

Arlington Property Management
1136 De La Vina Street Ste. 221
Santa Barbara, CA 93101

**RENTAL APPLICATION INSTRUCTIONS
FOR ARLINGTON APARTMENTS
125 W. ANAPAMU ST. SANTA BARBARA, CA 93101**

INTRODUCTION

The Arlington Apartments provide affordable housing for low-income persons with mental disabilities. All units are studio apartments. There are two possible rent schedules for these units – a low-income rent schedule and a Shelter Plus Care Program rent schedule. The rent schedule, which will apply to a particular unit, will depend upon the qualifications of the tenant for that unit.

For low-income persons with mental disabilities who are not eligible for the Shelter Plus Care Program, the rent will be \$817.00 per month including utilities (as of 2008).

For such persons who are eligible to participate in the Shelter Plus Care Program, the rent, which includes utilities, will be an amount which is 30% of the person's adjusted monthly income as determined by the Housing Authority of the City of Santa Barbara guidelines. Obviously, this sum may be slightly different for each person since it is derived from the individual's adjusted income. For a person receiving only S.S.I benefits and having no income adjustments, the rent would be approximately \$275.00 per month including utilities.

1. COMPLETION AND SUBMISSION OF APPLICATION

The attached application **must be completed in its entirety**. All questions **must** be answered and all requested or supporting documents must be included. If you think that the question does not apply, indicate so by marking "N/A" in the space provided for an answer. Applications will be processed in the order they are received, after it is determined that the application is complete. **Incomplete applications will not be processed but will be returned to the applicant for completion.**

Once the application is deemed complete, the applicant will be assigned a priority number. The priority numbering system will begin with 0001, which will be given to the first **completed** application received. Subsequent completed applications received will be numbered sequentially, i.e. 0002, 0003, etc.

This priority number will represent the order in which your application will be processed and the order in which vacant units will be offered for rental to tenants. The order of priority is very important for applicants. To insure yourself the highest priority number available, it is important that you fill out your application and return it as quickly as possible. However it is also important that you take the time necessary to complete the application fully. **Remember, an incomplete application will be returned and will not be accepted or receive a priority number until it is complete.**

2. HOW MANY APARTMENT UNITS ARE AVAILABLE?

There are twenty-seven studio apartments available for rent, either furnished or unfurnished. A minimum of nine units is required to be allocated to clients of the Santa Barbara County's Mental Health Services Department during the first year of operation. All units are required to be made available **ONLY TO PERSONS WITH MENTAL DISABILITIES AND WHO MEET "LOW-INCOME" GUIDELINES.**

3. WHO IS ELIGIBLE TO RENT AN APARTMENT?

Any person with a mental disability who also qualifies as a “low-income person” is eligible to rent these studio apartments. A person with a mental disability is someone who (1) has a mental disorder as defined by the DSM-IV, other than a primary substance use disorder or developmental disorder; *and* (2) as a result of the disorder has symptoms or a substantial functional impairment in independent living, or social relationships, or vocational skills or physical condition; or alternatively, has a psychiatric history demonstrating that without treatment there is imminent risk of decompensating to the point of having substantial impairments or symptoms; *and* (3) as a result of the functional impairment is eligible for public assistance, services, or entitlements, or is otherwise legally a public responsibility.

A “low-income person” is someone whose annual gross income does not exceed eighty (80%) percent of the County’s median income figure for a one-person household, as established and periodically revised by the U.S. Department of Housing and Urban Development (HUD) for Public Housing and Section 8 Rental Assistance Programs.

4. WHAT IS THE SHELTER PLUS CARE PROGRAM?

The Shelter Care Plus Program is a rental payments assistance program administered by the Federal Department of Housing and Urban Development (HUD). Homeless persons with a mental disability are eligible for Shelter Plus Care rental assistance at the Arlington Apartments. Homeless persons are persons who are sleeping in shelters or in places not meant for human habitation. A homeless person is also someone (1) who is being evicted within the week from a dwelling unit, or being discharged from an institution in which they have resided for more than 30 consecutive days, *and* (2) for whom no subsequent residence has been identified, *and* (3) who lacks the resources and support network needed to obtain housing.

A low-income applicant, with a mental disorder, who is not homeless may still qualify to live in the Arlington Apartments but will not qualify to receive Shelter Plus Care Rental Assistance while living there.

All applications will be screened to determine whether the applicant meets the criteria to rent one of the studio apartments at the Arlington. Once it has been determined that the applicant so qualifies, the applicant will be placed on the eligibility waiting list.

All applicants who qualify for an apartment as determined above will be re-screened to determine whether the applicant may also be eligible for Shelter Plus Care Rental Assistance. If it appears that the applicant may also qualify for such assistance, the applicant will be referred to the Housing Authority of the City of Santa Barbara which will make the final determination of eligibility for Shelter Plus Care rental assistance.

All eligible applicants will be assessed to determine any specific supportive service needs that they may require in order to maintain stability in an independent living environment. These needs will be delineated in a written Service Plan that is incorporated into the Rental Agreement and revised every six (6) months.