



Veteran Community Need Only Apply



Liberty Square

Leasing Center is located at
315 N. San Joaquin Street,
Stockton, CA 95202

Phone (209) 645-3973

RESIDENT SELECTION PLAN

Welcome to Liberty Square, our new Veterans housing development located at 804 N. Hunter Street, Stockton, CA 95202. The Resident Selection Plan outlines the criteria and procedures that will be used to select residents who will reside at Liberty Square. Every applicant must meet the property's Resident Selection Plan criteria for acceptance into the community.

PROJECT INFORMATION

Liberty Square, a 74-unit affordable housing community in downtown Stockton, CA, is comprised of studios, 1-, 2-, and 3-bedroom apartments, providing housing for our Veteran community at very low and low income, 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. Management will make reasonable accommodations for individuals with disabilities. Reasonable Housing Request forms are available upon request from management. Liberty Square is an Equal Opportunity Housing Facility, admitting persons in accordance with local, state, and federal Fair Housing laws, and in accordance with HUD program regulations.

INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size and may not be lower than [1.5 the rental amount](#) per the AMI unit size. The income limit maximums and minimums are displayed below and will be posted in the Visionary Home Builders Leasing Office.

5.3. Resident shall keep the animal under control at all times. The animal shall not disturb others with noise, or cause physical impact or perceived threat of impact to others. Animals must not be left alone, tied or chained.

5.4. Resident must keep fleas and ticks under control for the safety of the animals, as well as other residents.

5.5. An animal may not be left unattended on Resident's balcony or patio. Patios and balconies must be kept clean of all animal waste and care should be taken that pet food or water does not attract pests.

5.6. Animals left unattended or improperly cared for will be reported to the authorities.

5.7. If an animal becomes a nuisance or is perceived as a danger to other residents, the animal will be permanently removed from the community.

5.8. Dogs must be licensed with the county and evidence must be provided to landlord.

5.9. The following breed-prohibitions are: Pit Bull, American Pitbull Terrier, Staffordshire Bull Terrier, Dobermans, Rottweilers, and German Shepherds.

5.10. Size of animal limitations maximum size: 25 pounds

EQUAL HOUSING OPPORTUNITY

Visionary Property Management does not discriminate on the basis of familial or disability status in the admission or access to, its federally assisted programs and activities in accordance with the Fair Housing Amendments Act of 1988.



ANNUAL RECERTIFICATION REQUIREMENTS

All residents must recertify annually. The recertification process is initiated 120 days prior to the annual certification date to ensure that all documentation can be obtained in a timely manner. Reminder notices are also sent at 90 & 60 days prior to the annual certification. You must respond and provide all documents required to complete the recertification no less than 45 days prior to the anniversary date of the certification. Failure to cooperate in the recertification process will result in termination of the lease agreement.

UNIT INSPECTION

All units are subject to inspection to comply with all building and health codes. The unit must be decent, safe, and in sanitary condition. Below is the list of potential inspections:

- a. Initial inspection
- b. Quarterly inspections
- c. Other inspection prompted by Owner, Investors, Monitoring Agencies

PET POLICY AND RULES OVERVIEW

Rules of Conduct for Pets

- Pets will be allowed following submission of pet paperwork and signature of pet lease addendum.

5.1. Resident must not allow the animal to roam freely outside Resident’s unit. The animal must be kept inside Resident’s dwelling unless it is on a leash or in a cage or carrier.

5.2. Resident must clean up after the animal immediately (including prompt and proper disposal of waste deposited in the community common areas and cleaning up of dirty paw prints in interior common areas). Toilets inside the apartment or in community common areas cannot be used to dispose of litter box or cage waste or shavings.

*If annual household income does not meet or exceed the minimum level shown for appropriate household and apartment size, but is not more than 10 percent (10%) less than the minimum, the apartment may be rented if proof is obtained indicating satisfactory and timely rental payment history for the past twelve (12) months in the amount equal to or greater than the rent charged for that unit size.

The minimum rent test is 1.5 the amount of the rent. Participants in the Section 8 program need not meet the minimum rent limit.

Minimum rent test for applicants with out rental housing assistance.					
Studio			1 Bedroom		
AMI	Rent Amount	1.5 minimum rent amount	AMI	Rent Amount	1.5 minimum rent amount
30%	\$344.00	\$516.00	30%	\$360.00	\$540.00
40%	\$474.00	\$711.00	40%	\$499.00	\$748.50
50%	\$603.00	\$904.50	50%	\$637.00	\$955.50
60%	\$733.00	\$1,099.50	60%	\$776.00	\$1,164.00

2 Bedroom			3 Bedroom		
AMI	Rent Amount	1.5 minimum rent amount	AMI	Rent Amount	1.5 minimum rent amount
30%	\$429.00	\$643.50	30%	\$490.00	\$735.00
40%	\$596.00	\$894.00	40%	\$683.00	\$1,024.50
50%	\$762.00	\$1,143.00	50%	\$875.00	\$1,312.50
60%	\$929.00	\$1,393.50	60%	\$1,068.00	\$1,602.00

APPLICATION PROCEDURES

Applications will only be distributed when the Waitlist is open. Applications will not be distributed when the Waitlist is closed.

The application will be available at www.visionaryhomebuilders.org.

The application fee is \$35.00 per household member 18 years of age and over.

Each applicant must complete an application and provide consent to VHB verify credit history, criminal background, rental history, income, and asset verifications.

Completed 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 and over before any applicant can be placed on the Waitlist. If an application is not completely answered, it will be returned to the applicant as denied until 100% completed. The application will only be accepted as of the date fully completed. It will be the date of completion that a application is considered accepted for rental purposes.

PURGING THE WAITLIST

The Waitlist will be purged semi-annually, January 31st and July 31st. Applicants will receive a call and a letter from the property, which will request updated information and ask about their continued interest. Applicants without a physical address must report to the property prior to the purge dates to reaffirm their interest. Failure to reaffirm interest before the stated purge deadline will result in applicant's removal from the Waitlist. Those receiving a letter must return within the specified time listed on the notice or their application will be removed from the Waitlist. It is the responsibility of the applicant with a physical address to maintain current contact information with the office in order to receive Waitlist correspondence. Any correspondence returned undeliverable will result in the application being removed from the Waitlist.

OPENING/CLOSING OF WAITLIST

The methods of advertising used to announce opening and closing of the Waitlist is contained in our Marketing Plan. The Affirmative Fair Housing Marketing Plan (AFHMP) is a marketing strategy designed to attract renters of all majority and minority groups, regardless of sex, handicap, and familial status.

AVAILABILITY OF RESIDENT SELECTION PLAN

The Resident 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 Waitlist. When the Waitlist opens, the Resident Selection Plan will be made available online and will also be available by request from management.

The property has one Waitlist that is established and maintained in chronological order based on the date and time of receipt of the preliminary complete application. The Waitlist contains the following information for each applicant:

1. Applicant name
2. Address and/or mailing box
3. Phone number(s)
4. Unit type/size
5. Household composition
6. Preference/accessibility requirements
7. Income level
8. Date/ time of application

Applicants must report changes in writing if any of the information changes immediately. Please select your unit preference carefully and report your gross income accurately, as you will be contacted based upon the availability of the vacant unit and your qualifying income reported on your application. (i.e. You will not be contacted for a studio if you are a household of 5 seeking a 3 bedroom unit).

PRIORITY

Tiers of priority:

- 1.) Veteran (Applicant) that is living and or working in Stockton, CA.
- 2.) Veteran (Applicant) that is homeless disabled residing in Stockton, CA.
- 3.) Veteran (Applicant) that is living and or working in San Joaquin County, CA.
- 4.) Veteran (Applicant) that is homeless residing in San Joaquin County, CA.
- 5.) Residents living or working in Stockton, CA.

American with Disability Act (ADA) Units: 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.

WAITLIST PRIORITIES FOR VETERANS

Veterans and their family will be given priority on the Waitlist. A family is defined as a parent and or parents with children living in a unit. A couple is defined as two individuals that are together. For the purposes of qualifying for occupancy in Liberty Square Apartments, a US Military Veteran is defined; as a person who served or is currently serving in the active military, who was discharged or released with a certificate of discharge, and without regard to character discharge. Additionally, any member who served or is currently serving in the United States National Guard or Reserve component of the military to include Navy, Army, Air Force, Marines, or Coast Guard is recognized as a Veteran for the purpose of eligibility for occupancy. US Military Veterans will provide proof of discharge, current enlistment/ commissioning contract, or VA disability award (pension, compensation, education, housing health, health care, HINQ) to substantiate Veteran status.

All widows and widowers of any US Military Veteran shall be extended eligibility and privileges as a US Military Veteran upon proper presentation of proof of marriage to the Veteran, death of the Veteran and/or pension, compensation, or education benefits of the Veteran or widow/widower. Widows or widowers will be granted the same privileges as a US Military Veteran. Upon change of marital status, the applicant will no longer meet the current widows and widowers eligibility.

UNIT TRANSFER POLICY

A Unit Transfer List will be maintained for those residents who have been approved for transfer. Residents on the Unit Transfer List will have priority over the applicants on the Waitlist. The reasons for transfer include:

- To accommodate an approved reasonable accommodation/modification for transfer.
- An accessible unit is occupied by a household that does not require the accessible features and there is an applicant or current household requiring the accessibility.
- A change in household size per the occupancy standards.
- Approved Violence Against Women Act (VAWA) request to transfer within the Community.
- As an administrative requirement by the landlord.

REJECTION SECTION V: INCOME

5.1 To protect the property from rent loss and rent delinquency, applicants who would be spending more than 35% of the household's combined monthly income for rent will not be accepted.

GRIEVANCE/APPEAL PROCESS

Failure to meet one or more of the foregoing screening criteria may be grounds for rejection, however, each application is considered as a whole, and the above factors are considered as part of the application process. Should applicant 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 from the date of issue.

An appeal meeting with the Regional Supervisor, or the Compliance Director, will be held within 10 business days of receipt of the applicant's request.

Within five (5) 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.

A copy of the full grievance and appeal procedures is attached.

ADMINISTRATION OF WAITLIST

The property is required to maintain a Waitlist of all eligible applicants. Applicants must be placed on the project Waitlist. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

Exemption a. Proof of successful completion of an approved supervised drug rehabilitation program; or

Exemption b. Proof that the circumstances leading to the eviction and/or conviction no longer exists, and the applicant has been clean and sober for at least one (1) year.

4.2. A household in which any member is currently engaged in illegal use of drugs for which the current or prior housing owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to the peaceful enjoyment of the property by other residents.

4.3. Any household member who is subject to a nationwide sex offender lifetime registration requirement.

4.4. Any household member if there is a reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards are based on behavior, not the condition of alcoholism or alcohol abuse.

4.5. Any household member involved in criminal activity defined as violence to a person or property that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or the health and safety of the owner, employees, contractors, subcontractors, or agents of the owner.

4.6. A background reference check is conducted to determine that applicants and/or members of an applicant's household have:

- a. NO record of felony convictions within the past five (5) years.
- b. NO record of criminal sexual activity ever - NO TIME LIMIT.
- c. NO record of terrorist activity ever – NO TIME LIMIT.
- d. Act or conduct that can put the health and safety of the community at risk.
- e. NO record of gang affiliation.

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

Bedroom	Household Minimum	Household Maximum
Studio	1	2
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	4	7

To determine the proper bedroom size for which a household may qualify, we will include all household members including head, co-head, dependents, live in aide attendants, and foster children.

REJECTION SECTION I: GENERAL

1.1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.

1.2. Household cannot pay the full security deposit at move-in and has exhausted all possible options from other sources to pay the security deposit.

1.3. Household refuses to accept the second offer of an apartment.

1.4. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process.

1.5. Failure to sign consent forms.

1.6. ANY adult household member(s) fails to attend eligibility interview.

1.7. Household is composed entirely of full-time students and does not meet the exception outlined in Section 42 of the Internal Revenue Service (IRS).

- 1.) Receiving assistance under Title IV of the Social Security Act (AFDC/TANF/Cal Works – Not SSA/SSI).
- 2.) Enrolled in a job training program receiving assistance through the Job Training Participation Act (JTPA) or other similar program.
- 3.) Married and filing (or are entitled to file) a joint tax return.
- 4.) Single parent with dependent child or children and neither you nor your child(ren) are dependent of another individual.
- 5.) Previously enrolled in the foster care program (currently age 18-24).

1.8. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.

1.9. Providing or submitting false or untrue information on the application or failure to cooperate in any way with the verification process.

1.10. Unit assignment will not be the family's sole place of residency.

REJECTION SECTION II: LANDLORD REFERENCE

2.1. Negative landlord references that indicate a lease violation, disturbing the peace, harassment, failed to maintain a healthy and safe living environment, improper conduct, or other negative references against the household.

2.2. Evictions reported in the last **three (3) years** may be reason for denial.

2.3. 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 Non-Sufficient Funds (NSF) in a one-year period may be reason for denial.

2.4. Any evidence of illegal activity including, but not limited to, drugs, gangs, etc.

2.5. Inappropriate household size for the unit available (see Occupancy Standards).

REJECTION SECTION III: CREDIT

3.1. Less than 51% of credit lines positive (i.e., if there are six (6) lines of credit, only three (3) can be negative). Does not include medical bills or student loans.

3.2. Unpaid collections and grossly delinquent past due balances that exceed \$800.00

3.3. Filing of a bankruptcy within the past year.

3.4. Record of any uncleared or non-discharged bankruptcy.

3.5. Any amount showing owed to a landlord or property management company.

REJECTION SECTION IV: CRIMINAL

These standards are established to comply with all federal and state and local county laws. A household member who has been involved in the following will not be admitted:

4.1. Any household member(s) who has been evicted in the last three (3) years from any housing for drug-related criminal offenses. To be admitted, the household member(s) would have to provide the following: