



Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

Agave Tenant Selection Plan

Agave, a 58-unit housing community in Altadena, CA, provides housing for extremely low income seniors, without regard to race, color, creed, sex, creed, religion, national or ethnic origin, physical or mental disability or handicap status, familial status (presence of children in a household), age, ancestry, marital status, military status, source of income, acquired immune deficiency syndrome (AIDS) or AIDS-related conditions (ARC), sexual orientation or preference, gender identity or any other arbitrary personal characteristics.

Fifty-seven (57) one-bedroom units will include project-based vouchers and are set aside for seniors who are homeless and for whom at least one occupant suffers from a serious mental illness earning 30% AMI. The units will be subsidized by the Los Angeles County Development Authority (LACDA) through Project-Base Voucher (PBV) program. All households that qualify for qualify for PBV will pay 30% of their gross household income as rent as determined by LACDA. Union Station Homeless Services, the Lead Service Provider (LSP) will be the provider of tenant supportive services and will provide tenants with linkages to resources.

Agave is an Equal Opportunity Housing Facility, admitting people in accordance with local, state, and federal Fair Housing laws, and in accordance with the following program regulations:

- Low Income Housing Tax Credit (LIHTC)
- Los Angeles County Development Authority (LACDA)
- Department of Housing and Community Development (HCD)
- Los Angeles Homeless Services Administration (LAHSA)
- City of Pasadena

Special marketing outreach consideration will be given to special needs populations. The LSP and Agave management staff will be responsible for outreaching community agencies serving special needs populations. As early as possible, before construction completion, comprehensive application materials will be made available to these agencies. The LSP and Agave management staff will coordinate with staff at these agencies who will be working with clients to apply for housing.

The LSP and Agave management staff will provide information about all aspects of the application process to eliminate as many obstacles to applying as possible. This will enable clients of these agencies to anticipate and positively address issues such as providing identifications, birth certificates, criminal background reports and other applicable supportive documents needed to complete the application process.





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NON-SMOKING POLICY

Smoking is permitted in designated outdoor smoking common areas only. Smoking is not permitted in individual units nor any indoor area. Agave does not provide or guarantee a smoke-free environment but shall take reasonable steps to enforce this policy. Tenants are responsible for the conduct of their guests and invitees while they are on the Property. Repeated violation of this policy may result in the termination of the Lease/Rental Agreement.

REASONABLE ACCOMMODATION

Agave is an Equal Opportunity Housing Facility, admitting applicants in accordance with local, state and federal Fair Housing laws, the Affirmative Fair Housing Marketing Plan (AFHMP) and in accordance with applicable program regulations of the State of California Tax Credit Allocation Committee (CTCAC), Los Angeles County Development Authority (LACDA), the Department of Housing and Community Development (HCD) Disaster Recovery & Mitigation, the Los Angeles Homeless Services Authority (LAHSA), and the Los Angeles County Department of Health Services (DHS).

Management staff operates and administers the property to enable persons with disabilities to have equal access to participate in the program. Agave will ensure effective communications with applicants, tenants, and the public to ensure that policies regarding how the property is operated do not adversely affect applicants, tenants, and the public.

Management will apply the same screening criteria to all applicants. In determining whether to deny admission because of action or failure to act by members of the family, management will consider mitigating circumstances relating to the disability of a family member and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act. If the family includes a person with a disability, management's decision concerning termination or denial is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

When a family member requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, Agave will provide and pay for the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

A reasonable accommodation is a change, exception, or adjustment to a program, service, building or dwelling unit that will allow a qualified person with a disability to:

1. Participate fully in a program.
2. Take advantage of a service; or





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3. Live in a dwelling.

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The requirement to provide a reasonable accommodation is always present throughout the tenancy of a person with disabilities, including during lease enforcement. Reasonable Accommodation Request forms are available upon request from management but are not required to make a reasonable accommodation request.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Richard Kennemer, Compliance Program Analyst
250 E. Olive Ave., STE 420
Telephone 213-468-8261
TTY TO VOICE: (800) 735-2929
VOICE TO TTY: (800) 735-2922

You may contact the TTY line for those with a hearing impairment by calling the California Relay Service at 711. The LA County Housing Resource Center website (<http://housing.lacounty.gov/>) is another resource for applicants/tenants with mobility and/or audio or visual impairments.

In addition, you may request that a LSP be assigned to you to help you with the application process. Services offered by the LSP include:

- Explaining and filling out the application form.
- Obtaining supportive documents need to complete your application.
- Attending the property management interview with you.
- Help with the appeal process.
- Help with a reasonable accommodation.

Agave will conduct targeted marketing to special needs populations, as described above. In conducting targeted marketing, Agave will follow all applicable fair housing and non-discrimination legislation and regulations.

PRIVACY POLICY





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It is the policy of Agave to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and ensure the protection of such individuals' records maintained by management.

Therefore, neither Agave nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

This privacy policy in no way limits management's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability of tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on disability will be treated in a confidential manner.

INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size. To meet program requirements, persons cannot pay more than the rent limits less utility allowance established for the project. Actual rent amount will be determined by LACDA.

The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property, which for Agave include the California Tax Credit Allocation Committee, Los Angeles County Development Authority (LACDA), and the Department of Housing and Community Development (HCD).

All applicants must meet certain underwriting guidelines. This project is subject to the requirements of several funding sources. The attached income maximums reflect these requirements to the best of management's knowledge at this time but is subject to change if required for compliance with law, regulations or policy changes.

APPLICATION PROCEDURES FOR PERMANENT SUPPORTIVE HOUSING UNITS

For special needs designated units, the Coordinated Entry System (CES) is responsible for matching prioritized and eligible households to designated permanent supportive housing units in the County. LAHSA staff utilize a countywide Resource Management System (RMS) of individuals in the County currently experiencing homelessness. The RMS includes households that have completed Los Angeles Counties Assessment Tool and been entered into the County's Homeless Management Information System (HMIS) for prioritizing and matching to specific resources in the RMS System. Los Angeles County utilizes a continuous prioritization system where all applicants on the RMS have a unique rating relative to other applicants. For applicants





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with the same rating, prioritization is based on the applicant that has been on the RMS for a longer period of time. The RMS serves as a dynamic, always open registry of clients for special needs designated units. At any time, eligible households may complete a CES assessment and receive consideration for the special needs designated units and other resources in the RMS. Los Angeles County maintains a list of designated CES assessors throughout the County available by contacting our local 2-1-1 information and referral agency as well as through posted drop-in service hours and locations. Only households that meet the special needs eligibility criteria will be referred to special needs designated units. The RMS contains data fields that allow LAHSA staff to filter and prioritize eligible households for designated units based on their RMS ranking and designated preferences for a given unit.

Initial Rent-Up. Owner shall notify LAHSA in writing at least ninety (90) days prior to the date that Owner intends for any household to move into the Development at the time of initial lease up for the Development. LAHSA marketing will include promotion through the 2-1-1.

Information and Referral service, Through the CES, RMS, LAHSA maintains a list of eligible households interested in and eligible for housing units and will refer at least one (1) eligible household per Unit at Initial Rent-Up from this list to the Owner in order of CES rankings and building-specific preferences for selection into units at the site. Individuals interested in applying for the housing units will be directed to LAHSA to be added to their housing interest list. The wait list and certification process will be conducted in accordance with terms established by the Owner in consultation with Project funding entities and appropriate laws governing the tenant selection and waitlist process. Owner will make the ultimate determination regarding tenant selection. The Owner will maintain records on all applicants and will provide information to LAHSA regarding the number of applicants accepted for tenancy, and the number of applicants rejected for tenancy and the tenant selection criteria that the applicants were unable to meet.

Ongoing Rent-Up. From and after the initial rent-up of the Units, in the event Owner (or Owner's agent, including the property manager) learns that a Unit is vacant or may become vacant, Owner shall notify LADMH and LSP promptly in writing. LADMH will refer to at least one (1) eligible households from its interest list for each vacant unit.

Eligibility Certification Process. LADMH shall establish a tenant certification process for Eligible Households consistent with guidelines in accordance with comparable guidelines established by LADMH. LADMH shall provide written verification of eligibility to the Development for all households accepted into units at the property. LADMH will provide referrals of certified eligible households within (10) working days of receiving a referral request



Agave, 2052 Lake Avenue, Altadena, CA 91001
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from Owner and applicant and will notify the Owner and the applicant about the status of their certification.

Applicant households at the top of the Waitlist for each designated unit type are interviewed to determine eligibility. Applications will be available online, in the office during normal business hours or by mail if requested by telephone. 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 and asset verifications. Staff are available to assist any applicant household with completing applications.

Completed application packages should be returned with copies of the following:

1. Current applicable verification of income:
 - a. Most current tax return (last two years if self-employed).
 - b. The most recent 3 months of pay stubs for all employed household members.
 - c. Most current: Award Letter (recipients of SSI); Notice of Action (General Relief, AFDC; Welfare or any other social services agencies.
 - d. Six consecutive months of bank statements for checking accounts.
 - e. Most current bank statements for savings account and all other asset accounts.
 - f. The latest statement from any retirement / pension / IRA / 401k plan for those household members who participated in such a plan.
2. A letter on the referral agency letterhead supporting Certification of Homelessness information and detailing homelessness history.

All referred applicants/household who meet the above qualifications will be referred to Agave for program eligibility verification. Upon receipt of applicant/household information, Agave management staff will complete the eligibility verification (i.e. verify income, conduct background check, etc.)

3. Applicants/households will be initially interviewed by the Resident Manager or a representative of the Management Agent. Copies of current picture ID and social security card will be made during the interview.

All applicants/households that have completed income and meet program qualification will be referred to LACDA in order to determine eligibility to occupy a unit at Agave per the subsidy requirements. LACDA staff will:

- Determine Section 8 Project Based Eligibility per HUD and LACDA regulations and policies.
- Process all applicants through their internal criminal background check program





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Agave management staff will inform the applicant in writing of denial or approval.

At the request of applicant/household, a reasonable accommodation request will be considered. In addition, with the approval of the applicant/household, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

DEFINITIONS

Homeless means an individual or family who lacks a fixed, regular, and adequate nighttime residence; and an individual who has a primary nighttime residence that is supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Mental Illness means a person with a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than substance use disorder or acquired traumatic brain injury pursuant to subdivision 4354.

As a result of the mental disorder, the person has substantial functional impairments or symptoms, or a psychiatric history demonstrating that without treatment there is an imminent risk of decompensation to having substantial impairments or symptoms. For the purposes of this part, "functional impairment" means being substantially impaired as the result of a mental disorder in independent living, social relationships, vocation skills, or physical condition.

The LSP is responsible for screening all supportive housing applicants/households for program eligibility. Once the LSP has determined that an applicant/household meets the program eligibility requirements for supportive housing, the applicant/household will be screened by Agave management for program eligibility as described below.

Permanent Supportive Housing (PSH) applicants applying for the PSH designated units and applicants applying for the general waiting list will receive a fee waiver and will be exempt from paying an application fee.

The security deposit is equal to \$500. Tenants may pay the security deposit in full at the time of move-in or pay at a mutually agreed graduated scale until the security deposit charged is paid in full.





Agave, 2052 Lake Avenue, Altadena, CA 91001
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PROGRAM ELIGIBILITY FOR SUBSIDY

Fifty-seven (57) units will be subsidized by the Section 8 program which is administered by the Los Angeles County Development Authority (LACDA).

LACDA will verify citizenship or eligible immigration status. Rental subsidy benefits will be prorated based on the residency status of each household member.

LACDA requires provision of a complete and accurate social security number for each occupant.

LACDA requires proof of age for each occupant.

LACDA will verify that the applicant/household's income is less than required AMI for the unit in question.

LACDA will verify that the applicant is not a registered sex offender in any state.

The County may deny applicants/households with:

- Violent felony convictions.
- Drug-related criminal activity within the last two years.
- Child molestation and/or sexual misconduct convictions; or
- Prior evictions from a federally assisted housing project.

VERIFICATION

Each applicant must complete an application and be willing to submit to a criminal background inquiry, as well as income and asset verifications. Agave is available to assist any applicant household with completing applications.

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.

The application must be completed and signed by the head of household and all household members 18 years of age and older before an applicant can be placed on the waiting list. The primary applicant must be 18 years of age or older, unless he or she is an emancipated minor. All household members age 18 years or older must sign the appropriate consent forms and comply with the verification process. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes.





Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

Applicant interviews will be held to obtain signed verification forms for all income and asset information. All income will be verified in writing by the income source indicated on the income certification form. All assets, including bank accounts, will be verified in writing.

All applicants will be required to comply and cooperate with third party verification requirements. It is the applicant's responsibility to provide the information that will enable management to complete and receive the necessary verification in a reasonable time. This will include but not limited to, bringing three months most current consecutive payroll stubs, six months of most recent consecutive checking account bank statements, most recent bank statements for all other asset accounts and current Social Security and Pension Award letters.

Third-party income verification will be required from all sources, including but not limited to:

- a. Employment, unemployment, self-employment, social security, supplemental security, disability, government assistance, TANF, AFDC, pension funds, alimony or child support, educational status and financial aid, etc.
- b. Savings and checking accounts, real estate, money market funds, trusts, certificates of deposit, stocks/bonds, annuities, IRA/Keogh or other retirement/investment accounts, etc.

Employment Verification – The Work Number: At initial move-in into a tax credit unit, CTCAC policy requires that all tenant files contain 3rd party verification for all wage earners in the form of a Verification of Employment (VOE) along with 3 months of recent consecutive pay-stubs. CTCAC requires a Verification of Employment (VOE) for all initial applicants including those wage earners that can only be verified via the Work Number.

During Annual Recertification we are no longer required to supply a VOE from the Work Number, as long as 3 months of recent consecutive pay-stubs are included in the file.

Income calculations are based on the household's annual gross (anticipated) income for the twelve (12) months following the anticipated move-in date. Annual gross income also includes income from all assets.

Upon initial occupancy, tenant's income cannot exceed the area median income limit for household size as published annually by the U.S. Department of Housing and Urban Development (HUD) and California Tax Credit Allocation Committee (TCAC).





Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

Households that do not meet the eligibility requirement of the Tenant Selection Plan will receive a letter of denial for housing. Applicants that receive a denial letter have the right to appeal the decision. All other applicants will remain on the list until a unit is available and the household reaches the top of the list. For exceptions to this, please also refer to section regarding periodic Purging the Waitlist.

PREFERENCES

Every applicant must meet the Property's Tenant Selection Plan standards for acceptance as a tenant (see Grievance/Appeal Process section of this plan).

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

ACCESSIBLE UNITS

All units are adaptable, as defined by the California Building Code. Seven units are designed with specific features for persons with mobility impairments as well as hearing impairments and sight related impairments. Preference will be given to applicants who require a unit with specific design features offered in accessible units in the development. All reasonable efforts will be made to rent accessible units to applicants who require or who could benefit from such units. Outreach will be conducted with agencies whose clients require or could benefit from such units.

In the case of an accessible unit, when no qualified applicant/household has applied that requires the design features offered, then the unit will be offered to the next qualified household. This applicant/household will be required to complete a Lease Addendum form, whereby they agree to transfer to a non-accessible unit within the development should a tenant or applicant require an accessible unit. Failure to accept or move to the offered unit shall be deemed material non-compliance with the lease and would be cause for termination of tenancy.

If after occupying the accessible unit, the physical condition of a member of the household changes and a household member would then benefit from continued occupancy in the accessible unit, the household would not be required to move.

ADMINISTRATION OF WAITING LIST AFTER INITIAL LEASE UP

Agave will follow the same initial lease-up procedures when designated units are vacated and ready for re-occupancy.





Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those tenants who have been approved for transfer. Unit transfers are permitted for current tenants who need:

- a. A new unit because of changes in family size.
- b. A unit transfer for a reasonable accommodation for a disability, including mental health conditions.

Assignments of apartments will alternate between tenants on the unit transfer list and applicants from the waiting list. With exception that transfers as reasonable accommodations for medical or mental health reasons will take priority over applicants from the Waiting List, and units with features for persons with a disability will be offered first to those that need these features.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment.

Maximum Unit Occupancy:

Bedroom	Household Minimum	Household Maximum
1 bedroom	1	4

Determination of Voucher Size:

Bedroom	Household Minimum	Household Maximum
1 bedroom	1	2

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

1. All full-time members of the household, and
2. Live-in attendants.
3. Foster children
4. Unborn children
5. Minors in the process of adoption.

Every household occupant that will occupy the unit during the upcoming 12 months will be counted when determining unit size. This includes household members in the military or at school.





Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

NOTE: Live-in attendants are subject to the criminal provisions of this plan with the exception of criteria that determines ability to pay rent. Exceptions to these Occupancy Standards may be made when required as a reasonable accommodation for a disabled household member.

VIOLENCE AGAINST WOMEN ACT OF 2013

The Violence Against Women Act ("VAWA") protects victims against eviction or denial of housing based on domestic violence, dating violence, sexual assault and stalking. In 2013, Congress expanded VAWA's housing protections by covering additional federal housing programs, including the Low-Income Housing Tax Credit program ("LIHTC"). VAWA offers the following protections:

1. An applicant's or program participant's status as a victim of domestic violence, dating violence, sexual assault and stalking is not a basis for denial of admission, if the applicant otherwise qualifies for admission.
2. This must support or assist victims of domestic violence, dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing.
3. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault and stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.

Criminal activity directly related to domestic violence, dating violence, sexual assault and stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.

1. Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.



Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

2. The provisions protecting victims of domestic violence, dating violence, sexual assault and stalking engaged in by a member of the household, may not be construed to limit Agave, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
3. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Agave can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Agave will not subject victims to more demanding standards than other tenants.

The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

DENIAL OF ADMISSION

Any of the following could be grounds for denial of admission:

1. Total family income exceeds the applicable income limits published by HUD and CTCAC or does not meet the minimum income limit except where there is subsidy or rental assistance.
2. Applicant's household size either exceeds or is below reasonable occupancy limits for the available unit or unit applied for.
3. Household refuse to pay the full security deposit or if unable to pay in full, refuse to pay at a mutually agreed graduated payment scale until the security deposit charged is paid in full. Leasing staff will coordinate with case management staff to connect applicants with deposit assistance programs.
4. Household refuses to accept the third offer of an apartment after communicated to the applicant and their listed Alternate Contacts.



Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

5. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
6. ALL adult household members fail to attend eligibility interview.
7. Blatant disrespect or disruptive behavior toward management, the property or other tenants exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).
8. Household is composed entirely of full-time students and does not meet the exception outlined in Section 42 of the IRC.
9. Applicant has failed to provide adequate verification of income, or we are unable to adequately verify income and/or income sources.
10. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
11. Unit assignment will NOT be the family's sole place of residency. Qualification for a unit includes occupying the unit on a continuous basis and as a primary residence. Tenants may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.
12. Applicant is unable to provide identification that verified their identity.
13. Applicant submits an incomplete application and takes no steps to remedy.
14. Applicant provides false, inconsistent, or inaccurate information on their application.
15. Applicant has three failures to attend an agreed-upon time for an application appointment or interview.
16. Applicant was abusive with management during the application process.
17. At least one person in the household must be of legal age to execute a lease (age 18). If the applicant is under legal age, proof of legal emancipation will be required in order to lease.
18. Any altered information and/or deliberate misinformation regarding income; current status or past history will disqualify an applicant.





Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

Landlord Reference

1. Tax Credit guidelines require applicants to disclose the most recent consecutive two-year housing history even if the household is homeless. All applicants must complete the rental history portion of the application. If you are currently homeless or were homeless within the past two years write on the application "homeless" and the City and State where you reside.

Criminal Screening

Tenant screening standards for the special needs units, including criminal background, housing history, and financial screening criteria (e.g., rental or other debt), must not be stricter than those used by the Public Housing Authority (PHA) that has jurisdiction over the location of the project site. By way of illustration, the current Section 8 Administrative Plans for the PHA for the City and County of Los Angeles do not include any criminal background screening beyond the HUD-mandated exclusions for registered sex offenders and methamphetamine production. Agave will not include any criminal background screening beyond the HUD-mandated exclusions for registered sex offenders and methamphetamine production.

GRIEVANCE/APPEAL PROCESS

Should the applicants fail to meet the screening criteria, the applicant and their listed service provider and alternate contact will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 21 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.

AVAILABILITY OF TENANT SELECTION PLAN

The TENANT SELECTION PLAN shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the





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Waiting List opens, the TENANT SELECTION PLAN will be distributed with applications and are available by request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

All tenants must recertify annually. An Annual Recertification Notice will be mailed to each tenant 120 days prior to their move-in anniversary date informing each tenant that we must begin the process for annual recertification of income and rent re-determination for the property. The letter will include the date/time of your scheduled interview and a list of documents to bring to the interview. The recertification process is similar to the move-in process. Tenants should save bank statements, award letters, paystubs and any other income and/or asset documentation that will assist in the annual recertification process.

Proposed changes of household composition and student status must be reported to Management immediately.

UNIT INSPECTION REQUIREMENT

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

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

Tenants will receive prior written notification for all unit inspections.

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

PETS

Agave shall comply with the Pet-Friendly Housing Ordinance Number 2020-0001 ("Pet-Friendly Ordinance") of Chapter 8.70 of the Los Angeles County Code. Pursuant to the Pet-Friendly Ordinance, the Landlord shall allow Resident to have at least one (1) pet in the Unit consistent with applicable Federal and State Laws. The Landlord shall incorporate a Pet Policy to be included in the Lease and summary of house rules and shall maintain and provide a copy such pet policy to Resident.





Agave, 2052 Lake Avenue, Altadena, CA 91001
Phone: (626) 240-1520 Dial 711 for CA Voice Relay Service

- a. A "Pet" is a common household domesticated animal (such as a dog, cat, rabbit, or bird), rodent (such as a mouse, hamster, guinea pig, or rat), and animal kept in an aquarium or appropriate enclosure (such as a fish, frog, or non-venomous reptile less than six feet in length).

A Pet shall be kept in the home for pleasure rather than for commercial purposes and does not include any equine, bird of prey, swine, sheep, goat, cattle, poultry, or other similar livestock.

SERVICE or ASSISTANCE animals are not considered pets and are exempt from a pet deposit. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Pet, Service or Assistance animal.

EQUAL HOUSING OPPORTUNITY

Agave is an equal opportunity housing provider admitting applicants in accordance with local, state and Federal Fair Housing laws.

A NON-PROFIT HOUSING CORPORATION

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

Agave is an equal opportunity housing provider.

