



NEW WORKFORCE HOUSING OPPORTUNITY



**THE WAITLIST IS OPEN UNTIL
6PM, FRIDAY, MAY 20, 2022**

THE WAITLIST IS NOW OPEN FOR 7 NEW WORKFORCE RENTAL APARTMENTS IN FOSTER CITY AVAILABLE FOR OCCUPANCY IN MAY 2022



ABOUT THE PROPERTY

501 Pilgrim Drive, Foster City property is owned by the City of Foster City and managed by HIP Housing Affordable Ventures. The property is located on the corners of Triton Drive and Pilgrim Drive, walking distance from City Hall, restaurants, and shopping.

There are a total of 22 apartments in the three-story apartment community. Fourteen apartments are below-market rate units for very low-, low- and moderate-income households (filling of the BMR units was initiated through an earlier lottery) and there is one on-site manager's unit. The remaining seven units are workforce housing units and are not income-restricted but are rent restricted to a maximum 130% of Area Median Income. Each apartment has an assigned garage or outdoor parking space, and each includes a washer and dryer in the unit, full-kitchen, air conditioning, and a balcony. The community includes two apartments with mobility features for those with disabilities. Pets are not permitted (does not apply to service and assistive animals). Smoking is not permitted.

Workforce Housing Units, 501 Pilgrim Drive, Foster City

	Number of Units	Monthly Rent	Deposit	Min. Household Size	Max. Household Size	Minimum Gross Household Income
1-Bedroom	2*	\$2,200	\$2,200	1	2	\$66,000
1-Bedroom + Den	3	\$2,500	\$2,500	1	3	\$75,000
2-Bedroom	2*	\$2,800	\$2,800	2	4	\$84,000

**one of the units is a mobility-accessible ADA unit*



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ELIGIBILITY

Applicants must meet requirements as specified below.

A. INCOME REQUIREMENTS

Applicants for the workforce apartments must meet the minimum household income restrictions as specified above. Minimum income is based on income of all adults (18 years or older) in the household. There is no maximum income limit. Those with Housing Choice Vouchers are exempt from the minimum income requirement but must show evidence of sufficient income or financial assets to cover basic living expenses.

B. HOUSEHOLD SIZE REQUIREMENTS

Households must meet the minimum and maximum household size as specified above for the unit for which they are applying.

C. PREFERENCE

Priority will be given to income qualified applicants in the following order:

1. Those with mobility-related disabilities.*
2. Persons who work for the Foster City Police Department, City of Foster City Fire Department (now SMC Fire) or are otherwise considered by the City of Foster City to be a first responder to emergencies.
3. Other income qualified employees of the City of Foster City.
4. Income qualified classroom teachers employed by San Mateo-Foster City School District, San Mateo Union High School District, or the San Mateo Community College District.
5. Income qualified persons who live and work in Foster City.
6. Income qualified persons who live in Foster City.
7. Income qualified persons who work in Foster City.
8. All others who are income qualified.

**two accessible-ADA units (one one-bedroom unit and one two-bedroom unit) are designed for persons with mobility-related disabilities.*

D. CREDIT, BACKGROUND, INCOME CERTIFICATION

All applicants must pass credit and background checks and have their income and priority status certified by HIP Housing Affordable Ventures to be approved to move in.



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PROCESS AND NEXT STEPS

This application is used to create a waitlist for the seven apartments and is not an application for housing. Once the waitlist closes, applicants will be selected through a lottery and invited to view the apartment and submit an application for housing. Those not selected through the lottery system will remain on the waitlist. You will receive a confirmation by email that your application has been received.

LOTTERY

The lottery will be held on the first business day after the waitlist closes. Applicants will be sorted by preference and the type of apartment for which they are applying, and then selected by random lottery for each preference category. The waitlist will be processed in order based on preference. One applicant will be selected for each of the seven available apartments and contacted by email and telephone on the day of the lottery. Selected applicants will have five business days to respond and one week after responding to see the apartment and submit an application for housing before we move on to the next person on the waitlist. In the event that we do not receive a sufficient number of waitlist applications on the day the lottery closes, we will re-open the waitlist application and delay the lottery date.

APPROVAL FOR HOUSING

Those selected through the lottery will be invited to view the available apartment and complete a rental application (\$35 per adult). They must meet eligibility requirements as stipulated above, pass a background and credit check, and have their income verified by HIP Housing to be approved for housing. Income verification involves providing pay stubs and other financial documents, such as bank statements, income taxes, etc. as requested. All leases will be for 12-month terms.

APPLICATION RULES

1. Do not submit more than one application per household. Multiple applications from the same household will be denied.
2. By submitting this application, you certify that the information is true and accurate to the best of your knowledge. Submitting false information is grounds for denial.
3. Fill out all information requested. Incomplete applications will be denied.
4. If you have corrections to your application after you have submitted it, please contact Nori Jabba by email. All corrections must be in writing.
5. You cannot change the size of the apartment for which you are applying after you submit your application.
6. If your preference category changes after the lottery is held either due to incorrect information or change of circumstances, you will automatically move to the bottom of the waitlist for the corrected preference category.
7. Those who do not meet the minimum income requirement without having a Housing Choice Voucher or other source of monetary supplement will be denied.
8. Those who do not meet the household size requirements for the unit size for which they have applied will be denied.
9. This lottery application is only for the seven workforce housing units for 501 Pilgrim Drive.



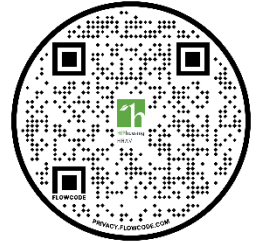
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10. This lottery application does not preclude you from applying for any other affordable housing waitlist or interest list.
11. You may apply for this lottery if you participated in the earlier lottery for the 14 below market rate units at the same building.

HOW TO APPLY TO THE INTEREST LIST – 4 ways to apply

1. **ONLINE:** go to this link: <https://forms.gle/h1PHepvWwL6Aa5jA8>
2. **BY SMARTPHONE:** Or open your phone's camera and hover it over the flow code to open the lottery application and apply by phone.
3. **BY EMAIL:** Email Nori Jabba at HIP Housing at njabba@HIPhousing.org and request that an Interest List application to be emailed to you.
4. **BY U.S. MAIL OR HAND DELIVERY:** Please call our office to request a paper application. HIP Housing's office is closed to the public, but you may drop your application in our mail slot in the door or send it to: HIP Housing Affordable Ventures, 1512 Stafford Street, Redwood City, CA 94063, Attn: N. Jabba. Mailed and hand-delivered applications must be received by the due date.



**THE WAITLIST IS OPEN UNTIL 6PM, Friday,
May 20, 2022.
We have the right to extend the deadline or
re-open the lottery.**

IMPORTANT INFORMATION ABOUT FOSTER CITY'S WORKFORCE HOUSING PROGRAM

Workforce housing units are monitored through the City of Foster City and are subject to program rules. Visit <https://www.fostercity.org/commdev/page/affordable-housing> You may also contact Monica Ly, Associate Planner, Planning/Code Enforcement Division, City of Foster City, tel. 650-286-3245 or email mly@fostercity.org.

IF YOU HAVE QUESTIONS

Please email Nori Jabba at HIP Housing at njabba@HIPhousing.org, tel. (650) 348-6820, ext. 406. Please include your name and phone number and be sure to mention that your question is in regard to the Foster City Pilgrim Apartments. Learn more about HIP Housing here: www.hiphousing.org.

All eligible applicants are encouraged to apply.