1. Can you please provide an overview of Ford Road Plaza?

Ford Road Plaza is a family housing property consisting of 75 units (including one manager’s unit). The overall breakdown of units by size is; 12 one-bedroom units, 39 two-bedroom units and 23 three-bedroom units. All units are made affordable through the Low-Income Housing Tax Credit program and the City of San Jose. In addition to Low-Income Housing Tax Credit program; Sixty-seven (67) units were made available through the Housing Authority of Santa Clara County. Two (2) units were made possible by the City of San Jose NSP2 and five (5) by the Mental Health Services Act (MHSA). The Head of Household must be 18 years of age or older and provide evidence of Legal Status.

The charts below provide an overview of the distribution of resident units and available parking for the property.

### Apartment Unit Overview

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Number of Each Unit Type</th>
<th>Approximate Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom / One Bathroom</td>
<td>12</td>
<td>651 square feet</td>
</tr>
<tr>
<td>Two Bedroom / One Bathroom</td>
<td>39</td>
<td>963 square feet</td>
</tr>
<tr>
<td>Three Bedroom / Two Bathroom</td>
<td>23</td>
<td>1,357 square feet</td>
</tr>
<tr>
<td>Manager’s Unit</td>
<td>1</td>
<td>963 square feet</td>
</tr>
<tr>
<td><strong>Unit Total</strong></td>
<td><strong>75</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Parking Summary

There will be a minimum of one (1) assigned parking space for each unit. There will also be one bike storage room and bike racks available.

2. When will the units be available?

Construction on the project is anticipated to be completed in late August 2014. Approved residents will be allowed to move-in within approximately two weeks of construction completion. Barring construction delays, all units are expected to be occupied by the end of August, 2014.
3. What special amenities are provided?

- Onsite Manager
- Community Room
- Computer Lab
- Onsite Laundry Room
- Outdoor Courtyard with Tot Lot
- Open and covered parking spaces
- Walking distance to Public Transportation & Shopping Centers

4. Who will manage the property?

Eden Housing Management, Inc. will manage the property. A full-time property manager will live on site and act as the primary management contact for the residents.

5. Where do I pick up a rental application for Ford Road Plaza?

Applications have been made available for pick-up during specified hours at four (4) different locations:

a) Online at [www.edenhousing.org](http://www.edenhousing.org) (Click on “Now Leasing”)

b) Eden Housing Management, Inc.
   22645 Grand Street, Hayward, CA 94541
   Hours: Monday through Friday from 9:00 AM to 5:30 PM

c) Monterey Villa Apartments
   233 Ford Road, San Jose, Ca. 95138
   Hours: Monday through Friday from 9:00 AM to 12:00 PM & 1:00 PM to 5:30 PM

d) Eden Palms Apartments
   5398 Monterey Road, San Jose, CA. 95111
   Hours: Monday through Friday from 9:00 AM to 12:00 PM & 1:00 PM to 5:30 PM
6. How should I submit my completed application?

Completed rental applications will **ONLY be accepted** as specified below:

a) **In Person:**
   Eden Palms Apartments  
   5398 Monterey Road  
   San Jose, Ca. 95111  
   **Hours:** Monday through Friday  
   9 AM to 1 PM & 1 PM to 5 PM ONLY

   OR

b) **By U.S. Mail:**
   Eden Palms Apartments  
   5398 Monterey Road  
   San Jose, Ca. 95111  
   ***POSTMARKS NOT ACCEPTED***

Fully completed, signed and dated applications must only be returned by one of the methods indicated above no later than **5:00 PM, Friday, May 23, 2014**. **Applications that are late or not fully completed will be rejected. No exceptions will be made.**

7. Does it make a difference if I return my application the first day?

No. A lottery will be conducted in early June 2014 and will determine an applicant’s lottery list number. There is **NO** priority given to those who turn in an application on May 12th over an application submitted on May 23rd. However, certain lottery list preferences do exist and are outlined in question 8 below.

8. Are there any application / lottery list preferences?

Yes. Ford Road Plaza will have one preference as described below.

- **Housing Authority Preference**

  At the initial lease-up only and applied to the initial waiting list only, a preference will be given to all applicants who are confirmed to be registered on the Section 8 Wait List for the Housing Authority of Santa
Clara County (HACSC). This preference applies to sixty-seven (67) units only.

- HACSC Questionnaire
- Proof of legal status
- HACSC Release

9. Are there any other special designated units?

Yes, there are five (5) units designated for MHSA qualified households. Qualified households must meet the requirements established by the Mental Health Services Act Housing Program. These units will be filled by direct referral from the Santa Clara County Mental Health Department and will not be included in the lottery.

There are also two (2) units designated for occupants as referred directly by the Santa Clara County and Care Coordination Program. These units will not be included in the lottery.

10. When will the lottery be held?

Eden Housing Management, Inc. will conduct the lottery in early June 2014, upon completion of the above described preference review. Because the lottery is conducted in a time-sensitive manner, rental applications will not be accepted later than 5 PM, Friday, May 23, 2014, as advertised. The lottery is not open to the public.

11. How will the preferences be applied to the lottery?

The preference described in question #8 above will be applied according to the following:

All applications received during the initial intake period of May 12, 2014 through 5 PM on Friday, 5/23/14 will be entered into an Excel database for the sixty-seven (67) units.

A lottery program (macro) is run for the entire applicant pool, assigning a lottery number at random to each application. After the lottery is conducted all those with a preference verified through HACSC will be sorted to the top in lottery order.
12. Will all applicants receive an interview letter and notification of lottery / wait list number?

No. Once the lottery has been conducted and sorted, applicant interview letters will begin being distributed, likely sometime in early June 2014, in lottery order with the Housing Authority preference applied. Ford Road Plaza will process 5 applications for each available unit and send out the appropriate number of interview letters to meet this target. Applicant interviews will begin in mid-June 2014.

13. How are applications processed and units assigned?

Applications will be processed (interviews set up and third-party income verifications sent out) in the order of their preference category and lottery number for the unit size and restricted income level their household qualifies for (1-bedroom, 2-bedroom, etc.). Ford Road Plaza will process 5 applications for each available unit and send out the appropriate number of interview letters to meet this target.

A unit is assigned once all third party verification forms are returned and the file is deemed complete and approved. Units are then assigned based on “first approved file,” regardless of lottery number.

Applicants not contacted will be converted to the waiting list upon completion of the lease-up at 100% occupancy. The waiting list will maintain the original preference category and lottery number order.

As units become vacant and turn over, applicants on the waiting list are contacted in order of preference, lottery number, and then household size to qualify for the specific unit size and income restriction level of the available unit.

14. What will I need to bring to my interview?

You will be asked to bring the following documents to your interview:

- Social Security Card or Resident Alien Card – The Head of Household must provide evidence of Legal Status.
- California Driver’s License or Photo ID
- Birth Certificate for all Household Members under the age of 18
- Documentation for ALL Sources of Income including, but not limited to:
  - Employment (last 3 consecutive months of current paystubs - required – no gaps),
Social Security (most recent 2013/2014),
Supplemental Social Security (most recent 2013/2014),
Veteran Administration Benefits, Pension / Retirement, including any income from deceased spouse or children (if paystubs are received, the last 3 consecutive months – no gaps of paystubs are required or current proof of income dated within 120 days of interview)
Child Support Judgment & proof of income (dated within 120 days of interview)
Complete Tax Returns for 2013; including all W-2 & 1099’s, if you file
Checking account statements – last six months in order by month – No gaps
Savings account statements for the most recent or current month
Most current Statement received in 2014 for any other kind of assets such as, IRA’s, 401/K’s and any other form of other Retirement Account’s
Life Insurance Policies (this does not include Term Life)
Documentation for any other asset or source of income
For those individuals who are self-employed or earn cash wages, very specific regulations apply to verifying these types of income, as follows:

Self-Employed

Previous Year’s 1040 Tax Return and Schedule C**

OR

IRS Form 4506-T and one of the following:

• Profit and Loss Statement
• Statements from recurring clients

Cash Wages

If an applicant/tenant is claiming that they do not receive paystubs as they are paid in cash, the IRS has determined that those individuals are considered “independent contractors” and as such should file a 1040 tax return. We will require a copy of the 1040 filing for the applicant/tenant and a third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

Additionally, if a household is claiming they do not file taxes on cash wages, we will require a completed IRS form 4506-T, received back from the IRS, to be in the file, verifying non-filing status in addition to the third party statement from the employer on company letterhead, indicating the name of the
15. Are there restrictions on the family size that is authorized to live in a unit?

Yes. The following occupancy standards will apply to all units.

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>itamin</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Size</td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>3</td>
<td>7</td>
</tr>
</tbody>
</table>

16. What are the current maximum income limits to rent the units?

The following income limits are effective as of December 18, 2013 for Santa Clara County as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California.

<table>
<thead>
<tr>
<th>Income Type</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% AMI</td>
<td>$10,710</td>
<td>$12,240</td>
<td>$13,770</td>
<td>$15,285</td>
<td>$16,515</td>
<td>$17,745</td>
<td>$18,960</td>
</tr>
<tr>
<td>30% AMI</td>
<td>$21,420</td>
<td>$24,480</td>
<td>$27,540</td>
<td>$30,570</td>
<td>$33,030</td>
<td>$35,490</td>
<td>$37,920</td>
</tr>
<tr>
<td>45% AMI</td>
<td>$32,130</td>
<td>$36,720</td>
<td>$41,310</td>
<td>$45,855</td>
<td>$49,545</td>
<td>$53,235</td>
<td>$56,880</td>
</tr>
<tr>
<td>50% AMI</td>
<td>$35,700</td>
<td>$40,800</td>
<td>$45,900</td>
<td>$50,950</td>
<td>$55,050</td>
<td>$59,150</td>
<td>$63,200</td>
</tr>
</tbody>
</table>

17. What are the proposed rents?

The following rent limits are effective as of December 18, 2013 for Santa Clara County as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California (exceptions may apply to those holding portable Section 8 Housing Choice Vouchers). All rents are fixed rents and the
Housing Authority of Santa Clara County will not be providing new Section 8 vouchers to eligible tenants.

| Maximum Rent Limits Per Bedroom Size |
|------------------|------|-----|------|
| Rent Type        | 1    | 2   | 3    |
| 15%              | $286 | $344| $397 |
| 30%              | $573 | $688| $795 |
| 45%              | $860 | $1032| $1192|
| 50%              | $956 | $1,147| $1325|

18. Is a lease required?

Yes. A one-year lease is required at initial move-in.

19. Is smoking allowed at the property?

Ford Road Plaza has been designated as a non-smoking property. No smoking will be allowed anywhere in the resident units, common areas, or anywhere on the exterior of the property.

20. Will pets be allowed?

Yes. Pets will be allowed in accordance with Eden Housing Management, Inc.’s Pet Policy. Below are the basic guidelines included in this policy; however, this is not the policy in its entirety. A pet deposit of $150 is required.

Only the following types and number of pets will be allowed:

A. **Dog**
   - Maximum Number: One
   - Maximum Size: 25lbs

B. **Cats**
   - Maximum Number: One (Domestic only)
   - Maximum size: N/A
   - Minimum age: 6 months

C. **Birds**
   - Maximum number: Two

D. **Fish**
   - Maximum Aquarium Size: 20 gallons
E. Small Mammals
   - Gerbils, Hamsters, Rats, Guinea Pigs
   - Maximum number: Two

_Notes:_ No rabbits are permitted. Only one breed of pet is allowed. For example, you may have one dog OR two birds, but not one dog plus two birds.

21. Will Resident Services be provided?

Yes. Eden Housing Resident Services, Inc. will provide resident support for Ford Road Plaza. Our services include information and referrals to local community resources, one-on-one support to address individual needs, educational classes/presentations on site, community building programs and programming for children.

22. Who should I contact if I have any questions?

For general questions and questions about the application process please call Julia Reyes, Management Agent at (408) 224-8106.