are they? What will the range of rents be?*

There are 87 units, including studios, one-, two-, three- & four-bedroom units ranging in size from 569 square feet – 1572 square feet. Rents established for 2018 range from \$562 - \$1,906 and are inclusive of water, sewer and garbage utilities. Rents are subject to change based on utility allowance adjustment and maximum allowable rents as established by the Tax Credit Allocation Committee (TCAC) and Housing Community Development (HCD) every year.

### 4. *How do you define low income?*

There are specific qualifying income guidelines imposed on our projects due to the low-income housing tax credits and other programs we use to fund our affordable housing developments. Maximum household income will be based on 60% of the published area median income for Alameda County. These income guidelines are published annually and subject to change yearly.

You must be willing to submit income information annually and the unit must be your only residence.

### 5. *How is income determined?*

Annual income is determined by calculating the total income from all sources received by all household members, exclusive of certain types of income. A list of excluded income will be provided. If self-employed, we will use Schedule C and use your net income after business expenses. If employed, your annual gross income and most recent six consecutive check stubs will be used to determine current income. Gross income from employment must be included and verified via employer, with copies of pay stubs and/or a W-2 and tax return.

### 6. *What about assets, pensions, spousal and child support, homeownership, temporary income, disability income, Section 8 Vouchers and student financial aid?*

All income from assets is added as part of the household annual income. Income also includes any disability, SSI, child support payments, student financial aid, etc. Applicants who own real estate may also qualify. Net income generated from the real estate asset is added to the household gross income to determine eligibility. Persons with Section 8 vouchers are encouraged to apply.



*7. How do student loans, bankruptcies and credit ratings affect qualification?*

Credit checks are completed to verify applicants' credit and establish a history of past credit problems.

*8. How is household defined?*

A household can consist of one or more persons. Members do not need to be related to be considered a household. At least one household member must be 18 years of age or older to apply. Each adult in the household must supply qualifying information. One application is accepted per household. The total household income must fall below the maximum income limit.

*9. Can I sublet my unit?*

No. Subletting is not allowed in the LIHTC program.

*10. What about insurance?*

Residents are strongly encouraged to carry renter's insurance.

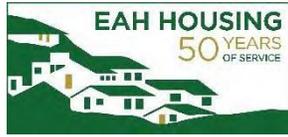
*11. What will be provided in my apartment?*

Your new home at Estrella Vista will have all the amenities of a residential unit built to code. It will include a bathroom, kitchen, and bedroom(s), unless it is a studio. Any modifications to your unit must meet fire and safety codes and be approved by management in writing prior to making modifications.

*12. Who will manage the property?*

EAH Housing Real Estate Management will oversee general operations and maintenance of the property.





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Dear Applicant(s),

We would like to thank you for your interest in Estrella Vista. Our goal is to provide quality affordable housing in accordance with the Low Income Housing Tax Credit (LIHTC) program, City of Emeryville, City of Oakland, the County of Alameda and the California Department of Housing and Community Development.

Enclosed you will find an Information Sheet and Resident Selection Plan. The information contained therein should answer most questions you may have. **If you have questions or are not sure what information to provide, please call our office and ask for assistance.**

Applications are available beginning **July 7, 2019- July 27, 2019** and may be picked up from the **Temporary Leasing Office located at: 638 21<sup>st</sup> Street, Oakland, CA 94612** or downloaded online from [www.eahhousing.org](http://www.eahhousing.org). A lottery system will be used to determine the priority of processing applications and the qualification process to certify eligibility. **All complete applications received by 4:00 pm on July 27, 2019 will be entered into the lottery taking place on Monday, August 26, 2019, from 9a.m.-1:30p.m. at:**

**Emeryville City Hall**  
**1333 Park Ave, Emeryville, CA 94608**

Applicants **do not** need to be present at the actual lottery. Completed applications received after the initial deadline will be date-and-time-stamped when they are received, and will be processed on a first come, first served basis and in accordance with preference point program. Any incomplete applications will be ineligible for processing and will be returned to you, or you will be contacted to request completion.

Please note that simply filling out a portion of the application does not guarantee that you will be placed on the waitlist. **It is imperative that you provide all of the information asked for on the application to help avoid unnecessary delays in processing.** If you need assistance in completing your application, EAH Housing staff members are available to help you.

Once again, thank you for your interest in Estrella Vista. If you have any questions, please don't hesitate to give us a call.

Sincerely,

EAH Housing  
Management Agent for Estrella Vista

*INTERESTED in Estrella Vista?*  
*Call (510) 605-6416 Today!*  
*Or visit: [www.eahhousing.org](http://www.eahhousing.org)*



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# Estrella Vista Interview Checklist

**TO HELP US PROCESS YOUR APPLICATION PLEASE BRING COPIES OF THE FOLLOWING DOCUMENTS THAT APPLY TO YOUR HOUSEHOLD'S INCOME AND ASSETS TO THE ELIGIBILITY INTERVIEW:**

- 1. Most recent paycheck stubs for six consecutive pay periods
- 2. Employer's name, address, email, fax and phone number for all employed household members
- 3. Most recent statements of Social Security, SSI, disability payments, pension
- 4. Most recent statements of public assistance, AFDC, TANF, GA, SNAP; and name, address and phone number of your case worker
- 5. Statements of unemployment benefits
- 6. Most recent copy of tax returns (W2, 1099, CPA Statement, etc); for self-employed: last 3 years of tax returns
- 7. Court document of alimony and/or child support
- 8. Real estate documents including mortgage notes, sales contracts, etc.
- 9. Life insurance policies
- 10. Current Statements (all pages) from all assets held including, but not limited to:
  - a) Current saving account statement (all pages)
  - b) Checking account statements for last six consecutive months (all pages)
  - c) Money Market Accounts, Certificates of Deposits
  - d) Stocks and Bonds Certificates
  - e) 401k, 403b, IRA's, annuity
  - f) Statements for all other types of income or assets that your household possesses
- 11. Verification of full-time student education if over 18 years of age, (class schedule)
- 12. Landlord's phone, fax, and address for the past 2 years
- 13. Social Security cards for all household members
- 14. Valid photo ID for all adult household members ages 18 and above
- 15. Birth certificates for all household members