



## ASHBY LOFTS

# Waitlist Coming Soon

The waiting list for 1-bedroom, 2-bedroom, and 3-bedroom units at Ashby Lofts will open February 15, 2019. Applications must be received by February 22, 2019. A lottery will be conducted for all applications received by the deadline. Only the top 70 applications per bedroom size pulled from the lottery will be placed on the waiting list for consideration. Applications must be returned in person or by mail to 2919 9th Street, Attn: Manager's Office, Berkeley, CA 94710.

The property management staff may be reached at 510.981.0532 on Tuesday, Wednesday, and Thursday between 9:00 am - 5:00pm and on Friday between 9:00am - 12:00pm.

People with disabilities have the right to request reasonable accommodations to participate in the application process.

Property Address:  
2919 9th Street  
Berkeley, CA 94710

Head of household must be at least 18 years or older.

Please see attached pages for minimum and maximum income limits.

Some units are set-aside for applicants who are:

- Orthopedically Disabled,
- Physically Disabled,
- Developmentally Disabled, or
- Mentally Disabled

## AMENITIES

- On-site laundry facilities
- Community room, computer lab, and play structure
- Open Mezzanine areas
- Hydronic hot water system
- Easy access to AC Transit bus lines
- 54-unit property

### ASHBY LOFTS

Property Address: 2919 9th Street, Berkeley, CA 94710

TEL 510.981.0532 TTY 510.653.0828

[www.sahahomes.org/properties/ashby-lofts](http://www.sahahomes.org/properties/ashby-lofts)

APPLICATIONS AVAILABLE STARTING 2/15/19

Download at [www.sahahomes.org/apply](http://www.sahahomes.org/apply)





# Ashby Lofts

2919 9<sup>th</sup> Street  
Berkeley, CA 94710  
(510) 981-0532

Dear Applicant,

Thank you for your interest in becoming a resident of Satellite Affordable Housing Associates. Below is some important information you should know about the process before applying.

- Applications will be available online and at the property when the waiting list for 1-bedroom, 2-bedroom, and 3-bedroom units at Ashby Lofts opens on February 15, 2019. **Applications must be received by February 22, 2019.**
- **Applications must be submitted in person or by mail to 2919 9th Street, Attn: Manager's Office, Berkeley, CA 94710.** A lottery will be conducted for all applications received by the deadline. Only the top 70 applications per bedroom size pulled from the lottery will be placed on the waiting list for consideration. If additional applications are needed, we reserve the right to process the next applications in lottery order.
- Only complete and original applications will be accepted. **Only one application per household. Duplicate applications will not be entered into the lottery.** Please print in ink, and please do not use white-out on the application. Instead, cross out and initial mistakes. Write "N/A" in sections that are not applicable.
- We will evaluate the individual circumstances of each application, will consider additional information submitted by the applicant, and will provide reasonable accommodations when requested, verified, and necessary. Persons with disabilities are encouraged to apply.
- If your household is over-income, or otherwise unqualified, your application will be denied. You will receive written notification and instructions on the appeal process. Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process. In addition, we will consider extenuating circumstances and may make exceptions to policy as a reasonable accommodation to afford persons with disabilities equal access to our housing.
- It is your responsibility to notify management of address or telephone number changes. If we are unable to contact you, your name will be removed from the waiting list.
- It is our policy to update the waiting list annually by sending all applicants a Waiting List Update Letter and removing the names of those who are no longer interested in or no longer qualify for housing.
- If you turn down two opportunities for housing, your application will be removed from the waiting list. You may reapply for housing when the waiting list is open.
- Federal regulations require that management recertify each household's income and assets annually. Management must also regularly inspect apartments to ensure that they are suitable for occupancy.



All applicants are subject to the following Resident Selection Criteria:

### **Background Checks**

Management will review landlord references, eviction records, unlawful detainer records, and criminal history to determine applicant suitability. No screening fees will be charged to the applicant.

### **Evictions and Unlawful Detainers**

Applicants with an eviction or unlawful detainer judgment within the last five (5) years from the judgment date will be denied. Stipulations, dismissals, and cases without a final disposition will be excluded.

### **Landlord Reference Checks**

Management will verify residency with current and prior landlords for the past two (2) years. We are specifically looking at payment history, incidents of damage and/or housekeeping issues, lease violations and eviction proceedings. If a negative landlord reference is received, the application will be denied. Lack of residential history does not necessarily disqualify you.

### **Criminal & Sex Offender Screening**

Applicants with a felony conviction within five (5) years from the end of the sentence will be denied. Criminal records resulting in a misdemeanor will be excluded.

An applicant who is subject to lifetime registration requirement under a state sex offender program will be denied.

Management will deny a household if there is reasonable cause to believe that a member's behavior from abuse or pattern of abuse of alcohol and/or illegal use or pattern of illegal use of drugs may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Management will deny a household containing a member who was evicted from federally assisted housing for drug-related criminal activity.

### **Applicant Conduct**

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history, or behavior in a manner that would affect eligibility, applicant selection criteria qualification, allowances, household composition, or rent, the application will be denied.

If an applicant or guest of an applicant exhibits blatant disrespect, or disruptive behavior towards management, the property, or other residents any time prior to move-in, the application will be denied.

## 2019 Minimum & Maximum Income Limits for Alameda County

<b>1 Bedroom</b> <b>Rent: \$614, \$723, or \$1,050</b>			
<b>Number of People in Household</b>	1 Person	2 Persons	3 Persons
<b>Minimum Yearly Income</b>	\$14,736	\$14,736	\$14,736
<b>Maximum Yearly Income</b>	\$40,700	\$46,500	\$52,300

<b>2 Bedroom</b> <b>Rent: \$1,256</b>				
<b>Number of People in Household</b>	2 Persons	3 Persons	4 Persons	5 Persons
<b>Minimum Yearly Income</b>	\$30,144	\$30,144	\$30,144	\$30,144
<b>Maximum Yearly Income</b>	\$46,500	\$52,300	\$58,100	\$62,750

<b>3 Bedroom</b> <b>Rent: \$844 or \$1,448</b>					
<b>Number of People in Household</b>	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
<b>Minimum Yearly Income</b>	\$20,256	\$20,256	\$20,256	\$20,256	\$20,256
<b>Maximum Yearly Income</b>	\$52,300	\$58,100	\$62,750	\$67,400	\$72,050

*Minimum income figures are subject to change.*

*There is no minimum income requirement for households with Section 8 assistance.*

*Rent amounts are subject to change. Income Limits are subject to change.*

### Eligibility

Head of household must be age 18 or over.

### Special Set-Asides

Ashby Lofts has some units reserved for applicants who are orthopedically disabled, physically disabled, developmentally disabled, or mentally disabled.

## Frequently Asked Questions

### **When will I be contacted after submitting my application?**

You will receive a confirmation after your application is reviewed. Once your name reaches the top of the waiting list, and a unit is available, we will contact you to schedule a certification interview. It is our policy to invite multiple households to start the qualification process, and housing will be offered on a “first-qualified, first-served” basis.

### **What is my waiting list number?**

It is not our policy to disclose to applicants their specific positions on the waiting list.

### **How long do I have to wait before I am contacted?**

Waiting times vary, as it depends on waiting list size, and when current tenants move out.

### **What other properties are accepting applications?**

Please visit our website at [www.sahahomes.org/apply](http://www.sahahomes.org/apply) for the most up-to-date information on which properties are accepting applications.

### **What are the move-in costs?**

The move-in costs include a security deposit and first month’s rent. The security deposit is equal to one month of rent.

### **Is smoking allowed in the building?**

Smoking is not allowed. For more detailed information, request to see a copy of SAHA’s Agreement Regarding No Smoking Policy.

### **Are residents permitted to have pets?**

Certain pets are allowed. Residents must apply, the animal must be approved, and there is a \$200 pet deposit. For more detailed information, request to see a copy of SAHA’s pet policy.

### **Is there off-street parking?**

Off-street parking is limited, and is not guaranteed. If you are not assigned a parking space, you may request to be added to the parking lot waiting list.

### **What documents will I need for a certification interview?**

Your household will need to bring state-issued picture identification/driver’s license for all adult household members, Social Security cards for all household members, if a social security number has been issued, Birth certificates or custody agreement for all minor household members (17 years and under), proof of income, and proof of assets.