

# Housing Humboldt

Connecting Families & Homes



A non-profit organization dedicated to providing and managing quality, safe and affordable housing for very low and low income individuals, families and seniors.

**Housing Humboldt**

**PO Box 4655** (mailing)

**Arcata, CA 95518**

(537 9<sup>th</sup> Street, Eureka, CA 95501)

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# About HBHDC

We are a non-profit, public-benefit corporation with a small, dedicated staff and volunteer board of directors.

We make it possible for very low and low income individuals, families and seniors to rent or buy high-quality, safe and affordable housing.

We collaborate with public and private entities to put together multi-tiered financing packages to acquire, develop and manage new and rehabilitated housing.

We believe that safe, decent affordable housing is a basic necessity and should be available to all who live and work in our community. Many people work full-time but do not earn enough to pay market rents or buy a home.

## **Affordable Rental Housing**

Housing Humboldt manages 167 rental units in ten (10) multi-family complexes located in Eureka, Arcata, Fortuna and McKinleyville. We have studio, one, two and three bedroom units available for rent at below market rates to income eligible households. We accept Section 8 Housing Assistance Program and other subsidies. Units with accessible features are available. Depending on the complex, tenants have access to covered parking, coin-operated laundry, community rooms, decks, patios and private yards. All complexes are located within close proximity to public transportation, shopping areas, recreational opportunities and social services.

## **Reasonable Accommodation Policy**

Housing Humboldt is committed to providing equal access to all its programs and services. Both the ADA and Section 504 of the Rehabilitation Act protect any individual with a physical or mental impairment that limits that person in some major life activity, and any individual who has a history of, or who is regarded as having, such an impairment. If you or a member of your family have a disability, you have the right to request a reasonable accommodation in order to have equal opportunity of use and enjoyment of programs and services provided by Housing Humboldt.

A reasonable accommodation is some modification or change that the company can make to policies or procedures that will assist an otherwise eligible applicant/tenant with a disability to take advantage of the program. Compliance actions may include reasonable accommodations as well as structural modifications to the unit or premises, to the extent these reasonable accommodations can be implemented without creating undue financial or administrative burdens to the property.

If you or a member of your family have a disability and wish to request a reasonable accommodation, please notify management. He/She will assist you in the reasonable accommodation process. You have the right to request an accommodation at any time during your application process and tenancy.

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# Complex Descriptions

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- ◆ **MURRAY ROAD DUPLEXES** There are 10 duplexes (20 units). Newly remodeled 2 bedroom, 1 bath with fenced back yards. Units come equipped with refrigerator and range. One unit is handicapped accessible. Water, sewer and garbage paid.  
(Murray Road, McKinleyville)
- ◆ **9<sup>th</sup> STREET APARTMENTS** There are 2 & 3 bedroom units (16 units). Coin-op laundry and large play yard area. One unit is handicapped accessible. Water, sewer and garbage paid. Storage units for each apt.  
(300 & 320 9<sup>th</sup> Street, Fortuna)
- ◆ **LONI DRIVE APARTMENTS** There are 12 2-bedroom, 1 bath units at this location. All units come with dishwasher, garbage disposal, refrigerator, range and carports with overhead storage. Water, sewer and garbage paid. Downstairs units have small patios, upstairs units have balconies. (1015 Loni Dr., Fortuna)
- ◆ **C STREET APARTMENTS** There are 8 2-bedroom, 1 bath units at this location. All units are equipped with a dishwasher, carpet, disposals, range and refrigerator. Off street parking. Water, sewer and garbage paid. (829 C Street, Eureka)
- ◆ **3<sup>rd</sup> STREET APARTMENTS** There are 2 & 3-bedroom units (6 units). Large units with a dishwasher, range and refrigerator as well as a garage. Garbage paid. Private enclosed yard around the building. One unit is handicapped accessible. Close to the library and public transportation. (1528 3<sup>rd</sup> Street, Eureka)
- ◆ **JUNIPER APARTMENTS** There are 1, 2 & 3-bedroom apartments in this 10-unit complex. Units come equipped with stove and refrigerator. One-bedroom units are on the second level and have private decks. The 2- and 3-bedroom units have private/fenced yards, laundry hookups and dishwashers. Water, sewer and garbage paid. (4854 Valley East Blvd., Arcata)
- ◆ **WINDSONG DUPLEXES** There are four units in this location, two 2-bedroom and two 3-bedroom. The 2-bedroom are one-story with vaulted ceilings. The 3-bedroom are two-story with 1 1/2 baths and a private/fenced backyard. All units come equipped with washer/dryer, dishwasher, stove, refrigerator, front deck and one-car garage. Garbage paid. (Tina Ct., Arcata)
- ◆ **ARCATA GARDEN APARTMENTS** There are 16 1-bedroom, 11 2-bedroom, five 3-bedroom and four studios in this 36-unit complex. Four units are handicapped accessible. All units come equipped with refrigerator and stove. This complex has a laundry facility, on-site management, beautifully landscaped open-areas and covered parking. All utilities paid. (2255 Alliance Rd., Arcata)
- ◆ **MISTY VILLAGE APARTMENTS** There are 14 1-bedroom and 10 2-bedroom units in this 24-unit complex. Two units are handicapped accessible. All units come equipped with stove, refrigerator and disposal and have either a fenced yard or balcony. The complex has a laundry facility, community room, landscaped areas and on-site management. Water, sewer and garbage paid. (2305-2331 McKinleyville Ave., McKinleyville)
- ◆ **BAYVIEW COURTYARD APARTMENTS** There are 26 1-bedroom and four 2-bedroom apartments in this two-story, handicapped accessible complex. All units are equipped with refrigerator, stove and disposal and most units have a small patio or porch. This **senior** (62 and over) housing complex has a community meeting room, lobby, laundry facility, elevator, community gardens and on-site management. Water, sewer, garbage and gas paid. (550 Union St., Arcata)

# General Program Financial Information

## Who is eligible to live in these units?

See Tenant Selection Policy located at management offices for full eligibility criteria. Income eligibility restrictions apply. Your family must have gross income no greater than the amount allowed by HOME or Tax Credits (dependent upon property) adjusted by household size.

HOUSEHOLD SIZE	HOME		TAX CREDIT	
	50%	80%	50%	60%
1	\$20,650	\$33,000	\$20,650	\$24,780
2	\$23,600	\$37,700	\$23,600	\$28,320
3	\$26,550	\$42,400	\$26,550	\$31,860
4	\$29,450	\$47,100	\$29,450	\$35,340
5	\$31,850	\$50,900	\$31,850	\$38,220
6	\$34,200	\$54,650	\$34,200	\$41,040

## Rents as of June 6, 2016

### Juniper Apartments (HOME)

1 Bd.....\$474 - \$669  
 2 Bd.....\$561 - \$811  
 3 Bd.....\$639 - \$920

### Bayview Courtyard (Tax Credit)

1 Bd.....\$483 - \$593  
 2 Bd.....\$574 - \$707

### Murray Road Duplexes (HOME)

1 Bd.....\$669  
 2 Bd.....\$561 - \$725

### 9<sup>th</sup> Street Apartments (HOME)

1 Bd.....\$474  
 2 Bd .....\$561 - \$790  
 3 Bd.....\$639

### Loni Drive Apartments (HOME)

2 Bd.....\$554 - \$804

### Windsong Duplexes (HOME)

2 Bd.....\$561 - \$811  
 3 Bd.....\$639 - \$920

### Arcata Gardens (HOME)

Studio.....\$516  
 1 Bd.....\$553 - \$748  
 2 Bd.....\$663 - \$913  
 3 Bd.....\$766 - \$1,047

### C Street Apartments (HOME)

2 Bd.....\$554 - \$804

### 3<sup>rd</sup> Street Apartments (HOME)

2 Bd.....\$561 - \$811  
 3 Bd.....\$920

### Misty Village (Tax Credit)

1 Bd.....\$474 - \$584  
 2 Bd.....\$561 - \$694

# RESIDENCY APPLICATION

WAITING LIST INFO
_____ DATE RECEIVED
_____ TIME RECEIVED

**Humboldt Bay Housing  
Development Corp.**  
 P.O. Box 4655  
 Arcata, CA 95518  
 Phone: (707) 826-7312  
 Fax: (707) 826-7319  
[www.housinghumboldt.org](http://www.housinghumboldt.org)

APPROVED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



EQUAL HOUSING  
OPPORTUNITY

**PLEASE READ CAREFULLY**  
 ALL QUESTIONS MUST BE ANSWERED OR YOUR APPLICATION WILL NOT BE ACCEPTED AS VALID. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR OCCUPANCY, IF IT DOES NOT APPLY PUT N/A.

1.

	NAME	BIRTH DATE	SOCIAL SEC. #	DRIVER'S LICENSE #
APPLICANT			- -	
Co-APPLICANT			- -	

2. PRESENT ADDRESS: \_\_\_\_\_ 3a. HOW LONG? \_\_\_\_\_
4. MAILING ADDRESS: \_\_\_\_\_ 3b. REASON FOR LEAVING \_\_\_\_\_
5. HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_
6. PRESENT LANDLORD NAME: \_\_\_\_\_
7. PRESENT LANDLORD ADDRESS & TELEPHONE: \_\_\_\_\_
8. PRIOR RESIDENT INFORMATION – 5 YEAR MINIMUM (YOU MUST INCLUDE TELEPHONE NUMBER)

ADDRESS	CITY	LANDLORD NAME & TELEPHONE	REASON FOR LEAVING	DATES
				From _____ To _____
				From _____ To _____
				From _____ To _____

(IF YOU DO NOT HAVE RENTAL HISTORY, YOU MUST ATTACH 3 WRITTEN PROFESSIONAL LETTERS OF RECOMMENDATION FROM A DOCTOR, ATTORNEY, POLICE OR TEACHER ETC. --NO FAMILY MEMBERS).

**9. CURRENT EMPLOYMENT INFORMATION**

**Applicant**

EMPLOYER NAME: _____	JOB TITLE: _____	PAY RATE: _____	PER (ex: "hr.") _____
ADDRESS: _____			
TELEPHONE: _____			

**Co-Applicant**

EMPLOYER NAME: _____	JOB TITLE: _____	PAY RATE: _____	PER (ex: "hr.") _____
ADDRESS: _____			
TELEPHONE: _____			

# RESIDENCY APPLICATION

10. TOTAL INCOME LAST 12 MONTHS \$ \_\_\_\_\_

11. SEASONAL WORK                      YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF YES, EXPLAIN \_\_\_\_\_

12. CLOSEST RELATIVE (NOT LIVING WITH YOU) \_\_\_\_\_  
 RELATIONSHIP; \_\_\_\_\_ ADDRESS; \_\_\_\_\_  
 AND TELEPHONE: \_\_\_\_\_

13. IN CASE OF AN **EMERGENCY** WHO SHOULD WE CONTACT? \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**14. HOUSEHOLD COMPOSITION**

NAME OF ALL HOUSEHOLD MEMBERS	RELATIONSHIP TO HEAD OF HOUSEHOLD	SEX	DATE OF BIRTH	SOCIAL SECURITY NUMBER

**15. FAMILY INCOME – GROSS PER MONTH**

	APPLICANT	SPOUSE/ CO-APPLICANT	OTHER HOUSEHOLD MEMBER(S)
EMPLOYMENT	\$	\$	\$
SELF EMPLOYMENT (NET)	\$	\$	\$
UNEMPLOYMENT	\$	\$	\$
PENSION/ RETIREMENT	\$	\$	\$
SOCIAL SECURITY PAYMENTS	\$	\$	\$
RECURRING MONETARY CONTRIBUTIONS	\$	\$	\$
ALIMONY OR CHILD SUPPORT	\$	\$	\$
G. I. BENEFITS	\$	\$	\$
DEATH OR DISABILITY BENEFITS	\$	\$	\$
GENERAL ASSISTANCE AFDC	\$	\$	\$
OTHER	\$	\$	\$

**16. NET FAMILY ASSETS**

TYPE	AMOUNT	INTEREST	BANK NAME	ACCOUNT NUMBER
SAVINGS	\$			
CHECKING	\$			
STOCKS AND BONDS	\$			
REAL ESTATE	\$			
OTHER	\$			

**RESIDENCY APPLICATION**

17. Size of unit applying for (check all that apply): [ ] Studio [ ] 1 Bdr. [ ] 2 Bdr. [ ] 3 Bdr.

18. I/We would like to be on the waiting list for the properties I/we have checked below:

- Arcata Gardens (Arcata)                       Juniper (Arcata)                       Windsong (Arcata)
- Bayview Courtyard (Arcata, 62+ years)                       Murray Duplexes (McKinleyville)
- Misty Village (McKinleyville)                       Loni Drive (Fortuna)                       9<sup>th</sup> Street Apartments (Fortuna)
- 3<sup>rd</sup> Street Apts (Eureka)                       C Street Apartments (Eureka)

19. DO YOU HAVE A SECTION 8 VOUCHER OR OTHER RENTAL SUBSIDY?                      YES\_\_\_\_                      NO\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

20. DO YOU HAVE ANY ANIMALS / PETS?                      YES\_\_\_\_                      NO\_\_\_\_

21. DO YOU REQUEST AN ACCESSIBLE UNIT FOR MOBILITY IMPAIRMENT?                      YES\_\_\_\_                      NO\_\_\_\_

22. DO YOU REQUEST A MODIFIED UNIT FOR AUDITORY OR VISUAL IMPAIRMENT?                      YES\_\_\_\_                      NO\_\_\_\_

23. DO YOU REQUEST ANY REASONABLE ACCOMODATIONS TO OUR POLICIES OR PROCEDURES IN ORDER TO HAVE EQUAL ACCESS OR ENJOYMENT?                      YES\_\_\_\_                      NO\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

24. HAVE YOU OR ANYONE IN YOUR HOUSEHOLD EVER BEEN CONVICTED OF CRIME?                      YES\_\_\_\_                      NO\_\_\_\_

IF YES,    When: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_  
                  When: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF THE ILLEGAL POSSESSION, MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE? YES\_\_\_\_ NO\_\_\_\_

IF YES,    When: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_  
                  When: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. HOW DID YOU HEAR ABOUT THIS APARTMENT COMPLEX? \_\_\_\_\_

I AGREE TO GIVE THE MANAGEMENT AGENT THE AUTHORITY TO INVESTIGATE MY CREDIT AND CRIMINAL BACKGROUND, AND MY CURRENT AND PAST RENTAL RECORDS. THE INFORMATION OBTAINED WILL BE USED FOR MANAGEMENT PURPOSES ONLY AND WILL BE HELD IN CONFIDENCE.

THE APPLICANT INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY FRAUDULENT INFORMATION WILL DISQUALIFY THIS APPLICATION FOR RESIDENCY.

I CERTIFY THE HOUSING I/WE WILL OCCUPY THROUGH HBHDC WILL BE MY/OUR PERMANENT RESIDENCE. I/WE FURTHER CERTIFY THAT I/WE WILL NOT MAINTAIN A SEPARATE SUBSIDIZED RENTAL UNIT IN A DIFFERENT LOCATION.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please complete the following  
form (last page):**

**ONE form for EACH  
household member.  
(Copy as necessary)**

There is no penalty for persons  
who do not complete this form.

**If you do not wish to complete  
the form please initial where  
indicated, sign and date.**



**Ethnicity & Race Data  
Collection Form**

U.S. Department of Housing  
and Urban Development  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 12/31/2007)

**HOME Program**

Name of Property \_\_\_\_\_ Type of Assistance or Program Title \_\_\_\_\_

Data Collection for:  Applicant  Tenant

(Print) Name of Head of Household \_\_\_\_\_ Assisted Unit Address (if applicable) \_\_\_\_\_  N/A

**This form is for the following Household Member:**

(Print) Name: \_\_\_\_\_  Male  Female

Age:  under 18;  18-44 years;  45-64 years;  65 and over

Disability:  Yes (if 5 years and over)  No (if 5 years and over)

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete this form. Initial here if you choose not to disclose race and ethnicity information for the above Household Member:**  \_\_\_\_\_

**Next sign and date below:**

\_\_\_\_\_  
**Signature of above Household Member**

\_\_\_\_\_  
**Date**

Owners/agents must offer the opportunity to the head and co-head of each household to "self-certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. This information is considered non-sensitive and does not require any special protection.

## Instructions for Race and Ethnic Data Collection (Form HUD-27061-H)

### General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

**Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. Parents or guardians are to complete the form for children under the age of 18.**

**The Office of Housing has been given permission to use this form for gathering gender, age, disability, ethnic and race data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.**

1. **The two ethnic categories you should choose from are defined below. You should check one of the two categories.**
  1. **Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."**
  2. **Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.**
  
2. **The five racial categories to choose from are defined below: You should check as many as apply to YOU.**
  1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
  2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
  4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.