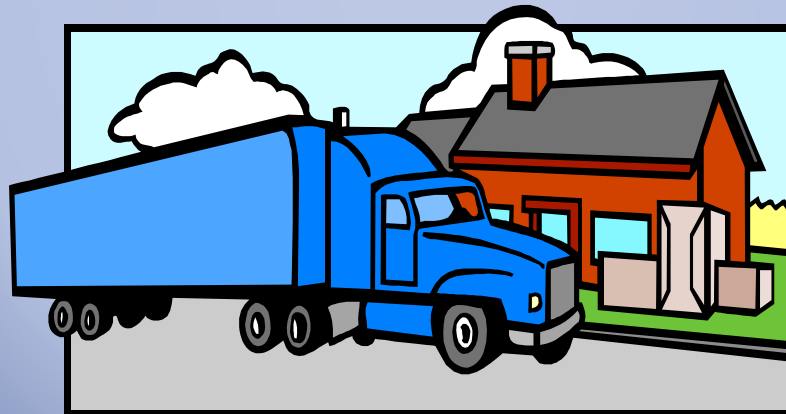




# Welcome to the Conventional (CNV) Orientation





# **This Orientation Session includes information about :**

- The interview
- Your Application
- Family Obligations
- Reasonable Accommodations
- Unit Offers
- Deposits



# Intake Interview

- All adults must attend the interview
- All income and assets must be provided
- You must supply Social Security cards for all family members
- You must supply valid ID for all adult family members
- You must supply certified Birth Certificates for all minors
- You must supply INS cards for all eligible immigrants
- You must supply proof of legal guardianship for all children in the household if both parents are not in the household.
- All forms must be completely filled out and signed



# Reasonable Accommodation

A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to participate in and benefit from the housing programs. A reasonable accommodation must be requested, preferably in writing, in order for it to be considered and the disability and the need for an accommodation must be verified.

The Housing Authority (HA) can deny a request for a reasonable accommodation if:

- The disability is not verified;
- There is no disability-related need for the accommodation;
- The accommodation is not reasonable;
- It would impose an undue financial and administrative burden on the Housing Authority. The determination is made on a case-by-case basis;
- It would fundamentally alter the nature of the Housing Authority's operations; or
- There is an alternative available other than the requested accommodation.

The Housing Authority will only consider reasonable accommodations when a request has been made.



# Final Eligibility

## WHAT YOU SHOULD KNOW

- Your file will be processed once all documents are received
- Once complete, your file goes to the Offer Specialist
- The Site Managers call Our Offer Specialist when they have vacancies. You will be given up to TWO offers for any current vacancies for the waitlists that you were selected for.
- **If you turn down two unit offers, you are then withdrawn from all waitlists that you are in selected status for.**

# Deposits

- The Deposit for a unit is the larger of \$250.00 or the amount of monthly rent (30% of your adjusted monthly income), which ever is higher.
- **EXAMPLE:** If your adjusted monthly income is \$1000.00, your rent is \$300.00 then your deposit will be \$300.00. If your adjusted income is \$200.00 per month, your rent would be \$60.00 per month. Your deposit would be \$250.00
- You will need your deposit and your first months rent in order to move into your unit. Save your money now

# Pets

- Breed and Pet restrictions apply- See the site manager of the property that you are accepting for more information
- There will be a separate pet deposit of \$250

# What happens next ???

- We are going to have you return to the lobby and call you into the cubicles in the order in which you checked in today.
- We will go over your completed application packets.
- If you have anything missing, we will give you 10 days to return the required documents to this office.
- If you fail to return the documents timely, you could be removed from the waitlist.





# Questions and Answers

- If you have further questions, please remain in this room and we will answer all of your questions.
- If you have additional questions after today, you may see the caseworker of the day or you may call (916) 440-1390.







**Congratulations!!!!**  
**You Made it!!!!**  
**The End**

Enjoy your new home!!

