

RESEDA THEATER SENIOR HOUSING

7219 North Canby Avenue, Reseda, CA 91335

Dear Applicant:

Thank you for your interest in Reseda Theater Senior Housing, a 26-Unit, Affordable Housing Community for income qualified applicants, in Reseda, California.

This packet provides important information about the property, how to apply for potential tenancy at Reseda Theater Senior Housing and eligibility requirements for this property. Please read this information carefully. Upon request, application materials will be made available in a format that meets the needs of an applicant with disabilities.

Applications that meet the preliminary screening requirements will be entered into a lottery.

Application Submission Deadlines:

ONLINE: Online applications must be completed no later than Monday, October 18, 2021, in order to be entered into the lottery. Note: If you feel you may need additional time beyond October 18, 2021 to submit the application online, you may choose to pick-up or download an application. **Paper applications must be completed and postmarked by Monday October, 25, 2021.**

PICK-UP/DOWNLOAD: Paper applications will be available for pick-up on-site at the address noted above and can be downloaded and printed from the website through **Monday, October 18, 2021.** **Paper applications must be completed and postmarked by Monday, October 25, 2021.**

If you pick-up or download an application, please fill out the nine-page application and appendices, and then mail your completed application to:

Reseda Theater Senior Housing
P.O. Box 49898
Los Angeles, CA 90049

This cover letter and the Frequently Asked Questions (FAQ's) should be kept for your review as needed. **Please do not submit copies of SS cards, personal ID, licenses, or any other financial or personal documents at this time.**

Please be sure to check your application for accuracy. You will not be able to change your application information (except for contact information) after the application is submitted. Failure to complete the application completely (e.g., excessive blanks) may be cause for denial of application. If your contact information changes (e.g., address, phone number, email, etc.), please notify us by mailing the updated information to the above address using your name as it appears on your previously submitted application.

We hope that you will have the opportunity to make Reseda Theater Senior Housing your home.

Sincerely,

Reseda Theater Senior Housing Management



Rental Application Cover Page for Reseda Theater Senior Housing

This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, familial status, national origin, citizenship status, immigrant status, primary language, marital status, ancestry, age, sexual orientation, disability, source of income (including receipt of Section 8 and other similar vouchers), genetic information, military or veteran status, arbitrary characteristics, or any other basis currently or subsequently prohibited by law.

1. **Reseda Theater Senior Housing** has Accessible Units for Individuals with Mobility Disabilities and Individuals with Hearing/Vision Disabilities. **Reseda Theater Senior Housing** also has units with some accessible features, such as no steps. **If you would like to request one of these units, please complete Section labelled “Reasonable Accommodation Information” of the Rental Application (page 1).** For more information about the accessible features of these units and/or if you need assistance to request a unit with accessible features, please contact:

Property Management Contact Name: Anaeis Hovesejian

Title: Lease Assistant

Phone Number: (888) 368-1999

TTY/TDD (if available): (800) 855-7100

Email: resedatheaterhousing@tsaproperties.com

2. Reasonable Accommodations and Auxiliary Aids will be provided upon request. An individual with disability may ask for, among others:
 - a. A change in rules, or;
 - b. A physical change to their apartment or shared areas in the building (either of which is a reasonable accommodation);
 - c. An accessible apartment;
 - d. And Auxiliary Aids and Services necessary to ensure effective communicate between us.

If you or anyone in your household has a disability and needs any of these things or another type of accommodation to live at **Reseda Theater Senior Housing** and use our services, then contact **Reseda Theater Senior Housing** staff to communicate your needs.



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ONLINE APPLICATION INSTRUCTIONS

Prior to beginning the online application process, we encourage you to review these helpful tips and the Frequently Asked Questions (FAQ's). This will help you understand the application process as a whole and answer questions you may have.

Please note that there is no way to stop and save your application to be continued at a future time. We encourage you to start and complete the application in one sitting. Although there is no time limit to complete your application, once you have started there is always a risk of losing the information you have entered if you were to stop and complete at a later time. **The preferred browser for application entry is Google Chrome.**

Please have the following information on-hand as you complete the online application:

- 1) The names, dates of birth, and social security numbers of each applicant included on the application.
- 2) Contact information including current address, mobile and other phone numbers, and an email address.
- 3) Landlord contact information and the addresses for any locations where you have lived in the last five (5) years.
- 4) Contact information for any caseworker or agency that you would like us to be aware of or contact during the application process (i.e., agency name, caseworker name, phone number and email address).
- 5) Estimate of your household's total annual income. Income is counted for anyone 18 years of age or older, unless legally emancipated.
- 6) List of income sources. (Income sources such as employment, SSA, SSI, unemployment, severance packages, public assistance or general relief, workers compensation, etc.)
- 7) Estimate of the value of your household's total assets and the name of the institution where the asset is held. (This includes: checking, savings, CDs, cash on hand, real estate, rental properties, 401(k)s, IRAs, Keogh or other retirement accounts, whole life insurance, contents of a safe deposit box, etc.)
- 8) Full time student status information for all household members. If you are unsure of full-time student status for any household members, please inquire with the academic institution for determination of full-time student status.
- 9) Be prepared to have each adult applicant present to electronically sign the application.
- 10) If you feel you may need additional time beyond **Monday, October 18, 2021** to submit the application online, you may choose to pick-up or download an application. Please see the pick-up/download submission deadlines on the previous page. Paper applications must be completed and **postmarked by Monday, October 25, 2021**.
- 11) **CONFIRMATION OF SUBMISSION – IMPORTANT:** When you have successfully submitted your application, you will have the option to save/print your application. Please save a copy of this application for your records as it will serve as proof of submission.



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FREQUENTLY ASKED QUESTIONS AND ANSWERS (FAQ's)

IMPORTANT: Due to heavy construction at the property there is no access to the building. PLEASE DO NOT attempt to visit the building.

1. WHAT DOES THE DEVELOPMENT CONSIST OF?

Reseda Theater Senior Housing is a 26-unit housing complex that is comprised of one and two-bedroom apartment units (including a manager's unit). The unit breakdown is as follows:

- Twenty-four (24) one-bedroom units
- One (1) two-bedroom unit
- One (1) manager's unit

2. WHAT WILL BE PROVIDED IN EACH UNIT?

All units will have a full kitchen (range/oven, refrigerator) and a tub or shower in the bathroom. Each unit will have air conditioning and wood vinyl plank flooring.

3. WHAT AMENITIES WILL BE PROVIDED?

Amenities include a computer room, laundry facilities, BBQ, long-term bicycle storage, onsite management office and case worker offices.

4. ARE THERE ACCESSIBLE UNITS?

Reseda Theater Senior Housing has accessible units and/or units with accessible features. Applicants may inquire about features of these units by contacting management.

5. HOW DO I REQUEST A REASONABLE ACCOMMODATION/MODIFICATION?

If you or anyone in your household has a disability and needs any reasonable accommodations/modifications to live at Reseda Theater Senior Housing and use our services, please contact management staff to fill out a Reasonable Accommodation or Modification Form.

6. WHAT TYPE OF PARKING IS PROVIDED?

Parking spaces are limited and are not guaranteed. The property has 6 parking spaces. Parking will be assigned on a first come first serve basis. Residents who do not receive an assigned parking spot may find street parking.

7. HOW ARE RESIDENTS SELECTED AND ARE THERE ANY PREFERENCES?

All eligible applications for Reseda Theater Senior Housing will be entered into a random lottery for 12 units. The list of those selected in the lottery will be posted. The location and date of the posted list of lottery winners will be provided in a letter which will be sent to all applicants confirming receipt of their application. Applicants chosen in the lottery but not assigned a unit will be placed on a waiting list for future availability. Please refer to the Tenant Selection Plan for complete details.

8. WHO WILL BE ELIGIBLE TO MOVE INTO THE DEVELOPMENT?

This project offers 24 one-bedroom units and 1 two-bedroom unit. This project will serve low-income seniors, 62 and older, with 50 percent of the units set aside as permanent supportive housing.

There will be 11 one-bedroom units and 1 two-bedroom unit that will be initially filled through a lottery. Future vacancies for these units will be filled using the property’s waiting list.

*The two-bedroom unit is a mobility accessible unit. This unit will only be filled in rank order with a household that requires mobility features.

The remaining 13 one-bedroom units will be filled by referrals received through LAHSA’s Coordinated Entry System (CES). For additional information on the CES program, please visit www.LAHSA.org/CES or contact us for information on LAHSA/CES Access Points for this property.

9. ARE THERE INCOME LIMITS*?

Yes, applicants must have incomes at or below 60% of the Los Angeles area median income. The current annual maximums are as follows:

- One person: \$49,680
- Two people: \$56,760
- Three people: \$63,840

*The income limits are adjusted annually by the U.S. Department of Housing and Urban Development (HUD) and are subject to change.

10. HOW MANY PEOPLE CAN LIVE IN EACH UNIT?

Reseda Theater Senior Housing offers one and two-bedroom units. Please refer to the occupancy limits below.

# of Bedrooms	Minimum	Maximum
1	1	2
2	2	3

11. WHAT ARE THE MAXIMUM RENTS YOU WILL HAVE*?

The following rents apply to the 12 units that will be filled through the initial lottery.

11 one-bedroom units will be offered at approximately \$1,290* per month.

1 two-bedroom unit will be offered at approximately \$1,544* per month.

To qualify, applicants must have a gross monthly income that is at least twice their monthly rent* and must be below the unit’s income limits for the household. Please contact us for additional information.

*The rents are adjusted annually by the U.S. Department of Housing and Urban Development (HUD) and are subject to change. Voucher holders are not subject to the minimum income requirement.



12. ARE THERE RENT INCREASES?

Yes. They are restricted to a formula determined annually by HUD based on percentage increases in median income for the Los Angeles area. For the last five years, rent increases have ranged from 0% to 7% per year.

13. ARE PETS ALLOWED?

Yes. Reseda Theater Senior Housing is a pet-friendly community. An additional deposit of \$300 and current vaccination documentation will be required for all households that wish to have a pet. Assistance animals are not considered pets. Please notify management if you have a pet or assistance animal.

14. IS SMOKING ON THE PROPERTY ALLOWED?

No. Reseda Theater Senior Housing will be a 100% non-smoking community. This includes no smoking in the units, patios/balconies, and community areas. Residents or guests who choose to smoke are required to smoke off the property. This policy is strictly enforced.

15. DO 100% FULL-TIME STUDENT HOUSEHOLDS QUALIFY FOR THIS HOUSING?

100% full-time student households do not normally qualify unless they meet one of the exceptions. In order for a household of full-time students to be considered eligible, they must meet one of the following criteria:

- **Any** member of the household is married and either files or is entitled to file a joint tax return.
- The household consists of at least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKS, etc. – Not SSA or SSI)
- 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.
- At least one member of the household is under age 24 and has exited the Foster Care system within the previous 6 years.

16. HOW LONG WILL THE UNITS BE AFFORDABLE?

Use of the California Federal Tax Credit program requires the units remain affordable for at least 55 years. However, Thomas Safran & Associates proposes to keep the rents affordable indefinitely.

17. WHO ARE THE DEVELOPERS?

Thomas Safran & Associates (TSA) is the developer of Reseda Theater Senior Housing.

Thomas Safran & Associates has developed over 6,000 units of luxury, affordable and mixed-use rental housing in Southern California. For over 40 years, we have specialized in developing high-quality properties. We are committed to providing superior design, maintaining our properties to the highest standards, and enriching the lives of the people who reside in our buildings.



18. WHO WILL MANAGE THE BUILDING?

Thomas Safran & Associates (TSA) will manage the building. TSA currently manages over 5,000 units in over 60 different communities that range from as small as 14 units on Santa Catalina Island to 283 units in Koreatown, Los Angeles.

19. WHERE CAN I FIND UPDATED INFORMATION THROUGHOUT THE APPLICATION PROCESS?

Information and updates on the application process and timeline can be found online at: www.resedateaterseniorhousing.com or by calling our hotline at (888) 368-1999 or TTY: (800) 855-7100.