

Santa Ana Arts Collective

Applicant Information & Resident Selection Criteria

September 3, 2019

Dear Applicant:

Thank you for inquiring about **Santa Ana Arts Collective** located at 1666 N. Main Street, Santa Ana, CA 92701. Though this new apartment community is still under construction, we are now accepting Pre-qualifying applications. We anticipate that move-ins will begin in December 2019.

****Please do not visit this location, as it is an active construction site where NO visitors are allowed****

Santa Ana Arts Collective will offer 42 affordable apartments for households who meet income eligibility and other criteria described below, with a preference for ARTISTS and/or those who live or work in the City of Santa Ana. An additional 15 units apartments will be for MHPA-eligible families/individuals referred through Orange County's Coordinated Entry System.

We are currently accepting Pre-applications for 3 bedroom apartments only.

Apartment Features:

- 1-, 2-, & 3-bedroom apartments
- Kitchens with a full appliance package including electric range, Energy Star dishwasher and refrigerator
- Hard surface flooring in living room, kitchen and bath. Carpeted bedrooms.

Community Amenities include:

- Art Gallery
- Digital and Media Lab
- Music Practice Room
- Community Room
- Courtyard & Community Gardens
- On-site Laundry room
- Pet Friendly* (deposit required)
- 100% Smoke Free



Application Process

Attached is the Pre-Qualifying Application.

Pre-Qualifying Applications will only be accepted via **mail**.

Please **mail** completed Pre-Qualifying Application with Artist Questionnaire, artist curriculum vitae/resume, and portable examples of work from your recent art portfolio*(printouts, websites, and drop boxes are preferable to CDs and thumb drives) (if applicable) to:

**Santa Ana Arts Collective
c/o WSH Management
18881 Von Karman Ave., Suite 720
Irvine, CA 92612**

No money is due at this time. Only Pre-Qualifying Applications with original signatures will be accepted. E-mail, hand delivered, incomplete or duplicate household Pre-Qualifying Application submittals will be rejected. Ineligible Pre-Qualifying Applications will be rejected.


Once received at our office, all eligible Pre-Qualifying Applications will be sorted according to preference, determined eligible for the preference as outlined below and processed by preference group in order as received. For those contacted to continue the application process, all household members must be available for an in-person interview to be held at the WSH Management office located in Irvine. At the in-person interview, applicants will be required to complete a full rental application, pay the \$25 per adult household member application fee (check or money order only, no cash), and present documentation supporting all applicable sources of income and/or assets (i.e. pay check stubs, most recent tax returns, bank statements, etc.).

Upon final approval, applicants will be contacted to schedule an appointment to come to the leasing office to select an apartment, complete a Holding Deposit Agreement and schedule a move-in date/lease-signing appointment. A move-in letter will be prepared and provided indicating the date and time of the move-in appointment and the amount of rent and security deposit due at the move-in appointment. Applicants will be given 7 days to accept the apartment from the date of offer.

Due to the large volume of inquiries it will be difficult to respond to individual questions. Please visit our website at www.santaanaartsapts.com or leave us a message at 714.294.0000. Please do not leave multiple messages. Calls will be returned as soon as possible.

On behalf of the entire WSH Management team we thank you for your interest and appreciate your patience. We look forward to assisting you with your housing needs.

Sincerely,


Kim Pollack
Vice President


Catrice Kadir
Resident Manager

Preferences

All Pre-Qualifying Applications will be reviewed for completeness and sorted by the following preferences:

- 1) **Displaced Household:** Preference shall first be given to persons who have been permanently displaced or who face permanent displacement from housing in Santa Ana as a result of any of the following:
 - A redevelopment project undertaken pursuant to California's Community Redevelopment Law (Health & Safety Code Sections 33000, et seq.) -- applicable only to projects funded by the Low-Moderate Income Housing Asset Fund.
 - Ellis Act, owner-occupancy, or removal permit eviction;
 - Earthquake, fire, flood, or other natural disaster;
 - Cancellation of a Housing Choice Voucher HAP Contract by property owner;
 - Governmental Action, such as Code Enforcement.

- 2) **Artist Preference:** Eligible persons are those who demonstrate participation in and a continued commitment to the creative arts, and a willingness and ability to contribute to a cooperative/creative environment. Artistic preference is permitted pursuant to HUD Handbook 4350.3 2-25, subject to any applicable federal, state or local preferences. Artist applicants must submit the attached Arts Questionnaire, at least three portable samples of their recent work (not older than five years), and a curriculum vita/resume. Portable samples may include copies or photographs of a body of work. All work should be presented in a professional manner. The Arts Questionnaire, work samples, and curriculum vitae/resume will be reviewed by an Artist Selection Committee to determine qualification for the "Artist Preference". These artistic works will not be judged on content, but rather simply in support of qualifying the applicant as an artist.

An artist shall be defined as:

- A person who works in, or is skilled in any of the fine arts, including but not limited to, painting, drawing, sculpture, book arts, printmaking and mixed-media;
- A person who creates imaginative works of aesthetic value including but not limited to literature, poetry, photography, music composition, choreography, architecture, film and video;
- A person who creates functional art including but not limited to jewelry, rugs, furniture, pottery, toys, and quilts;
- A performer or theatrical artist, including but not limited to singers, dancers, musicians, actors, performance artists, costume, lighting, sound, and set designers; and
- In all art disciplines, a designer, technician, craftsperson, teacher, or administrator who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

*Santa Ana Arts Collective offers common area spaces including an art studio for residents use however, artistic processes that are noisy, involve hazardous materials or require industrial zoning, i.e. welding, glass blowing, etc. are not permitted on the premises.

- 3) **City of Santa Ana Local Preference:** shall be given to persons who are either:
 - a) Residents of Santa Ana and/or
 - b) Working in Santa Ana at least 32 hours per week for at least the last 6 months.
 - c) Persons who seek to reside in Santa Ana as an accommodation to a mental or physical disability.

Local Preference will be verified at the time of full application processing and in person interview. At least two pieces of evidence must be provided for families who live or work in the City of Santa Ana including but not limited to a lease, utility bills, bank statements, or paycheck stubs," that were active and true at the time when the applicant submitted their application.

4) All other eligible persons

Resident Selection Criteria

The following Resident Selection Criteria outlines the minimum requirements necessary to qualify for an apartment:

- 1) Each adult occupant (18 years of age and older) must complete and submit a separate "Application to Rent".
- 2) **\$25.00** Non-refundable Application fee (per person) due at time of interview if selected.
- 3) In order for the Application to be processed, it is required that the Applicant provide two forms of government issued identification, at least one of which must be a photographic identification.
- 4) Occupancy requirements: Occupancy is limited to the household sizes listed below:

Unit Size	Household Size
1 Bedroom <i>(no longer accepting Pre-Applications)</i>	1 to 3 persons
2 Bedroom <i>(no longer accepting Pre-Applications)</i>	2 to 5 persons
3 Bedroom	4 to 7 persons

- 5) Upon acceptance of your application and selection of an apartment, you must sign a Holding Deposit Agreement and pay a **\$500.00 Holding Deposit**. Upon move-in, the holding deposit will be applied toward a security deposit for the apartment. The holding deposit must be paid by personal check, money order or cashier's check only. Security Deposit is equal to one month's rent or \$500 (whichever is greater). Additional funds may be due prior to move in based on credit screening.
- 6) We obtain a credit report on each applicant. Our credit reporting agency evaluates credit (which may include rent payment history) as an indicator of future rent payment performance. An unsatisfactory or insufficient finding will result in the requirement of an additional deposit, or denial. Applicants are responsible for ensuring their credit history is accurate.
- 7) Applicants must have verifiable income of at least 2.5 times the monthly rent (as outlined in the Rent & Income Limit chart) with the exception of Section 8 & VASH voucher recipients. Voucher recipients must have income of at least 2.5 times their portion of the monthly rent.
- 8) Applicant's Consumer Report must be favorable. Favorable is defined as:
 - a. No negative utility accounts within the past 6 months.
 - b. Must not have had any eviction judgments against him/her within the last five years.
 - c. Must not have any negative Rental History. Negative Rental History is considered any of the following within the last two (2) years:
 - i. Two (2) or more late rental payments within the last 2 years
 - ii. Two (2) or more NSF's within the last 2 years
 - iii. Two (2) or more outstanding balances within the last 5 years
 - iv. Write-Offs more than \$200 in the last 5 years
 - v. Collections more than \$200 in the last 5 years
 - vi. Two (2) or more lease violations
 - vii. Any damage to Rental Property
- 9) Applicant's Consumer Report that show the following will be Approved with Conditions:
 - a. No record of credit found, no credit trade lines or other credit issues

- 10) Applicant must not have been convicted for the manufacture or distribution of controlled substances or crimes against other persons.
- 11) All adult household members need to be present at the initial interview.
- 12) The applicant's sources of income must be legal and verifiable and total household income must not exceed the maximum allowable income limit under the Low Income Housing Tax Credit Program. Please see the Rent & Income Limit chart.
- 13) Any applicant not currently receiving income on a regular basis, (for example Employment, Social Security, etc.) must show proof of ownership of liquid assets equal to two times the rent for the term of the lease agreement. These assets must be verifiable and be in your name, or you must have an ownership right in the assets (for example a savings account, retirement account or trust for which you are the beneficiary).
- 14) Applicants are financially responsible for any applicable fees that are associated with obtaining employment/income verifications that are necessary from 3rd parties, i.e. The Work Number. Typical costs associated with these services can range from \$3.00 to \$10.00 per verification.
- 15) Student Eligibility: The applicable definition of student is a full-time student at an educational institution with regular facilities, other than a correspondence or night school, during at least five months of the calendar year for which application for housing has been made. Under Low Income Housing Tax Credit regulations, if a single applicant or all applicants are full-time students and not married, then that household is not eligible.

In order for a household of full-time students to be considered eligible, they must meet one of the following criteria:

- All members of the household are married and either file or are entitled to file a joint tax return
- The household consists of a single parent and his or her minor children, and both the parent and children are not a dependent of a third party.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CaWORKS, etc. Please note: SSA or SSI do not qualify)
- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) formerly known as the Job Training Partnership Act, or similar federal, state or local laws as defined by HUD 4350.3 REV-2.
- The household consists of a tenant under the age of 24, who has exited the Foster Care system within the last 6 years.

- 16) This apartment community is designated as "Smoke-Free" including individual apartments, common areas and all building grounds.
- 17) Any applicant, who purposefully falsifies, misrepresents or withholds any information related to program eligibility or submits inaccurate and/or incomplete information on the application will not be considered for housing. Furthermore, if such misrepresentation or omission is discovered after tenancy has begun, the tenancy may be terminated and further legal action taken.
- 18) All applicants are offered equal opportunity and are encouraged all to apply regardless of race, color, national origin, sex (gender), religion, disability, familial status, marital status, ancestry, sexual orientation, medical condition, age, source of income, gender/gender identity/gender expression, genetic information or any arbitrary reason.
- 19) Applicable laws prohibit discrimination in all housing programs on the basis of disability. This prohibition applies to all persons associated with the programs including applicants, vendors, residents, employees and prospective employees. Please inform our office should you require a Reasonable Accommodation

so we may engage in an interactive process with you to determine what reasonable accommodations can be made to provide you with equal access to housing.

- 20) Management reserves the right of disqualification to ensure that management meets its obligations to maintain the rules and regulations for the property for all residents. An applicant can be disqualified if they display, or have displayed behaviors that would violate the rules and regulations of the property if they were a resident.
- 21) An applicant must complete/provide and return all the paperwork requested within the stated deadlines. Normally, three (3) full business days, from the time the information is requested, will be given to the applicant to submit the information. If information is not received timely, the applicant will be automatically passed over unless the applicant has requested and obtained an extension of time. Applicants should request extensions in writing.
- 22) The processing and acceptance of the Pre-qualifying application and/or rental application and its application fee does not constitute a guarantee of acceptance for housing at **Santa Ana Arts Collective**. All applicants must undergo and pass the Resident Selection Criteria, and income selection criteria as described herein prior to acceptance. Acceptance or denial of tenancy will be communicated in writing.

Rent & Income Limit Chart

The following chart outlines the applicable 2019 income and rent limits *(subject to change) for the available 3 Bedroom apartments.

Unit Type	Income Level, based on Area Median Income (AMI)	# of Units Available	*Monthly Rent	Household Size	*Income Eligibility Range
3 BR	30% AMI	4	\$868	4	\$26,040 - \$35,610
				5	\$26,040 - \$38,460
				6	\$26,040 - \$41,310
				7	\$26,040 - \$44,160
3 BR	60% AMI	13	\$1,794	4	\$53,820 - \$71,220
				5	\$53,820 - \$76,920
				6	\$53,820 - \$82,620
				7	\$53,820 - \$88,320
Total		17			

Santa Ana Arts Collective -PRE-QUALIFYING APPLICATION

All sections must be completed. Completion of this Pre-Qualifying Application does not in any way guarantee occupancy at Santa Ana Arts Collective. All adult household members age 18 and over must sign the Pre-Qualifying Application. Submitting multiple copies will be cause for rejection. Please see Resident Selection Criteria for minimum requirements to qualify for an apartment.

What size apartment are you interested in applying for? 3 bedroom

Head of Household Contact Information:						
First Name		Last Name		Middle Initial	Email Address	
Current Address			City	State	Zip Code	Home phone #
						Cell Phone #
How long at current address?					Do you have a Section 8 Housing Choice Voucher from a Housing Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Household Composition:						
List all persons who will be living in the apartment. List all members you anticipate living with you at least 50% of the time in the next 12 months and include anyone who is not currently a household member but is anticipated to become one in the next 12 months.						
Full Name (first and last)		Date of Birth	Age	Last 4 #'s Government Issued ID (i.e. last 4#'s Soc. Security)	Full-time Student*? Y or N	**Gross Annual Income
#1						\$
#2						\$
#3						\$
#4						\$
#5						\$
#6						\$
#7						\$
Total Gross Annual Income						\$

*The applicable definition of student is a full-time student at an educational institution with regular facilities, other than a correspondence or night school, during at least five months of the calendar year for which application for housing has been made. Under LIHTC regulations, if a single applicant or all applicants are full-time students and not married, then that household is not eligible as an LIHTC unit.

If **every** household member listed above is indicated as a full-time (FT) student, please check the following if applicable:

- All members of the household are married and either file or are entitled to file a joint tax return
- The household consists of a single parent and his or her minor children, and both the parent and children are not a dependent of a third party.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKS, etc. Please note: SSA or SSI do not qualify)
- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) formerly known as the Job Training Partnership Act, or similar federal, state or local laws as defined by HUD 4350.3REV-2.
- The household consists of a tenant under the age of 24, who has exited the Foster Care system within the last 6 years.

** Gross annual income should include income from interest, retirement, social security, dividends, employment, etc. All income and assets will be verified during the full application process to determine income qualification. All Applicants must prove income source that equates to 2.5 times the monthly rent with the exception of Section 8 Housing Choice voucher recipients. Voucher recipients must have income of at least 2 times their portion of the monthly rent.

Non-Smoking Acknowledgment

I/we understand that this is a 100% non-smoking community, including apartments and all common areas and agree to comply with this policy. _____ (initials).

Housing Preference

Do you feel you or a member of your household qualify for any of the following preferences?

Yes No **If yes:** check which preference(s) apply below:

Displaced Household: Preference shall first be given to persons who have been permanently displaced or who face permanent displacement from housing in Santa Ana as a result of any of the following:

- A redevelopment project undertaken pursuant to California's Community Redevelopment Law (Health & Safety Code Sections 33000, et seq.) -- applicable only to projects funded by the Low-Moderate Income Housing Asset Fund, Ellis Act, owner-occupancy, or removal permit eviction; Earthquake, fire, flood, or other natural disaster; Cancellation of a Housing Choice, Voucher HAP Contract by property owner; Governmental Action, such as Code Enforcement.

Artist Preference: To be considered for the Artist Preference you must submit a completed Pre-Qualifying Application, completed Artist Questionnaire (see attached), curriculum vitae/resume, and examples from your portfolio (minimum of 3 examples) that showcase your art form.

Local Santa Ana Live or Work Preference:

- 1) Residents of Santa Ana and/or
- 2) Working in Santa Ana at least 32 hours per week for at least the last 6 months.
- 3) Persons who seek to reside in Santa Ana as an accommodation to a mental or physical disability.

Complete below:

		Live in Santa Ana		Work in Santa Ana	
		Do adult household members live in Santa Ana? If yes, provide address on each line as applicable.	Date of move-in	Have any of the adult household members employed in the City of Santa Ana for the past 6 months? If yes, provide name and address for employer on each line as applicable. Use N/A if Not applicable.	Date of hire
#1					
#2					
#3					
#4					
#5					
#6					
#7					

IMPORTANT INFORMATION: I understand that deliberately submitting false information or withholding information constitutes fraud. Federal Law specifies fines up to \$10,000 and prison terms up to five years for fraud and will be grounds for disqualification or eviction.

Applicant	Date	Applicant	Date
Applicant	Date	Applicant	Date
Applicant	Date	Applicant	Date
Applicant	Date	Applicant	Date

Please mail: 1) completed Pre-Qualifying Application with, 2) Artist Questionnaire, 3) artist curriculum vitae/resume, and 4) three portable examples of work from your recent art portfolio not more than 5 years old*(printouts, websites, and drop boxes are preferable to CDs and thumb drives) (if applicable) to:

Santa Ana Arts Collective
c/o WSH Management
18881 Von Karman Ave., Suite 720
Irvine, CA 92612

Santa Ana Arts Collective- ARTIST QUESTIONNAIRE

Office Use Only:

Applicant# _____.

Applicant Name: _____

1. Please provide/attach a curriculum vitae/resume and examples from your portfolio (a minimum of 3 examples that are no more than 5 years old) that showcase your art form. **Please note that we will not be judging the quality of your work, but rather the energy and commitment shown by the effort put into your work.**

2. Please describe your art form and your artistic process.

3. Please choose at least one of the following and write a statement that describes:

- How you use your art form;
- Your vision and what inspires you;
- Your history of presenting your work;
- Ways you have participated in and/or advanced your artistic discipline or field;
- Your goals and what steps you have taken to further them.

4. What do you see as the role of the arts in building community?

5. Why do you want to live in Santa Arts Collective located in Santa Ana, CA?

6. How will you share your experience and expertise at Santa Ana Arts Collective?

7. Please list any and all professional artist associations and memberships.

8. How would you use any or each of the communal spaces if available?

- Art Studio Space

- Art "Maker Space" Workshop Area
- Music Practice Room
- Computer Room/ Graphic Media Center
- Street-level Art Gallery Space