



RENTAL ASSISTANCE FOR TEACHERS

ATTENTION TEACHERS!

Facebook is pleased to offer rental assistance for teachers and other community-serving professionals at 777 Hamilton Avenue, a new apartment community located in the Belle Haven neighborhood of Menlo Park. Three apartments are currently available to qualifying teacher households or other community-serving professionals for up to four years. Preference will be given to the following group:

1st Tier: Teachers employed by the Ravenswood City School District or a nonprofit school (including a nonprofit preschool) that is located in the area encompassed by the Ravenswood City School District (which includes the Belle Haven neighborhood of Menlo Park, areas of the City of East Palo Alto and the North Fair Oaks neighborhood of San Mateo County).

APPLICATIONS
DUE BY
JUNE 8th

OPEN HOUSE
MAY 29th from 4-6PM

PROGRAM BENEFITS

Affordable housing is typically defined as a household spending no more than 30% of their income on housing. This pilot program will offer participants the opportunity to live in the brand-new community of 777 Hamilton while paying no more than 30% of their household income on rent.

For example:

- If a household is earning \$50,000 a year, the monthly rent would be equal to \$1,250 per month.
- If a household is earning \$100,000 a year, the monthly rent would be equal to \$2,500 per month.
- If a household is earning \$150,000 a year, the monthly rent would be equal to \$3,750 per month. This rent amount would exceed market-rate rents for a 1-bedroom apartment, so the program would not be beneficial at that income.

HOW TO APPLY

Please review the eligibility requirements on the following page. If you believe your household may be eligible, please have all adults in your household complete and sign the enclosed application and include legible copies of the supporting documents requested. If you need additional copies of the application or checklist, you may download copies from www.HelloHousing.org/777Hamilton. Incomplete applications may not be considered. Please mail a complete package to Hello Housing. Or, hand your application to a Hello Housing representative at the open houses scheduled on 5/29 from 4PM – 6PM.

Attn: Hello Housing / 777 Hamilton
303 Vintage Park Drive, #250
Foster City, CA 94404

*Help us out by printing the name of your school (or school district) in the space provided on the attached envelope (or your own envelope if you need more room). **Thank you!***

Questions? Call (415) 528-2540

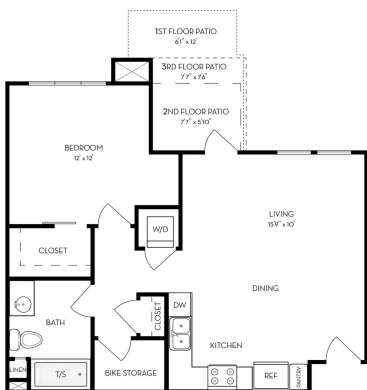


ELIGIBILITY

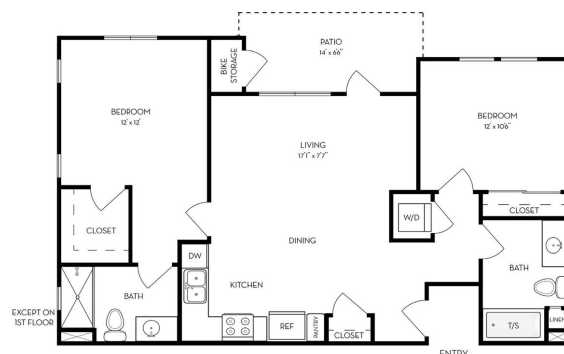
- At least one adult member of the applying household must:
 - Possess a teaching credential or other teaching certificate
- and**
- Be currently employed full-time (at least 32 hours/week) as a teacher at a school in the Ravenswood City School District or a nonprofit school or nonprofit preschool located within the boundaries of the Ravenswood City School District (which includes the Belle Haven neighborhood of Menlo Park, areas of the City of East Palo Alto and the North Fair Oaks neighborhood of San Mateo County).
- Households must have at least one person per bedroom. One-bedroom apartments require at least one occupant (and no more than three) and two-bedroom apartments require at least two occupants (and no more than five).
 - Households may not have more than \$100,000 in liquid assets (not including retirement savings).
 - There are no income maximums, however based on the market rent rates and the calculation of affordable rents (defined as 30% of a household's income), households earning \$136,400 are considered able to afford to pay market-rate rent for a one-bedroom and households earning \$164,000 are considered able to afford to pay market-rate rent for the two-bedroom.
 - Households comprised of at least two teachers in which one teacher meets the 1st Tier category will have the highest priority.
 - Households may only submit one application and a person may appear in only one application to the Program.
 - EACH adult household member will be required to provide the following documentation:
 - Completed and signed program application
 - Copy of 2017 Federal tax return (or 2016 Federal tax return plus evidence of extension)
 - Copy of most recent W2s
 - Paystubs and/or documentation of other income
 - Two most recent and consecutive pay statements
 - Most recent bank statement for all accounts
 - Verification of Employment Letter (Teachers only) *TIP: ask your employer for one right away!*

APARTMENT FLOOR PLANS

There are two one-bedroom apartments and one two-bedroom apartment currently available.



1 Bedroom



2 Bedroom

*Plans shown above are representative only. Actual floor plans may differ.



THE FINE PRINT

- This pilot is a five-year program. At the end of five years, the rental assistance will conclude and households who want to continue living at 777 Hamilton will be subject to 777 Hamilton's income and credit standards, among other requirements, at the full discretion of the owner or owner's agent. Program participants will be required to sign a disclaimer and acknowledgement at lease signing.
- Your lease will be directly with the owner of 777 Hamilton (BayFront Investments, LLC) and all adults in the household must be on the lease. The security deposit is between \$500 and \$600, depending on the unit (amount subject to change).
- Each year, program participants will be required to submit a recertification form, updated income information and verification of employment as a full-time teacher in a priority district or school to Hello Housing.
- If household income increases, rents will be increased to equal 30% of the new household income.
- If household income decreases, rents will only be reduced to 30% of the new household income if there is sufficient program funding remaining.
- If a household member is no longer employed as teacher, but works full-time for a nonprofit located in East Palo Alto or Menlo Park or is engaged in a public safety profession, they will continue to pay reduced rents. Households who no longer meet the program priorities will be given reasonable notice and be allowed to move without penalty in the middle of a lease.
- No relocation assistance will be provided to program participants who move at any time during or after the program.
- Rent does not include utilities, trash service or other fees which may be charged to tenants of 777 Hamilton. You will be responsible for making these payments in full.
- Rent may be increased once a year, however rent increases will not exceed 5% per year.
- If you indicate on your application that you are unwilling to accept a 1-bedroom apartment, this decision cannot be reversed after submittal of your application.
- Adding an adult to your lease during the program period may trigger a new income certification and rent calculation based on 30% of the newly calculated household income.
- Applicants will be sorted by Tier and selected at random by lottery.

QUESTIONS?

Please call Hello Housing, the nonprofit administrator for this program, at (415) 528-2540 or email Matt Warner at matt@hellohousing.org. Or, visit www.HelloHousing.org/777Hamilton for additional information and program updates.

NON-DISCRIMINATION POLICY

Hello Housing does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information, medical condition, physical disability or mental disability, or any other category protected by law.



Workforce Housing Rental Assistance Application - 777 Hamilton



This application includes required information as well as optional information. Unless a section is labeled "Optional" it is a required section and must be completed. We encourage households to complete all sections. Answers to optional questions are confidential and will NOT impact your eligibility. In aggregate, the collective answers from the pool of households will help Hello Housing, the program administrator, better understand who benefits from affordable housing programs and to advocate for effective programs.

Unit Number _____ Date _____

Preference Tiers: Please check all that apply:

1st Tier - A household member is employed as a teacher by the Ravenswood City School District, or a nonprofit school (including a nonprofit preschool) that is located in the area encompassed by the Ravenswood City School District (which includes the Belle Haven neighborhood of Menlo Park, areas of the City of East Palo Alto and the North Fair Oaks neighborhood of San Mateo County).

Check here if there are two or more teachers in your household and each qualify for the 1st Tier.

Teacher's Employer: _____

2nd Teacher's Employer (if applicable): _____

Head of Household & Co-Head of Household

Below, please provide details for the Head of Household and Co-Head of Household.

Head of Household	Co-Head of Household (If Applicable)
<i>Please note that Head(s) of Household must be an adult (18 years or older).</i>	
First Name _____	First Name _____
Last Name _____	Last Name _____
Home Mailing Address _____	Home Mailing Address _____
City _____	City _____
Zip Code _____	Zip Code _____
Phone _____	Phone _____
Alternate Phone _____	Alternate Phone _____
Email _____	Email _____
Date of Birth _____	Date of Birth _____
Primary Language _____	Primary Language _____

Additional Household Members

Below, please provide information on any other members of your household, such as children, grandparents, or other adults in the household who are full or part time residents (if applicable).

Household Member (If Applicable)	Household Member (If Applicable)
First Name _____	First Name _____
Last Name _____	Last Name _____
Phone _____	Phone _____
Email _____	Email _____
Date of Birth _____	Date of Birth _____

Household Member (If Applicable)	Household Member (If Applicable)
First Name _____	First Name _____
Last Name _____	Last Name _____
Phone _____	Phone _____
Email _____	Email _____
Date of Birth _____	Date of Birth _____

Economic Profile

Please provide accurate information. Income will be determined based on the gross combined household income and will be verified based on the supporting documentation requested at the end of this application.

Head of Household

Annual Income (before taxes)

From Full-Time Employment	\$
From Part-Time Employment	\$
From Self-Employment	\$
From Spousal Support	\$
From Child Support	\$
Investment Income	\$
Social Security Income	\$
SSDI	\$
Income from Assets (e.g. rental income)	\$
Other	\$
TOTAL	\$

Co-Head of Household

Annual Income (before taxes)

From Full-Time Employment	\$
From Part-Time Employment	\$
From Self-Employment	\$
From Spousal Support	\$
From Child Support	\$
Investment Income	\$
Social Security Income	\$
SSDI	\$
Income from Assets (e.g. rental income)	\$
Other	\$
TOTAL	\$

Household Member

Annual Income (before taxes)

From Full-Time Employment	\$
From Part-Time Employment	\$
From Self-Employment	\$
From Spousal Support	\$
From Child Support	\$
Investment Income	\$
Social Security Income	\$
SSDI	\$
Income from Assets (e.g. rental income)	\$
Other	\$
TOTAL	\$

Household Member

Annual Income (before taxes)

From Full-Time Employment	\$
From Part-Time Employment	\$
From Self-Employment	\$
From Spousal Support	\$
From Child Support	\$
Investment Income	\$
Social Security Income	\$
SSDI	\$
Income from Assets (e.g. rental income)	\$
Other	\$
TOTAL	\$

Household Member

Annual Income (before taxes)

From Full-Time Employment	\$
From Part-Time Employment	\$
From Self-Employment	\$
From Spousal Support	\$
From Child Support	\$
Investment Income	\$
Social Security Income	\$
SSDI	\$
Income from Assets (e.g. rental income)	\$
Other	\$
TOTAL	\$

Household Member

Annual Income (before taxes)

From Full-Time Employment	\$
From Part-Time Employment	\$
From Self-Employment	\$
From Spousal Support	\$
From Child Support	\$
Investment Income	\$
Social Security Income	\$
SSDI	\$
Income from Assets (e.g. rental income)	\$
Other	\$
TOTAL	\$

Household Assets

Please list the current value of all assets of all members of the household aged 18 and older. If zero, please write "0" in the blank. Please include an account description and last 4 digits of the account number (for example, Bank of America #4567).

Combined Household Assets

	Value of Assets	Description & Last 4 Digits of Account Number (if applicable)
Checking Accounts	\$ _____	_____ (continued) _____ (continued) _____
Savings Accounts	\$ _____	_____ (continued) _____ (continued) _____
Investments	\$ _____	_____
Real Estate	\$ _____	_____
CDs (Certificates of Deposit)	\$ _____	_____
Other	\$ _____	_____

Demographics (Optional)

Demographic information is a not a criteria in the certification process, but provides a clearer picture on who may benefit from affordable housing opportunities and can help advocates of affordable housing make the case to policymakers.

Head of Household

Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

American Indian AND White

Asian AND White

Black or African American AND White

American Indian AND Black

Other multiple races

Ethnicity Hispanic Non-Hispanic

Female Headed Household Yes No

Marital Status

Single

Married/Domestic Partnership

Separated

Divorced

Widowed

Education

Less than high-school diploma

High-school diploma or equivalent

Some post-secondary education

Certification from training program

Associate's degree

Bachelor's degree

Master's or other graduate degree

Employment Status

Self-Employed

Work Full-Time for Employer

Work Part-Time for Employer

Homemaker

Full-Time Student

Permanently unable to work

Unemployed and seeking work

Unemployed and not seeking work

Retired

Veteran Yes No

Co-Head of Household

Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

American Indian AND White

Asian AND White

Black or African American AND White

American Indian AND Black

Other multiple races

Ethnicity Hispanic Non-Hispanic

Female Headed Household Yes No

Marital Status

Single

Married/Domestic Partnership

Separated

Divorced

Widowed

Education

Less than high-school diploma

High-school diploma or equivalent

Some post-secondary education

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Homemaker

Full-Time Student

Permanently unable to work

Unemployed and seeking work

Unemployed and not seeking work

Retired

Veteran Yes No

Supporting Documentation

Name: _____

Please provide supporting documentation for EVERY ADULT MEMBER OF THE HOUSEHOLD AGED 18 AND OVER. All documents must be legible to be considered. To help keep you organized, we have provided three copies of this checklist for each adult household member to use as a Table of Contents.

A. Documentation of Employment Income *Required* Please contact your Human Resources department if you cannot locate.

Verification of Employment (of the teacher in the household) for the current year (please request this from your employer as early as possible)

If employed, provide two (2) most recent consecutive paystubs

Pay stub 1 Dates covered by paycheck: _____ to _____

Pay stub 2 Dates covered by paycheck: _____ to _____

OR

If self-employed:

A year-to-date Profit & Loss statement Not Applicable

B. Two (2) months of documentation for any other income *Required if applicable*

Child Support Pension Foster Care
 Social Security Alimony Other (please describe)
 SSI Long Term Disability _____

C. Most recent of Federal Tax Returns OR Verification of Non-Filing *Required*

Please contact the IRS at (800) 829-1040 if you cannot locate your returns.

If you did NOT file taxes, contact the IRS at (800) 829-1040 and request a "Verification of Non-Filing."

Most Recent 1040 Federal Tax Return (include ALL pages) or Verification of Non-Filing (if applicable)

D. Most recent W-2s *Required if issued W-2s*

Please contact your Human Resources department if you cannot locate. You may also call the IRS at (800) 829-1040.

Most recent W-2s W-2s should cover all reported income in same year's tax return

Not Applicable

E. Most recent statements from ALL Financial Accounts* *Required*

Computer printouts are acceptable ONLY if they contain a complete account number, begin & end balances, and begin & end dates.

Please include statements for ALL OPEN accounts, even if they contain a \$0 balance. Check Not Applicable if you do not have such accounts.

Most recent Bank Statements
 Most recent statements for Stocks, Mutual Funds, Profit Sharing accounts
 Most recent statements for CDs, Money Market accounts, etc.
 Not Applicable

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Most recent Bank Statements
 Most recent statements for Stocks, Mutual Funds, Profit Sharing accounts
 Most recent statements for CDs, Money Market accounts, etc.
 Not Applicable

Signature Page

Please have each adult, aged 18 and over, in the household print their name, sign, and date this page.

I certify that the foregoing certification accurately reflects all income received from all sources for all members of the household.

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct to the best of my knowledge. I further understand that providing false representations herein constitutes an act of fraud and that false, misleading, or incomplete information may result in the termination of real estate lease documents related to this certification (28 U.S. Code 1746).

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____



Hello Housing does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information,

