



PENFIELD APARTMENTS
8325 PENFIELD AVE.
CANOGA PARK, CA 91306
PHONE# TDD (800) 735-2929
TBD-MANAGEMENT@EAHHOUSING.ORG

RESIDENT SELECTION PLAN

Penfield Apartments, a five (5) unit housing community in Canoga Park, CA, provides market rate housing to individuals and families, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or any other arbitrary personal characteristics.

The community consists of three (3), three-bedroom apartments and two (2), four-bedroom apartments. One hundred percent (100%) of the units are market rate rentals.

Penfield Apartments will make reasonable accommodations to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. Penfield Apartments is an Equal Opportunity Housing Facility, admitting people in accordance with local and state Fair Housing laws.

INCOME LIMITS

One hundred percent (100%) of the units are market rate units and are made available to households that earn a minimum of 2.5 times the asking rent for monthly income. The minimum income requirement is not applicable to households who receive subsidy through a rent subsidized program.

APPLICATION PROCEDURES

Applications will be available in the office during normal business hours or by requesting an application by telephone. Application fees are \$46.00 per each household member 18 years of age and older. The maximum charge per household is \$138.00.

An application fee(s) (per adult to occupy the apartment) is required at the time an application is processed to determine eligibility. A holding deposit

of \$200 will be collected once a unit is offered. These funds must be in the form of a cashier's check. The holding deposit will be applied to your Security Deposit and or first month's rent if your application is approved and you move-in on your scheduled move-in day. If you rescind your application within three (3) days of the date the holding deposit was paid, your holding deposit will be reimbursed. If you cancel after the initial 3 days for any reason your holding deposit will be forfeited. The application fee is non-refundable.

Each applicant must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income verification(s).

All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change.

Signed and dated applications will be processed on a first-come, first-served basis.

The application must be completed and signed by the head of household and all household members 18 years of age. If an application is not completely answered, the date of it being received once fully completed will be the date that the application is considered accepted for rental purposes.

PREFERENCES

Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident.

For units designed as accessible for persons with mobility, special needs, visual or hearing impairments, households containing at least one person with such impairment will have first priority for those units.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been



approved for transfer on the basis of a medical reason certified by a third party professional. Residents on the Unit Transfer List will have priority over the applicants on the Waiting List.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. The following occupancy guidelines will be followed to avoid under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
3	3	7
4	4	9

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

All full-time members of the household, live-in attendants, foster children, unborn children and children in the process of adoption.

GROUNDS FOR DENIAL

1. Total family income does not meet the minimum income limit.
2. Household cannot pay the full security deposit at move-in.
3. Household fails to participate in the screening process or fail to meet the resident selection criteria.
4. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).
5. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
6. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.

LANDLORD REFERENCE

7. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
8. Evictions reported in the last 5 years.
9. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two years. More than 1 NSF in a one-year period.
10. Inappropriate household size for the unit available (see Occupancy Standards).

CREDIT

Please see attached credit criteria.

**** Applicants without a credit history will fail OnSite’s “Income to Debt Ratio” criteria and their application will be denied for housing (not applicable to residents who receive subsidy through a rent subsidized program).**

CRIMINAL

Please see attached criminal background criteria.

GRIEVANCE/APPEAL PROCESS

Failure to meet one or more of the foregoing screening criteria may be grounds for denial, however, each application is considered as a whole and the above-factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting with the Property Supervisor will be held within 10 business days of receipt of the applicant’s request.



Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility.

Apartments will not be held for those applicants in the appeal process.

UNIT INSPECTION REQUIREMENT

Before signing the lease, Penfield Apartments and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to Penfield Apartments to be noted on the move-in inspection form.

Annual unit inspections are performed by Penfield Apartments. Agencies providing funding have the right to inspect the unit to ensure the property is physically well maintained and that the residents are provided with decent, safe and sanitary housing.

Residents will receive prior written notification for all unit inspections.

When a resident moves out, a final inspection will be completed. Residents are encouraged to attend the move-out inspection. However, if the resident does not wish to participate in the final inspection, Penfield Apartments management may conduct the inspection alone.

PETS

No pets of any description are allowed on the property. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

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EQUAL HOUSING OPPORTUNITY

Penfield Apartments. does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.



EAH HOUSING A NONPROFIT HOUSING CORPORATION

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

Penfield Apartments is an equal opportunity housing provider.

