



Relocation Assistance Program Landmark Sunnyvale

SummerHill Housing Group has applied to the City of Sunnyvale to build a new townhome community at 925 S. Wolfe Road. SummerHill would like to provide relocation assistance to the current residents of Landmark Sunnyvale.

| Relocation Assistance Benefit from SummerHill Homes | Assistance Payments for Eligible Current Occupants ¹ | | |
|--|---|--|--|
| | Households with Low & Moderate Income ² Adjusted AMI at or below 120% | Special Circumstances Households | Other Households Households that do not qualify for Rent Subsidy or Special Circumstances |
| 180-Day Written Notice of Date to Move (<i>"Move-Out Notice"</i>) | ✓ | ✓ | ✓ |
| Full Refund of Security Deposit³ (<i>After Issuance of Move-Out Notice</i>) | ✓ | ✓ | ✓ |
| 60-day Subscription to Rental Agency | ✓ | ✓ | ✓ |
| Relocation Assistance Payment⁴ | \$6,750 or \$7,725 Rent Subsidy Payment Based on current unit type | \$3,000 One-time payment in addition to Rent Subsidy | \$1,500 One-time payment |

Rent Subsidy Payment:

3 months of assistance based on an average rent value for a similar apartment type in the Sunnyvale area.

- ❖ **Studio @ \$2,250 per mo. X 3 = \$6,750**
- ❖ **One-Bedroom @ \$2,575 per mo. X 3 = \$7,725**

| Santa Clara County Fiscal Year 2018 - Income Limits (2019 limits to be provided soon) | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|
| Qualification for Rent Subsidy Payment is an Area Median Income at or below 120% | | | | | |
| Number of persons in your household: | 1 | 2 | 3 | 4 | 5 |
| Is your household income <u>at or below</u> : | \$105,200 | \$120,200 | \$135,250 | \$150,250 | \$162,250 |

Special-Circumstances Households:

Households **with any one or more** of the following characteristics:

- At least one Household member is sixty-two (62) years of age or older;
- At least one Household member qualifies as disabled as defined by Title 42, U.S. Code, § 423 or handicapped as defined by California Health & Safety Code § 50072; or
- At least one Household member is a minor child (under 18 years of age) who is a legal dependent of an Eligible Current Occupant.

¹ "Eligible Current Occupants" at time the development application is submitted to the City of Sunnyvale by SummerHill Homes. All eligible adults must be listed on current lease agreement with landlord, be in good standing and in legal occupancy of the unit.

² 120% AMI – Area Median Income for San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR Area adjusted for family size. Data provided by US Dept. of Housing and Urban Development for 2018. 2019 data is anticipated soon and will be used to determine eligibility for Rent Subsidy Payment.

³ Unit must be turned over in acceptable condition to landlord with all personal property, trash and debris removed.

⁴ Payments are generally made in two parts: 50% after eligibility is verified and the balance 50% after the unit is vacated.



Common Questions:

How do I claim Relocation Assistance Benefits? Please complete and return an application to SummerHill's Relocation Advisor at AR/WS (contact information is below). The application will become available in March 2019 and will be mailed to all current households at Landmark Sunnyvale.

- If you believe your household is income eligible for the Rent Subsidy Payment, you will need to provide a copy of your 2018 Tax Return as documentation of income.
- Applicants for Special-Circumstances Payments will be required to provide verification of Special Circumstances.
- You do not need to provide income documentation to request the \$1,500 payment.

When do I have to complete the Application? Before you move-out of Landmark Sunnyvale and prior to the final date to move out that is provided in the written Move-Out Notice.

Who do I include on the application and provide income documentation for? All individuals occupying the unit as their primary residence.

Can I receive both the Rent Subsidy and the \$3,000 Special Circumstances Payment? Yes. Your household must income qualify and have at least one member with one of the Special Circumstances characteristics.

Can I receive the \$3,000 Special Circumstances Payment and the Alternate Payment of \$1,500? No. If you do not income qualify for the Rent Subsidy, you can choose either the Special Circumstances Payment (if at least one household member qualifies) or the Alternate \$1,500 payment.

When will I know if I'm eligible and when will I receive payment? Once your completed application (and income documentation, if necessary) is received, it will be reviewed and your Relocation Advisor will confirm legal occupancy of the unit with your landlord. The Relocation Advisor will notify you if you are eligible or not eligible. The first 50% of the eligible payment will be made to you within 30-45 days thereafter. The balance payment is issued within 30-45 days after you move out and turn over keys to your landlord. To receive relocation assistance, rent payments must be current through the last day of tenancy and the unit left in an acceptable condition.

Can the payment be split between roommates? It is a benefit payable to the entire household, but individual checks may be issued at the household's request. All occupants of the unit must move out in order to receive the final payment.

When can I move-out? Please abide by the terms of your lease and give proper notice to your landlord. If you would like to move out before your lease ends, please contact your landlord to discuss what options may be available.

How do I receive the balance of my eligible payment when I move out? Please be sure to notify your Relocation Advisor when you move and provide your new mailing address.

How do I get the 60-day rental agency assistance? When you are ready to start searching, please notify your Relocation Advisor.

Is the financial assistance taxable income? It may be considered income, but we cannot provide tax advice. Please consult your tax advisor. Please note that you will be required to provide a completed IRS Form W-9 to receive relocation assistance.



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