

SONOMA VILLAGE APARTMENTS

61 W. Agua Caliente Road

Sonoma, CA 95476

Office: (707) 935-0570

TDD: 711

Date: JULY 24, 2020

DAV SONOMA COUNTY CHAPTER 48
PO Box 762
Santa Rosa, CA 95404

Dear Director:

These apartments are federally subsidized and financed and this letter is being directed to your organization as part of our community outreach. Our goal is to ensure that all groups of individuals are made aware of the affordable housing in their area, feel welcome to apply and have the opportunity to rent. It would be appreciated if this information would be made known to those in need of housing. Interested persons may contact the Property Manager at the number listed above for more information, including current rental rates and available apartment sizes.

Our rental policies adhere to all fair housing laws and there is no discrimination on the basis of sex, age, race, color, marital or familial status, religion or national origin, sexual orientation, political beliefs, physical or mental handicap. Occupancy rules for the benefit of all tenants are strictly enforced to create a comfortable and enjoyable living atmosphere.

Applicants eligible for occupancy are on a first come, first served and income priority basis. If no apartments are available at the time an approved application is received, the name of the applicant will be placed on a waiting list.

Thank you for assisting us in our community outreach efforts.

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Sincerely,



Property Manager

APPLICANT INFORMATION

Sonoma Village

This apartment complex is funded by the United States Department of Agriculture, Rural Development (515 Program). We are here to provide housing for very low, low and moderate income households. This is an Equal Housing Opportunity complex and all are welcome to apply. For complexes with a senior designation, occupancy is limited to applicants who are at least 62 years of age; or disabled, regardless of age. Pets are only permitted at those complexes designated for seniors.

As set forth in USDA-RD Instructions 3560, we do follow an occupancy guideline as follows:

<u>Unit Size</u>	<u>Minimum</u>	<u>Maximum</u>
1 Bedroom	1 Person	3 Persons
2 Bedroom	2 Persons	5 Persons
3 Bedroom	3 Persons	7 Persons

For properties with *100% Rental Assistance*, your rent will be calculated based on your income. For properties with *Some or No Rental Assistance* you must qualify to pay at least the basic rent if Rental Assistance is not available at the time you are approved for occupancy. Please inquire as to the available subsidy guidelines. The current maximum income limit is variable, according to the number of occupants. Upon request, the Resident Manager can give you this current figure.

To apply for an apartment you must complete an application. For an application to be considered complete, at the minimum, the following information will be needed.

1. Income and Assets of the household (total gross income and assets)
2. Household Composition:
 - a. name(s) of all household members
 - b. number in household
 - c. household's current address and contact telephone number (identify contact person)
 - d. birth date of household members
 - e. full-time student information
 - f. unborn verification (for the purpose of determining household size)
3. Copies of Social Security Cards or other proof of SSN
4. Copies of Driver's License or other picture identification
5. Prior and Present Landlord Information (for all adult household members)
6. Credit History (for all adult household members)
7. Criminal Background Check (for all adult household members if applicable – please inquire with the manager as to the requirements for this property)
8. Personal References (preferably business/professional acquaintances)
9. Application Fee (if applicable – please inquire with the manager as to whether or not the fee applies to this property)
10. Legible copy of the most recent Federal Income Tax Return (1040) with all attachments for each tenant who is not exempt from filing a return
11. Citizenship/Immigration Status (sites with HUD, RD-514 Program, RD-538 and RHCP only)
12. Release of Information Consent
13. The application must be signed by all adults applying for occupancy.

You will be notified in writing that you have been placed on a waiting list. The Resident Manager can give you an estimate of when a unit may be available.

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