



Vantage Glen & Rainier View Manufactured Home Parks

A. ELIGIBILITY REQUIREMENTS

In order to be eligible for residency at Vantage Glen and Rainier View, all applicants must meet the eligibility requirements set forth in the Statement of Policy, including the requirement that all household member(s) be at least 55 years of age. The household's total annual income must fall within the income limits listed below:

<u>Family Composition</u>	<u>Family Income Limit</u>
1 person	\$50,640.00
2 persons	\$57,840.00

B. LOT RENTAL RATES

At Vantage Glen – Monthly Lot rental amount is \$425 for a singlewide and \$475 for a doublewide home. Rental amount includes water, sewer, garbage pickup and lawn maintenance. Residents are responsible for electricity, phone, and cable television services.

At Rainier View – Doublewide home availability only – Monthly Lot rental amount for doublewides is \$425/month, and includes lawn maintenance and garbage pickup. Residents are responsible for water, sewer, electricity, phone and cable television services.

C. COMPLETE AND RETURN THE APPLICATION FIRST THEN:

Please follow these steps when purchasing a home at Rainier View or Vantage Glen:

After viewing a home and paying the \$1000 Earnest Money, Submit the Income Paperwork (along with current forms of verifications, i.e., list and submit all monthly income such as bank statements, SSI and/or Pension letters, property valuation statements, CD or other investments statements of worth showing value and interest rates, proper age verification for each household member) in person to the Vantage Glen Property Manager or mail to:

**KCHA-Home Ownership Program
600 Andover Park West
Seattle, WA 98188**

INCOME PAPERWORK EXPIRES 90 DAYS AFTER THE APPLICATION SUBMITTAL & CURRENT INCOME PAPERWORK MUST BE RESUBMITTED IF STILL INTERESTED

Vantage Glen is located at 18100-107th PL SE in Renton, WA 98055
Hours: Tuesdays and Thursdays from 8:00am-12:00pm--(206) 574-1228

- The King County Housing Authority maintains a waiting list of all eligible persons based on date and time the application is returned. Position on the list does not guarantee a home until final determination of income eligibility prior to housing. **If the waiting list has been suspended, homes will be sold on a first come, first serve basis.**
- Waiting List Applicants will be contacted by phone or by mail when a home becomes available. It is very important that applicants keep the King County Housing Authority apprised of any change in address or phone number. Applicants are asked to contact the King County Housing Authority **every four (4) months** in order to maintain a place on the waiting list.



CURRENT INCOME PAPERWORK TO BE SUBMITTED UPON EARNEST MONEY PAYMENT

_____ **RAINIER VIEW**
(Doublewides Only)

_____ **VANTAGE GLEN (check one below)**
Singlewide Home _____
Doublewide Home _____

I. HOUSEHOLD COMPOSITION (Please complete all sections):

Applicant:

First Name _____ Middle Name _____ Last Name _____

Age _____ Date of Birth _____

Present Address _____
FULL ADDRESS (street, apartment or space number, city, state, zip code)

Do you _____ Own? _____ Rent? Referred by: _____

Your Telephone _____ Message Phone _____

Social Security No. _____

Driver's License No: _____ Expiration Date: _____

Co-Applicant:

First Name _____ Middle Name _____ Last Name _____

Age _____ Date of Birth _____

Present Address _____
FULL ADDRESS (street, apartment or space number, city, state, zip code)

Telephone _____ Message Phone _____

Social Security No. _____

Driver's License No: _____ Expiration Date: _____

II. INCOME (If more space is needed, attach separate page. Include documentation for each type of Income.

INCOMPLETE TOTALS WILL NOT BE ACCEPTED

Household Member	Source of Current Income	Gross Monthly Income	Gross Yearly Income
	Social Security		
	Social Security		
	Pension, Annuities, Disability Benefits		
	Employment		
	TOTAL CURRENT INCOME:	\$	\$

VANTAGE GLEN INFORMATION

The Vantage Glen Manufactured Home Park is located at 18100 107th PL SE in Renton, Washington. Vantage Glen is a 55+ senior citizen manufactured housing community consisting of 47 singlewide and 117 doublewide homes. The development is constructed on a 38.8 acre site and enclosed with a brick and wood perimeter fence. Valley Medical Center is located just one mile away. Vantage Glen is easily accessed via I-5, I-405, Highway 167 and the Metro Transit system. Adjacent to Vantage Glen is the Fred Meyer Shopping Center. Its proximity to the shopping complex, medical center, plus the maintenance of the park and its community clubhouse, has made Vantage Glen a very desirable place to live.

The following data is provided to give you general helpful information in making a decision when applying for the waiting list:

Model Years 1985 & 1987 & Manufacturers Represented:

Fleetwood * Moduline* Kentwood * Marlette * Golden West * Commodore

Home Sizes:

Singlewides:

14 x 60 (2 bedroom/1 bath)

14 x 66 (2 bedroom/2 bath)

14 x 70 (2 bedroom/2 bath)

Doublewides:

24 x 40 (2 bedroom/2 bath)

24 x 48 (2 bedroom/2 bath)

24 x 52 (2 bedroom/2 bath)

24 x 56 (2 or 3 bedroom/2 bath)

Price Range: The quoted prices are general *estimates* only-**Prices subject to change:**

Singlewide Homes range from \$35,000 - \$50,000

Doublewide Homes range from \$55,000 - \$76,000

Vantage Glen Space Park Rents: Includes water, sewer, garbage pickup and lawn maintenance. (*Subject to change*):

Singlewide Homes: \$425/month

Doublewide Homes: \$475/month

RAINIER VIEW INFORMATION

Rainier View is a 55+ senior citizen manufactured home community located at 32631 1st Ave in Black Diamond, Washington at the corner of Highway 169 and 1st Ave, east of the Black Diamond Bakery. The community consists of 31 doublewide homes and its proximity to the Cascade foothills provides a picturesque view of Mt. Rainier. The view, coupled with the maintenance of the park, has triggered interest from the public that is well deserved. The following data is provided to give you general information in making a decision when applying for the waiting list.

Rainier View Model Year and Manufacturer: 1989 – Moduline, Fleetwood

Price Range: The quoted prices are general *estimates* only-**Prices Subject to Change:**

Double-wide homes **range** from \$55,000-\$75,000

24 x 48 (2 bedroom/2 bath)

24 x 52 (2 bedroom/2 bath)

Rainier View Space Park Rents: \$425/month - Includes lawn maintenance and garbage pickup. (*Subject to change*).

CLARIFICATION FOR INCOME ELIGIBILITY FOR VANTAGE GLEN & RAINIER VIEW MOBILE HOME PARKS

There is no asset limit for the Park, however, there is an income limit (which may change annually). A tenant's gross annual income may not exceed:

1 person	\$50,640
2 person	\$57,840

Income includes salary, pension, social security, royalties, and any interest received from assets. For example, your assets may be savings accounts, money market funds, IRA's, stocks, bonds, property, etc. When reporting income, please list the current interest rate and the amount of the account.

In the case of stocks or property, please list the value of the asset(s). The value of these assets multiplied by the current passbook savings account interest rate will be counted as income. Property value equals current assessed value. If you own property and you are receiving rental income, that income must be listed. The same holds for property sold on a real estate contract. The annual contract payments must be shown as income.

VERIFICATION INSTRUCTIONS

In order to determine an applicant's income eligibility, it will be necessary to examine the applicant's income and assets. **Please follow the instructions on this page for the items which apply to your situation and attach all pertinent verification documents with your application.**

A. Income:

1. **Social Security or Supplemental Social Security (SSI)**: Provide your annual benefit verification from the Social Security Administration. .
2. **Employment**: Check stubs showing year to date. Have your employer send verification of your wages directly to our office. In addition, provide the correct name, phone number and mailing address of your employer.
3. **Unemployment Compensation**: Obtain a printout from the Unemployment Office listing your current weekly benefit amount or provide the stub that accompanies your benefit check.
4. **Self-Employment**: Provide a copy of your most recent tax return.
5. **Veteran's Benefits**: Contact the Veteran's Administration for verification of your benefits.
6. **Pensions**: Obtain copies of the pertinent documents which will verify the amounts received, the rate at which the payment is received, (how many times a year) and from whom the payment is received.
7. **State industrial/Disability Benefits**: Provide a statement listing the amount you receive from the agency paying your disability.

B. Assets:

The Housing Authority will require verification of the balance and/or principal amount, along with the income received from all assets in excess of \$50,000 or more which are held by the family. See examples below.

1. **Bank Accounts, Stocks, Bonds, IRAs**: Certificates, passbook savings, credit union savings, etc., Obtain copies of the pertinent documents which indicate the present total and also the rate of interest earned.
2. **Real Estate/Mobile Homes**: Provide your current tax assessment statement to verify the value. If you still owe anything on a contract or mortgage, provide a statement from your lender to verify the payoff amount.
3. **Contracts**: Provide a copy of the contract, along with documentation of the balance remaining.

Please supply the Housing Authority with verification of the value of any assets you have disposed of within the last two (2) years at a price lower than the fair market value.

Any other form of income or asset not listed in A. or B. above must be listed and verified.

**STATEMENT OF POLICIES
GOVERNING ADMISSION AND CONTINUED OCCUPANCY
TO THE
VANTAGE GLEN AND RAINIER VIEW
HOMEOWNERSHIP PROGRAM
OWNED AND OPERATED BY
THE KING COUNTY HOUSING AUTHORITY**

I. DEFINITION OF TERMS

- A. Senior Household.** Senior Household means a household in which each of the member(s) are at least fifty-five (55) years of age. Live-in Care Providers residing in a Home are not considered Senior Household members.
- B. Income Limits.** The Income Limits shall be the maximum Annual Income which a Senior Household may earn and still be eligible for admission into the Program. Income Limits vary by the number of members in the Senior Household. The dollar amount is calculated at 80% of King County median income, and is adjusted annually.
- C. Annual Income.** In calculating Annual Income for eligibility purposes, the Housing Authority will consider the gross amount of income anticipated to be received by each member of the Senior Household during the 12 months following the expected commencement date of tenancy. In computing this income, current circumstances will be used to anticipate income.
- D. Net Household Assets.** In calculating Annual Income, the Housing Authority will include any actual interest or dividend income received in the immediately preceding twelve (12) months from bank accounts, stocks, bonds, certificates of deposits, and individual retirement accounts held by members of the Senior Household. In cases where a trust fund has been established and the trust is not revocable by, or under the control of any member of the Senior Household, only amounts actually distributed from the trust fund to a Senior Household member in the twelve (12) months immediately preceding the anticipated date of tenancy shall be included in determining eligibility.
- E. Land Lease Agreement.** A lease between the Housing Authority, as landlord, and the Resident, as tenant, of a Manufactured Home Space within the Park. The Land Lease Agreement shall set forth the Rent charged for the Manufactured Home Space and the terms governing occupancy.
- F. Rent.** Rent means the rent charged for the use of the Manufactured Home Space and Park facilities under the Land Lease Agreement.
- G. Live-In Care Provider:** A person who:
1. is over the age of 18;
 2. is determined to be essential to the care and well-being of a Senior Household member as verified by a letter submitted to the Housing Authority from the Senior Household member's treating physician;
 3. is not obligated for the support of the person(s).

A relative meeting the above four criteria would be allowed to serve as a Live-In Care Provider. A Resident desiring to have a Live-In Care Provider must submit to the Housing Authority a Live-In Care Provider Agreement Form for approval of the Live-In Care Provider with a physician's letter certifying the need for a Live-In Care Provider.

A Live-In Care Provider is not a party to the Land Lease Agreement, and his/her income is not counted when calculating total Senior Household income eligibility. The Live-In Care Provider has no rights to continued occupancy should the Resident requiring care vacate the Home or cease to need the care of a Live-In Care Provider.

The Live-In Care Provider must comply with all restrictions on the occupancy and use of the Manufactured Home Space under the terms of the Land Lease Agreement and the Rules and Regulations of the Park.

H. Program. Means the Housing Authority's program whereby Senior Households are permitted to lease a Manufactured Home Space at the Park and purchase a Home located on such space from the Housing Authority.

I. Resident. Means the tenant(s) under the Land Lease Agreement.

J. Applicant. Means a person applying for admission to the Program.

K. Home. Means a manufactured home located at the Housing Authority's Rainier View or Vantage Glen properties.

L. Manufactured Home Space. Means the space within the Park leased to the Resident under the terms of the Land Lease Agreement.

M. Park. Means either the Housing Authority's Rainier View or Vantage Glen property.

II. CONDITIONS GOVERNING ELIGIBILITY

A. Eligibility for Admission. The following eligibility requirements must be met for admission to the Program:

1. All occupants of the Manufactured Home Space must meet the age and other requirements for members of the Senior Household (Section I.A.).
2. Total Annual Income does not exceed the applicable Income Limits (Section I.B., C., D.).
3. Occupancy Standards are met (Section V).
4. Applicants must agree to purchase the Home in accordance with the terms of the Housing Authority's form of Purchase and Sale Agreement.
5. Applicants' conduct in present or prior housing must have been such that admission to the Program would not adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the Park.
6. Verification of funds is available to close the purchase of the Home.

7. Applicants have the ability to comply with all the terms of the Land Lease Agreement.

B. General Eligibility Determination Guidelines.

1. The Housing Authority may rely on third party sources of information which may include, but not be limited to, Housing Authority records, personal interviews, a minimum of four years prior landlord references, credit reports, criminal reports, etc.
2. The same standards of tenant suitability that the Housing Authority uses for Applicants shall be used in evaluating a person who is joining a Senior Household already in occupancy.

C. Additional Grounds for Denial of Application (Screening for Suitability)

In addition to the eligibility criteria, the Housing Authority is not required or obligated to house Applicants who:

1. Have engaged in abusive, violent or threatening behavior directed toward a Housing Authority staff member or vendor/contractor. Applicants who have a history of such behavior will be denied application to the Program.
2. Have previously committed fraud or made intentional misrepresentations or omissions in connection with any Housing Authority program.

III. RECEIPT OF APPLICATIONS

A. Nondiscrimination. Applicants will be reviewed without regard to race, color, religion, age, sex, national origin, marital status, the presence of a mental or physical handicap or any other legally protected characteristic. Applications will be reviewed and accepted in a manner that is not incompatible with all state, local, or federal fair housing laws and regulations.

B. Establishing a Waiting List:

1. Written Applications will be accepted from all Senior Households seeking housing, and a Waiting List will be maintained of apparently eligible Senior Households.
2. All Applications will be dated and processed to the extent necessary to determine whether the Applicant appears to be eligible for the Program (subject to final verification as described below). Applications will be organized on the Waiting List according to the date the complete Application is submitted.
3. Initially, Applications will be received and placed on the Waiting List without verification of the information provided. Final verification, including submission by the Applicant of all supporting documentation, and determination of eligibility will be conducted at the time the Applicant is offered housing.
4. As the Application constitutes the basic record for each Senior Household, each Applicant will be required to sign the appropriate forms certifying that the information provided is complete and accurate to the best of their knowledge.

C. Applicant Check-In Policy. The applicant pool will be kept current by requiring the Applicant to inform the Housing Authority of his/her continued interest in the Program every four (4) months. Notation of dates, form of contact, and continued interest will be made a part of the applicant record.

The Housing Authority will periodically mail out a questionnaire to those on the Waiting List who have not checked in on the required basis. The questionnaire will request the Applicant's return response indicating his/her interest in remaining on, or requesting removal from, the Waiting List. Those Applicants not responding to the questionnaire by the designated date may be removed from the Waiting List.

D. Suspension of Applications. If the number of Senior Households on the Waiting List greatly exceeds the number of households that the Housing Authority is likely to be able to house within the coming year, the Housing Authority may temporarily suspend the acceptance of new Applications or suspend the addition of any new Applications on the Waiting List.

E. Verification and Documentation of Application Data. In order to carry out the Housing Authority's responsibility to ensure that income information provided is complete and accurate and to verify eligibility, all factors affecting eligibility must be verified. This requirement is a condition of admission to the Program. Failure to provide the required verification of income within the stated Income Limits will be considered sufficient grounds for canceling the Application.

Third party written verification must be used whenever possible to properly verify the statements of the Senior Household in the application. To facilitate obtaining verification of Applicant information, the Applicant must sign the Authorization section on the Application at the time of Application. Refusal to sign the Authorization will be sufficient cause to declare an Applicant ineligible.

In situations where an Applicant reports income that appears to be less than adequate for the Senior Household's needs, or if the Senior Household appears to be eligible for income that is not reported (i.e., public assistance; unemployment compensation; social security income; disability income, etc.), the absence of such income must be verified by the Applicant. All verifications will be placed in the Senior Household's file and kept for a minimum of three (3) years after the Resident has vacated.

F. Effective Term of Verifications. Verifications will be considered valid if dated by the third party no later than ninety (90) days prior to the housing date.

G. Methods of Verification (in order of acceptability):

1. Third party written verifications must be used unless the file clearly documents why this is impossible. Original copies and/or facsimile copies are acceptable.
2. Documents supporting the Applicant's statements may be reviewed and/or photocopied, and the staff member reviewing the documents must prepare a summary of the appropriate facts of such documents, and sign and date the form.
3. Third party oral verifications, properly documented by staff, received by phone or in person. Proper documentation includes date/time of contact, name and source of information, staff name, and concise summary of the information.

H. Age and Social Security Numbers. In order to make eligibility determinations for the Program, an Applicant must submit with the Application adequate documentation of the birthdate and social security number (SSN) of each family member who will be residing at the Park. Adequate documentation of birthdate includes a driver's license, passport, birth certificate, immigration card, military identification or other official government documentation. Adequate documentation of SSN shall be a social security card issued by the Social Security Administration or other acceptable evidence of the social security number pursuant to HUD rules. If an Applicant has an SSN but does not have the required documentation, the Applicant may submit the SSN and certify that the number is accurate but that acceptable documentation could not be provided. The Applicant then must provide adequate SSN documentation within 60 days from the date of such certification. After 60 days, if the Applicant has been unable to supply the required SSN documentation, the Applicant will be determined ineligible and removed from the Waiting List. At least once every two years, the Housing Authority will verify Home occupancy at the Park in order to confirm that current Residents meet the age requirements of the Park.

IV. OFFER OF HOMES

A. Nondiscrimination. The offer of Homes to eligible senior Residents will be made without regard to race, color, creed, religion, national origin, sex, marital status, the presence of a mental or physical handicap, or any other legally protected characteristic. In making the determination, the Housing Authority will assure that all Resident selection is objective and reasonable.

B. System for Offering a Vacant Home. The Housing Authority shall offer an available Home to all Applicants on the Waiting List. Those Applicants indicating their immediate interest in entering into a Purchase and Sale Agreement shall be considered in sequence by their number on the Waiting List. At the discretion of the Housing Authority, the Waiting List may be suspended and the Homes will be offered on a first-come-first-serve basis.

C. Record Keeping. The Housing Authority shall maintain the following records concerning offers of Homes to persons on the Waiting List:

1. The location and size of each Home offered.
2. The date of acceptance or rejection of the offer.
3. The reason(s) for rejection of the offer, if applicable, and the action taken by the Housing Authority with respect to the rejection.

V. OCCUPANCY STANDARDS.

No more than two (2) Senior Household members shall occupy a Manufactured Home Space without prior written approval of the Housing Authority.

VI. LEASING OF MANUFACTURED HOME SPACE

A. Land Lease Agreement. Each Senior Household who is admitted to the Program shall execute a Land Lease Agreement for the Manufactured Home Space with the Housing Authority prior to occupancy. The Land Lease Agreement shall be signed and kept current at all times.

1. All members of the Senior Household are required to sign the Land Lease Agreement prior to actual admission to the Program. A copy shall be given to the Senior

Household and the original shall be filed in the permanent file established for the Senior Household by the Housing Authority.

2. If the Housing Authority identifies a need to change, amend, or waive any provisions of the Land Lease Agreement with respect to any particular Resident, an appropriate rider to the Land Lease Agreement is to be prepared and made a part of the existing agreement. The Rider shall be dated and signed by each member of the Senior Household and a duly authorized Housing Authority staff member.
3. Land Lease Agreements shall be renewed annually (every year). Rent increases shall be implemented at regular intervals on such date as may be determined by the Housing Authority but no more frequently than annually. The foregoing notwithstanding, Rent increases or decreases may be implemented more frequently than annually if necessary to reflect a pro rata increase or decrease in the Park's utility assessments or charges.

B. Cancellation of Land Lease Agreement. Any cancellation of the Land Lease Agreement shall be in accordance with the procedures contained in the Land Lease Agreement.

VII. MANUFACTURED HOME OWNERSHIP

A. Ownership. The Home on the Senior Household's Manufactured Home Space must be owned by that household, or owned by a relative of the Senior Household who has purchased the Home for the purpose of providing shelter to the Senior Household.

B. Guaranteed Buyback Program. Each Home is subject to the Buyback Program Agreement whereby the Home owner agrees to sell to the Housing Authority, and the Housing Authority agrees to purchase, the Home upon the termination of the Home owner's Land Lease Agreement upon the terms and conditions set forth in the Buyback Program Agreement.

VIII. AMENDMENT.

The Housing Authority reserves the right to restate, amend, revise, and add to these Statement of Policies from time to time, in its discretion and in the best interest of the Park and its Residents. Notice of any such restatement, revision or addition shall be posted on the bulletin board at the Park and distributed to the Residents and a current copy of the Statement of Policies in force shall at all times be maintained in the office of the Park and shall be available for inspection by the Residents.