

Otay Ranch Planning Area 12
Freeway Commercial North
Affordable Housing Program

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I. INTRODUCTION

A. PURPOSE AND CONTENT

The purpose and intent of this Affordable Housing Program (AHP) is to encourage the development of diverse and balanced neighborhoods with a range of housing opportunities for all identifiable economic segments of the population, including households of lower and moderate income consistent with the City's housing policies and needs as specified in its General Plan Housing Element. The intent is to ensure that when developing the limited supply of developable land, housing opportunities for persons of all income levels are provided. The provision of this AHP establish standards and procedures that will encourage the development of housing affordable to low and moderate-income households within the Sectional Planning Area (SPA) and are to be consistent with the Housing Element's Balanced Communities Policy and the adopted Guidelines.

The AHP identifies the type and location of affordable housing units to be provided, potential subsidies or incentive programs, income restrictions and methods to verify compliance. The program may be implemented through various mechanisms including development agreements, tentative map conditions, and specific housing project agreements that may include additional terms and conditions, consistent with this program.

B. NEEDS ASSESSMENT

According to San Diego Association of Government's (SANDAG) Preliminary 2050 Cities/Counties Forecast, Chula Vista is expected to gain 94,454 new residents and 28,755 new households. Furthermore, SANDAG, through its Regional Housing Needs Allocation, estimated that based on anticipated economic growth for the period beginning January 1, 2010 to December 31, 2020, the City would experience a demand for 12,861 new housing units, of which 5,648 new housing units affordable to low and very low-income households and 2,257 new housing units for moderate income households.

To encourage the development of adequate housing to meet the needs of low and moderate-income households and to further geographic and community balance, the City's adopted Housing Element provides for a Balanced Community Policy, requiring ten percent (10%) affordable housing for low and moderate-income households within developments of fifty (50) or more residential units. This inclusionary housing program will serve as only one component of the City's overall housing strategy and will complement other affordable housing efforts, including preservation of existing assisted housing, development of new assisted housing with public subsidies, first-time homebuyer assistance, and rehabilitation loans for low income homeowners. The City does find that such inclusionary housing policy is beneficial to increasing the supply of housing affordable to households of lower and moderate incomes and to meet the City's regional share of housing needs given the demographics of the community and its needs, past housing

production performance, and the existing opportunities and constraints as detailed in its Housing Element.

The current characteristics of the City's population, housing, employment, land inventory, and economic conditions, that affect its housing goals, policies and programs include:

- The population has more diversity in race/ethnicity than the region, in that 60% of residents identified themselves as Hispanic or Latino.¹ Asian population comprises 14%, and white, non-Hispanic population represents 20% as of 2010. This compares to 32 percent, 11 percent, and 48 percent, respectively, for the region as a whole.
- Chula Vista residents have household income characteristics that nearly match the regional median.
- There is a disparity in household median income for those households living west of Interstate-805 (\$47,969) and east of Interstate-805 (\$86,032).
- One in every 4 households earn less than \$35,000 per year.
- Household size is slightly larger than the region, at 3.21 persons per household compared to 2.75 per household for the region.
- Seniors, aged 65 years or older, comprise 18% of the total households.
- Housing west of Interstate-805 was built primarily before 1980 (32% before 1960 and 50 % between 1960-1980). Housing east of Interstate-805 was built after 1980, with 41 % built between 1980-2000, and 50% built after 2000.
- Housing types are diverse west of I-805, with 41 % multifamily housing and 48% single family housing. Single family homes comprise the majority of housing available east of I-805 (82% of housing).
- A home ownership rate of 58.1 percent is slightly above as the region's rate of 54 percent.
- The median housing cost (resale) in 2018 of \$589,000 is higher than the region's median cost of \$550,000.
- The well-established neighborhoods and master planned neighborhoods create different opportunities and require a different set of policies and programs to address housing needs. The amount of land in the City available for new residential development is severely limited by geography and size. The largest supply of vacant developable land is planned for master planned communities. The City has two sets of

¹ Housing Element of the General Plan. April 23, 2013

numerical housing goals established by SANDAG, which are also addressed in the City's General Plan Housing Element: the City's share of the region's future housing needs (regional share goals) and the Quantified Objectives for Affordable Housing Production. The total regional share goal is 11,315 new housing units by 2020, with 50% or 5,648 units needed for very low- and low-income households.

Chula Vista faces a growing shortage of housing that is affordable to a wide range of our population and needed for a healthy functioning housing market. This lack of affordable housing is detrimental to the health, safety and welfare of the City's residents. Employees may be forced to live in less than adequate housing within the City, pay a disproportionate share of their incomes to live in adequate housing within the City or commute increasing distances to their jobs from housing located outside the City. The City's Balanced Communities Policy can enhance the public welfare by increasing the supply of housing affordable to households of lower and moderate-income incomes in a balanced manner and thereby combating the adverse effects to the City due to an insufficient supply of affordable housing.

II. FC-2 AFFORDABLE HOUSING OBLIGATION, LOCATION, PHASING, DESIGN AND UNIT MIX

A. OBLIGATION

The City of Chula Vista Housing Element and the Otay Ranch GDP provide that ten percent of the total units will be affordable to low and moderate-income households. Of the ten percent, five percent must be affordable to low income households and five percent must be affordable to moderate income households. In calculating the required number of affordable units, fractional units may result and may either be provided as one additional affordable unit or paid as a partial in-lieu fee equal to the resulting fraction.

The estimated Freeway Commercial North (FC-2) affordable housing unit obligation is based on the FC-2 SPA entitlement authorization of 900 units within the Village. The affordable units required for FC-2 are 45 low income and 45 moderate-income affordable units.

B. TYPES OF AFFORDABLE HOUSING

The housing policies established in the City of Chula Vista Housing Element advocate a broad variety and diversity of housing types. The affordable housing obligations of FC-2 will be met through a combination of housing types including rental and “for-sale” housing. In general, low-income housing needs will be satisfied through the provision of rental units. Depending upon the availability of adequate subsidies, incentives or other financing assistance, a limited number of “for-sale” multi-family housing units affordable to low income households may be available as well. Housing opportunities to meet the needs of moderate income households will be provided through a combination of market-rate rental units as well as “for-sale” housing in medium-high to higher density developments.

C. LOCATION

The location of affordable housing developments shall take into consideration proximity to and availability of the following:

- Existing or proposed public transit facilities or transportation routes;
- Existing or proposed community facilities and services, such as shopping, medical, child care, recreation areas and schools; and
- Existing or future employment opportunities.

Affordable housing units required for FC-2 may be located either within or outside the plan area. Affordable housing to accommodate low-income households may be provided within rental housing developments. “For-sale” units affordable to moderate income households may be available as well.

Consideration of location will be made on a case-by-case basis. Evaluation of alternate locations should include an analysis of the specific benefit to be gained from development of such replacement site, including such factors as an increase in the number of affordable units, deeper affordability levels, or the earlier satisfaction of the affordable housing requirement.

Identification of potential target sites in this Affordable Housing Program describes one way in which the FC-2 affordable housing obligation might be met, and is not meant to require that affordable units be constructed on any specific sites nor to preclude other alternatives. Such alternatives might include, by way of example, the aggregation of rental housing affordable to low-income households within the mixed-use site, or as a separate component of another development site. A final determination as to the location and type of the affordable housing sites will occur with subsequent entitlements, approvals and agreements.

D. PHASING

Development of FC-2 will be completed in multiple phases to ensure construction of necessary infrastructure and amenities for each phase as the project progresses. The Phasing Plan is non-sequential. This recognizes that sequential phasing is frequently inaccurate due to unforeseen market changes or regulatory constraints. Therefore, the FC SPA Plan and Public Facilities Finance Plan (PFFP) permit non-sequential phasing by imposing specific facilities requirements for each phase to ensure that FC-2 is adequately served and City threshold standards are met.

Detailed schedules and building permit stipulations for the construction of affordable units in relation to other market rate units will be established through the initial Affordable Housing Agreement. The Affordable Housing Agreement must be in place prior to the approval of the first Final Subdivision Map.

The Developer shall diligently pursue completion of the construction of the low and moderate income housing units as per the implementation schedule established by the initial Affordable Housing Agreement.

E. DESIGN

Affordable housing shall be compatible with the design and use of the market rate units, in terms of appearance, materials, and finish quality. The developer shall have the option of reducing the interior amenities, levels and square footage of the affordable units.

F. UNIT MIX BY BEDROOM COUNT

The affordable units shall have an overall unit mix by bedroom count which reflects the appropriate community need and shall be comparable to the unit mix by bedroom count of the market rate units in the residential development.

III. AFFORDABLE HOUSING RESTRICTIONS

A. INCOME ELIGIBILITY

To determine the eligibility of a household for the low and/or moderate income housing unit, the household purchasing or renting the affordable unit must qualify as a lower income/moderate income household, as established by and amended from time to time pursuant to Section 3 of the United States Housing Act of 1937, as published by the U.S. Department of Housing and Urban Development (HUD), and as also provided in California Health and Safety Code Sections 50079.5 and 50105.

B. AFFORDABLE HOUSING COSTS

The allowable housing expense paid by a qualifying household shall not exceed a specified fraction of the gross monthly income, adjusted for household size, for the following classes of housing:

Very Low Income rental and for-sale units: 30 percent of the gross monthly income, adjusted for household size, at 50 percent of the Area Median Income (AMI) for San Diego County, or as provided in Section 50053 (b)(2) and 50052.5 (b)(2) of the California Health and Safety Code

Lower Income, rental units: 30 percent of the gross monthly income, adjusted for household size, at 60 percent of the Area Median Income (AMI) for San Diego County, or as provided in Section 50053 (b)(3) of the California Health and Safety Code.

Lower Income, for-sale units: 30 percent of the gross monthly income, adjusted for household size, at 70 percent of the Area Median Income (AMI) for San Diego County, or as provided in Section 50052.5 (b)(3) of the California Health and Safety Code.

Moderate Income, rental units: 30 percent of the gross monthly income, adjusted for household size, at 110 percent of the Area Median Income (AMI) for San Diego County, or as provided in Section 50053 (b)(4) of the California Health and Safety Code.

Moderate Income, for-sale units: 35 percent of the gross monthly income, adjusted for household size, at 110 percent of the Area Median Income (AMI) for San Diego County, or as provided in Section 50052.5 (b)(4) of the California Health and Safety Code.

To determine the "Allowable housing expense" include all of the actual or projected monthly or annual recurring expenses required of a household to obtain shelter.

1. For a for-sale unit, allowable housing expenses include payments for principal and interest on a mortgage loan, including any loan insurance fees, property taxes and assessments, fire and casualty insurance, homeowner association fees, and a reasonable allowance for utilities, or as defined in 25 California Code of Regulations Section 6920.

2. For a rental unit, allowable housing expenses include payments for rent and a reasonable allowance for utilities, or as defined in 25 California Code of Regulations Section 6918.

Should subsidized financing and other incentives from a public agency be proposed and obtained, the monthly affordable rent shall be dictated by such program or granting Agency. If no affordable rent is specified, affordable monthly rents shall be established in accordance with Section 50053 of the California Health and Safety Code.

C. UNDERWRITING REQUIREMENTS

To ensure the preservation of affordability of proposed low and moderate-income housing and financial viability of program participants, the City shall encourage the following policies consistent with the City's adopted City Council Policy 453-02:

- Fixed rate mortgages only. No adjustable rate mortgages;
- Affordable monthly housing payments no more than ~~33~~ 38 percent of household income ("Front End Ratio"). Total debt payments no more than 45 percent of household income ("Back End Ratio").
- No "teaser" rates; and,
- No non-occupant co-borrowers.

D. AFFORDABILITY TERM OF OWNER OCCUPIED HOUSING

In order to ensure the continued affordability of the units, owner occupied units must be restricted for the required term of thirty (30) years. Consistent with City Council Policy 453-02, restrictions to the satisfaction of the City will be recorded on the property which will result in the recapture by the City or its designee of a financial interest in the units equal to the amount of subsidy necessary to make the unit affordable to a low-income household and a proportionate share of any equity. Funds recaptured by the City shall be used to provide assistance to other identified affordable housing production or contributions to a special needs housing project or program. To the extent possible, projects using for-sale units to satisfy the obligations of developers under the City's Affordable Housing Program shall be designed to be

compatible with conventional mortgage financing programs including secondary market requirements.

E. TERM OF AFFORDABILITY RESTRICTIONS

The term of the affordability restrictions shall be thirty years (30) years from issuance of the Certificate of Occupancy for the first structure providing income and rent restricted units, or the longest period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or other rental financing subsidy or incentive/concession/waiver program from a public agency. The most restrictive term of the affordability shall apply. The term of affordability and resale restrictions for affordable for-sale units are more appropriately described above in "Resale Provisions of Owner Occupied Housing."

IV. SUBSIDIES, INCENTIVES AND FINANCING MECHANISMS

The obligation to provide affordable housing shall not be dependent upon the availability of subsidies, incentives or financing mechanisms. The City shall consider providing incentives, assistance, and subsidies to those qualifying projects and supporting any applications for assistance that requires approvals from, or allocations by other agencies, to the extent feasible, in a manner that offsets the cost of providing for affordable units. Offsets will be offered by the City to the extent that resources and programs for this purpose are available to the City and to the extent that the qualifying projects, with the use of the offsets, assists in achieving the City's housing goals. To the degree such offsets are available, the Developer may make application to the City.

The parties acknowledge that the City is not hereby committing, directly or through implication, a right to receive any offsets from City or any other party or agency to enable the Developer to meet the obligations and cannot guarantee the availability of any Cost Reducing Mechanisms to the Developer for Freeway Commercial North. The City reserves the right to approve, approve with conditions or disapprove, in its sole discretion, any Developer request for subsidized financing sponsored by the City.

A. DENSITY BONUS

Projects that meet the applicable requirements of State law (Government Code Section 65915) as a result of affordable housing units, are entitled to a density bonus or other incentives in accordance with the provisions of such law.

V. COMPLIANCE REPORTING

Terms related to occupancy and affordability restrictions shall be recorded as a separate deed restriction or regulatory agreement on the property designated for the affordable units and shall bind all future owners and successors in interest for the term of years specified therein. The City shall monitor affordable units for compliance with those terms and conditions of all relevant Affordable Housing Agreements or other restrictions. The Developer shall submit compliance reports in the frequency and manner prescribed by the City of Chula Vista Development Services Department.

VI. AFFIRMATIVE MARKETING PLAN

The Developer shall provide a marketing plan acceptable to the City, in the City's reasonable discretion, for proactively marketing the low and moderate income housing units to low and moderate income tenants and purchasers. Developer shall use good faith and reasonable best efforts to market the low and moderate income housing units to low and moderate income tenants and purchasers according to the affirmative marketing plan. The City will use good faith and reasonable best efforts to assist the Developer in marketing low and moderate income housing units to low and moderate income tenants and purchasers obtaining the services of a third-party organization in connection with such marketing efforts, processing the applications of prospective tenants and purchasers of low and moderate income housing units, and complying with the reporting requirements as required herein.

VII. IMPLEMENTING AGREEMENTS AND CONDITIONS

This AHP may be implemented through various mechanisms including development agreements, tentative map conditions, and specific housing project agreements that may impose additional terms and conditions consistent herewith.

VIII. DEFINITIONS

Affirmative Marketing Plan:

An outline that details actions the Developer will take to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, sex, sexual orientation, marital status, familiar status, color, religion, national origin, ancestry, handicap, age, or any other category which may be defined by the law now or in the future.

Low Income Household:

A household of persons who claim primary residency at the same unit with combined incomes that are greater than 50%, but not more than 80% of the Area Median Income for the San Diego area based on household size as determined annually by the U.S. Department of Housing and Urban Development (HUD). Household size is calculated by the number of persons residing at the same unit as their primary residency.

Moderate Income Household:

A household of persons who claim primary residency at the same unit with combined incomes between 80% to 120% of the Area Median Income for the San Diego area based on household size as determined annually by the U.S. Department of Housing and Urban Development (HUD). Household size is calculated by the number of persons residing at the same unit as their primary residency.

San Diego Area Median Income:

The San Diego County area median income level as determined from time to time by HUD, based on household size.

Subsidized Financing:

Any financing provided by any public agency specifically for the development and construction of low or moderate income housing units, including but not limited to the following:

- Low Income Housing Tax Credits (LIHTC) – statewide competition;
- Housing Bonds – State;
- Housing Bonds – City of Chula Vista;
- Redevelopment Low and Moderate-income Housing Fund – Redevelopment Agency;
- HOME – City of Chula Vista and County of San Diego;
- Community Development Block Grants – City of Chula Vista; and,
- Other Public Financing – State and Federal.

EXHIBIT 1A
CITY/HA SUPPLEMENTAL RENTAL APPLICATION

Insert Name Apartments
Supplemental Application

Insert Name Apartments offers apartments located at **Insert Address**. The units consist of 1, 2 and 3 bedroom units.

For more information about **Insert Name Apartments, the units, floorplans, etc, please stop by the Rental Office at _____, Chula Vista, CA 9191_.**

The purpose of this program is to provide affordable rental opportunities for low-income households and to ensure that City of Chula Vista meet the goals set forth in the City's Housing Element and HUD approved Consolidated Plan.

The City of Chula Vista and **Insert Ownership Name** welcomes your interest in **Insert Name** Apartments and requests that you read this information in its entirety. It is very important that you understand ALL of the program requirements. Once you agree to rent an affordable unit you are bound by all of the requirements.

AFFORDABLE HOUSING UNITS

In order to qualify to rent an Affordable Housing Unit, applicants must meet **ALL** of the requirements outlined within this document.

Income restrictions apply. Please refer to the chart below for the **MAXIMUM** gross income based upon household size, which is defined as the total number of people residing within the household. You must be able to provide evidence that the people you list as household occupants will reside in the affordable unit. Gross income is the total amount of income earned by all persons, over the age of 18, within the household before all standard withdrawals (including federal tax, state tax, social security, etc.)

Affordable Unit Restrictions

The restrictions set forth in the Table below shall establish the maximum rental rate, which shall be adjusted for family size appropriate for the Affordable Unit, from which a utility allowance as approved by the City Manager shall be deducted. The family size appropriate for the Affordable Unit for purposes of establishing the maximum rental rate shall be calculated at one person per bedroom plus one.

EXHIBIT 1A
CITY/HA SUPPLEMENTAL RENTAL APPLICATION

TABLE OF RENT AND INCOME RESTRICTION CRITERIA

UNIT TYPE	MAXIMUM MONTHLY RENTS	MAXIMUM INCOME OF ELIGIBLE TENANTS
1-Bedroom	1/12 th of 30% of 50% of AMI	50% of AMI
1-Bedroom	1/12 th of 30% of 60% of AMI	60% of AMI
2-Bedroom	1/12 th of 30% of 50% of AMI	50% of AMI
2-Bedroom	1/12 th of 30% of 60% of AMI	60% of AMI
3-Bedroom	1/12 th of 30% of 50% of AMI	50% of AMI
3-Bedroom	1/12 th of 30% of 60% of AMI	60% of AMI

“Eligible Tenants” are those tenants: (i) whose aggregate gross annual income does not exceed the respective percentages set forth in the Table of Rent and Income Restriction Criteria set forth in Section 1(a), above, as adjusted for family size; and (ii) who own no interests in real property other than a timeshare which may be used for a maximum of one month per year. For purposes of this Declaration, the current annual area median income shall be the area median income defined by HUD as the then current area median income for the San Diego-Carlsbad-San Marcos Metropolitan Statistical Area, established periodically by HUD and published in the Federal Register, as adjusted for family size. The rents and the occupancy restrictions shall be deemed adjusted, from time to time, in accordance with any adjustments that are authorized by HUD or any successor agency. In the event HUD ceases to publish an established area median income as aforesaid, Lender may, in its sole discretion, use any other reasonably comparable method of computing adjustments in area median income. Notwithstanding anything contained herein to the contrary, to the extent any other restrictions applicable to the Property limit the rent and/or occupancy of the Property, the most restrictive shall apply.

EXHIBIT 1A
CITY/HA SUPPLEMENTAL RENTAL APPLICATION

ADDITIONAL AFFORDABLE HOUSING PROGRAM REQUIREMENTS

RENT SELECTION CRITERIA

[Insert if Applicable]

The Property Management Company will use the following criteria in order to determine priority for rental of an Affordable Unit. A point system has been established so that applicants with a higher number of points will receive preference for units.

[Insert Point System if Applicable]

EXHIBIT 1A
CITY/HA SUPPLEMENTAL RENTAL APPLICATION

AFFORDABLE HOUSING RESTRICTIONS

APPLICATION REVIEW PROCESS

- Applicants will be contacted by the rental office staff via U.S. mail acknowledging receipt of complete application and supporting documentation. The property manager and the City will review all applications to determine eligibility.
- Eligible applications will be forwarded to _____ to be reviewed for eligibility. Please be advised that your financial information will be reviewed for two different purposes:
 - To determine that your household annual income does NOT exceed the maximum allowed by the City of Chula Vista for the Affordable Housing. ALL income will be considered for all persons living in the home who are 18 years or older, even if the income is not taxable income.
 - To determine if your income, employment history and credit rating are sufficient to qualify for a rental.

Before you submit your complete application and supporting documentation please ask yourself the following questions. Do you:

- Meet ALL the program requirements?
- Have a good credit rating?
- Have stable income?

If you have answered yes to ALL the above questions.....

Fill out the attached application and submit it plus ALL required documentation and MAIL to:

ATTN: Insert Ownership Name, LP
Insert Name Apartments

EXHIBIT 1A
SAMPLE SUPPLEMENTAL RENTAL APPLICATION

HOUSEHOLD INFORMATION:

List **ALL** household members **Including Applicant(s)** that will reside in the Affordable Housing Unit. Attach proof of this information.

Total # of persons in Household _____ Total yearly Household Income \$ _____

Total Household Assets \$ _____

Name Age Relationship to Applicant

EXHIBIT 1A
SAMPLE SUPPLEMENTAL RENTAL APPLICATION

RENTER SELECTION CRITERIA INFORMATION:

Selection of Tenants: Absent a Master List described above, selection of tenants shall be made randomly by lottery within the following levels of priority, subject in all circumstances to applicable limitations imposed by law, including, without limitation, the Fair Housing Act under Federal law:

If you respond YES to any of the questions below, you MUST provide written evidence with your application satisfactory to the City of Chula Vista or you may not receive all eligible points.

1) Did you have to leave your most recent PRIMARY residence due to either: Being displaced from your primary residence as a result of an action of City or Agency, a condominium conversion involving the household's residence, expiration of affordable housing covenants applicable to such residence, or closure of a mobile home or trailer park community in which the household's residence was located, and the household resided in such housing as the household's primary place of residence for at least two years prior to such action or event.

Yes No

How long has this home been your primary residence?

2+ years 1 year Less than 1 year

2) Does your Household meet one of the following criteria: (i) households which are displaced from their primary residence as a result of an action of City or Agency, a condominium conversion involving the household's residence, expiration of affordable housing covenants applicable to such residence, or closure of a mobile home or trailer park community in which the household's residence was located, and the household resided in such housing as the household's primary place of residence for at least one year but less than two years prior to such action or event; (ii) households with at least one member who resides within the City, as that person's primary place of residence; (iii) households with at least one member who works or has been hired to work within the City, as that person's principal place of full-time employment; or (iv) households with at least one member who is expected to live within the City as a result of a bona fide offer of employment within the City.

Yes No

EXHIBIT 1A
SAMPLE SUPPLEMENTAL RENTAL APPLICATION

No discrimination herein may be used for the purpose or effect of delaying or otherwise denying admission to the Property or unit based on the race, color, ethnic origin, gender, religion, disability, or age of any member of the applicant.

AFFORDABLE HOUSING APPLICATION CHECKLIST

This checklist contains a list of documents that you are **REQUIRED** to submit, along with the completed Application as part of the application review process. Please review the list carefully and include **COPIES** of all documents that you are submitting. If there are any documents listed that you do not believe you are required to submit please indicate N/A and state the reason why the information is not attached. You must attach this signed checklist as part of your application packet. **APPLICATIONS THAT ARE MISSING DOCUMENTATION WILL NOT BE CONSIDERED.**

- Two months of most current and consecutive bank/investment/retirement statements for ALL accounts (all pages)
- Most recent paycheck stubs covering a 30-day period for each borrower
- Most recent one (1) year W-2s and/or 1099s for each borrower
- Most recent one (1) year Federal Tax Returns for each borrower (all schedules)
- Complete divorce decree(s) with all attachments, if applicable
- Complete bankruptcy papers with all schedules and discharge papers for bankruptcies within the last 7 years, if applicable
- Copy of Resident Alien Card, front and back, if applicable or other appropriate proof of legal U.S. residency

If you are self-employed, also provide the following:

- Most recent three (3) years tax returns and copies of 1040s, W-2s, 1099s and/or K-1s for each borrower
- Limited or General Partnership returns (if ownership interest is 25% or greater)-copies of form 1065
- Sub Chapter S Corporation returns (if ownership interest is 25% or greater)-copies of form 1120 S
- U.S. Corporation returns (if ownership interest is 25% or greater)- copies of form 1120
- YTD Profit and Loss Statement (in some cases this may need to be audited)

EXHIBIT 1A
SAMPLE SUPPLEMENTAL RENTAL APPLICATION

AFFORDABLE HOUSING UNIT AFFIDAVIT

By signing below each applicant makes the following certifications:

I understand and agree with the answers I have provided, and do furthermore certify the following:

1. That those people who I expect to share occupancy of the Residence with me are listed under the Household Information section of the Application.
2. That my spouse is an Applicant for the Program and must sign this Application.
3. That I will submit true and complete copies of all requested documentation.
4. That the Residence will be occupied and used as my principal place of residence.
5. That my income does not exceed the program income limits.

AFFORDABLE HOUSING UNIT CERTIFICATION

I acknowledge and understand that this Affidavit, as completed above, will be relied on for determining my eligibility for An Affordable Housing Unit. I acknowledge that a material misstatement negligently made by me in this Affidavit or in any other connection with my Application for an Affordable Housing Unit will constitute a violation punishable by a fine and possible criminal penalties imposed by law, and will result in the cancellation or revocation of the Loan. I acknowledge that any false statement or misrepresentation or the fraudulent use of any instrument, facility, article, or other valuable thing or service pursuant to my participation in the Program is punishable by fine.

RENTER

DATE

RENTER

DATE

EXHIBIT 2A
Semi-annual Report

Owner's Certification

I am the owner or owner's representative for an affordable housing development in the City of Chula Vista which is bound by a Housing Agreement with the City.

I certify under penalty of perjury that the attached rent roll for affordable units at my project is true and correct to the best of my knowledge and complies with the terms and conditions stipulated in the Affordable Housing Agreement, or any agreements that implements the same, with the City of Chula Vista.

Name: _____

Title: _____

Signature: _____ Date: _____

EXHIBIT 2B
Semi-Annual Affordable Housing Monitoring Report



Project Name: _____
 Project Address: _____
 Contact Person: _____ Title: _____
 Telephone No.: _____ Fax No.: _____
 As of (Date): June 30, _____ December 31, _____
 Reviewed By: _____ Date: _____

Bdrm Size	Restricted - Affordable		Non-Restricted		TOTAL
	No. of Units	No. of Units	No. of Units	Avg Monthly Rent	
Studio					
1 Bedroom					
2 Bedrooms					
3+Bedrooms					
TOTAL					

Unit No.	Bdrm Size	Monthly Rent \$	Name of Household	No. of Occupants	Total Monthly Household Income \$	Percent Median Income	Seniors - One Occupant 60 Yrs+ (Y/N)	Date of Last Income Re-Examination	FOR CITY USE ONLY Unit in Compliance (Y/N)
Example	2	\$695	Doe, John	2	\$2,800	%	N/A	1/99	
1.		\$			\$	%			
2.		\$			\$	%			
3.		\$			\$	%			

EXHIBIT 2B
Semi-Annual Affordable Housing Monitoring Report



Project Name: _____
 As of (Date): June 30, _____ December 31, _____

Unit No.	Bdrm Size	Monthly Rent \$	Name of Household	No. of Occupants	Total Monthly Household Income \$	Percent Median Income	Seniors - One Occupant 60 Yrs+ (Y/N)	Date of Last Income Re-Examination	FOR CITY USE ONLY Unit in Compliance (Y/N)
4.		\$			\$	%			
5.		\$			\$	%			
6.		\$			\$	%			
7.		\$			\$	%			
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Deadline for Submittal: January 15th and July 15th of each year.

Word: Monitor Rpt -Aff Hsg

Revised: January 2001

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EXHIBIT 3
Homebuyer's Qualifying Form

Buyer's Name:

Current Address:

Household Size:

Household Income:

Master Plan Community:

Tract:

Lot #

Lot Address:

Bedrooms:

Purchase Price³:

Monthly PITI Payment:

% of Income:

Year of Purchase:

Signature Authorizing Release to City:

Sales Representative:

Submitted to City on:

Note: This information is for the City's Reporting and Administrative Use Only.

³ The sales price of any unit being sold in partial satisfaction of Developer's obligation to provide moderate income housing shall not exceed the affordable housing costs for owner occupied housing as defined within the Affordable Housing Program for the master plan community.