Enclosed in this packet are the following documents:

1. General Information Sheet
2. Expression of Interest Form
4. Vernon Rental Housing Policy
5. Exterior and Interior Photos of Sample Units

If you have any questions or require additional information, please contact the Housing Hotline at (323) 826-1472, or housing@ci.vernon.ca.us

Updated June 2019
The City of Vernon owns 18 single family homes and an 8-unit apartment complex. The Vernon Housing Commission (VHC) is responsible for the leasing and management of Vernon’s housing stock.

Generally, the physical housing units are not required to be compliant with the federal Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act; however, one 2-bedroom housing unit is fully ADA compliant, fully remodeled and indicated with an asterisk (*). In all other respects, the City of Vernon and the Vernon Housing Commission comply with all fair housing laws.

The housing stock consists of 1 and 2 bedroom apartments and 2 and 3 bedroom single family homes that are leased as vacancies occur. Market rates for these units range from $1250 - $2170 per month. All City-owned residential properties are listed below:

**Single Family Homes**

<table>
<thead>
<tr>
<th>Address</th>
<th>Bed/Bath</th>
<th>Approx. Sq. Footage</th>
<th>Garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4321 Furlong Place</td>
<td>3/1</td>
<td>1258</td>
<td>None</td>
</tr>
<tr>
<td>4322 Furlong Place</td>
<td>3/1</td>
<td>1258</td>
<td>None</td>
</tr>
<tr>
<td>*4323 Furlong Place</td>
<td>2/1</td>
<td>1067</td>
<td>None</td>
</tr>
<tr>
<td>4324 Furlong Place</td>
<td>2/1</td>
<td>1067</td>
<td>None</td>
</tr>
<tr>
<td>4325 Furlong Place</td>
<td>2/1</td>
<td>1079</td>
<td>None</td>
</tr>
<tr>
<td>4326 Furlong Place</td>
<td>2/1</td>
<td>1067</td>
<td>None</td>
</tr>
<tr>
<td>4327 Furlong Place</td>
<td>2/1</td>
<td>1067</td>
<td>None</td>
</tr>
<tr>
<td>4328 Furlong Place</td>
<td>2/1</td>
<td>1067</td>
<td>None</td>
</tr>
<tr>
<td>4329 Furlong Place</td>
<td>3/1</td>
<td>1273</td>
<td>None</td>
</tr>
<tr>
<td>4330 Furlong Place</td>
<td>3/1</td>
<td>1259</td>
<td>None</td>
</tr>
<tr>
<td>3345 Fruitland Avenue</td>
<td>3/2</td>
<td>1485</td>
<td>2-Car</td>
</tr>
<tr>
<td>3349 Fruitland Avenue</td>
<td>2/1</td>
<td>931</td>
<td>1-Car</td>
</tr>
<tr>
<td>3353 Fruitland Avenue</td>
<td>3/1</td>
<td>1305</td>
<td>2-Car</td>
</tr>
<tr>
<td>3357 Fruitland Avenue</td>
<td>3/1</td>
<td>1305</td>
<td>2-Car</td>
</tr>
<tr>
<td>3361 Fruitland Avenue</td>
<td>3/1</td>
<td>1305</td>
<td>2-Car</td>
</tr>
<tr>
<td>3365 Fruitland Avenue</td>
<td>2/1</td>
<td>931</td>
<td>2-Car Tandem</td>
</tr>
<tr>
<td>3550 Vernon Avenue</td>
<td>3/1</td>
<td>1305</td>
<td>2-Car</td>
</tr>
<tr>
<td>3560 Vernon Avenue</td>
<td>2/1</td>
<td>931</td>
<td>1-Car + 1 Carport</td>
</tr>
</tbody>
</table>

**Apartments on E. 50th Street**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Bed/Bath</th>
<th>Approx. Sq. Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>3376</td>
<td>2/1</td>
<td>883</td>
</tr>
<tr>
<td>3378</td>
<td>2/1</td>
<td>883</td>
</tr>
<tr>
<td>3380</td>
<td>1/1</td>
<td>742</td>
</tr>
<tr>
<td>3382</td>
<td>1/1</td>
<td>742</td>
</tr>
<tr>
<td>3384</td>
<td>1/1</td>
<td>742</td>
</tr>
<tr>
<td>3386</td>
<td>1/1</td>
<td>752</td>
</tr>
<tr>
<td>3388</td>
<td>2/1</td>
<td>883</td>
</tr>
<tr>
<td>3390</td>
<td>2/1</td>
<td>883</td>
</tr>
</tbody>
</table>

**Parking**

Parking varies by housing unit.

Rentals are subject to a written lease and written policies governing each tenancy. The City of Vernon and the VHC comply with all applicable fair housing laws.
 SECTION I.

Full Legal Name ________________________________ Telephone Number ________________________________

Legal Address ____________________________________________________________

(Number)     (Street)

(City)         (State)             (Zip)

Current Email Address ______________________________________________________

Preferred Method of Contact

□ Telephone  □ E-mail

 SECTION II (As Applicable).

Person with Qualifying Disability: Yes _______ No _______

“Disability,” as established by the VHC Procedures for Tenants under Disability Priority, adopted April 26, 2017, means in relevant part, “any individual who has an actual permanent physical disability affecting mobility and/or requires access accommodation, as understood under and/or defined by the ADA.”

Acknowledgment

By my signature below, I confirm that the information provided on this Interest Form is correct as of this date. If any information changes, I acknowledge that it is my responsibility to submit a new, updated Interest Form.

I further acknowledge that any rights I may have to lease a housing unit from the City of Vernon, if any, are governed solely by applicable law, including, without limitation, applicable provisions of the Vernon Municipal Code, and policies and procedures adopted by the Vernon Housing Commission.

Date:_________________________ Signature: ______________________________________

FOR OFFICIAL USE ONLY

Confirmed Via: ________________________

Not Interested: ________________________

No Response: _________________________

Available Unit: ______________________

Date:_________________________ Initial: _______
Subject to the VHC Lease-Up Procedures for New Tenants of City-owned Units, adopted June 12, 2019, the following is a summary of the Housing Lottery Rules and Regulations:

1. Interest Forms are effective until March 31 of the calendar year following the calendar year in which it is submitted.
2. Only one (1) Interest Form per household shall be submitted within the timeframe above.
3. Once an Interest Form expires, a new Interest Form must be submitted in order to be considered for a housing unit.
4. Upon City notification via current contact information on file with the City of an available housing unit, applicants have five (5) business days to confirm interest in the specific available housing unit. Applicants must update contact information if it changes.
5. No lottery will be required if only one applicant confirms an interest in an available housing unit.
6. If more than one applicant confirms an interest in an available housing unit, all such applicants shall be entered into a lottery.
7. All confirmed participants of the lottery will be given at least a 24 hours’ notice of the date, time and location of the lottery.
8. Attending the lottery will not be considered in determining an applicant’s eligibility to lease a City housing unit.

TO CONFIRM your name is on the waitlist, you may check our housing website at: [www.cityofvernon.org/HousingWaitlists](http://www.cityofvernon.org/HousingWaitlists)

Please allow up to 10 calendar days from date of submittal before checking. If your name does not appear on the waitlist after a minimum of 10 days, please call (323) 826-1472 or email us at cityhousing@ci.vernon.ca.us

Please submit completed Interest Forms to the Commission Secretary/City Clerk’s Office via:

- Regular mail: Vernon City Hall, 4305 Santa Fe Avenue, Vernon, CA 90058; or
- Email: cityclerk@ci.vernon.ca.us
Pursuant to Ordinances 1183 and 1194, and the policies promulgated pursuant thereto, the Vernon Housing Commission (“VHC”) hereby adopts the following procedures with respect to the initial leasing of City of Vernon-owned housing units to new tenants, which shall take effect immediately upon adoption, and which shall supersede any prior procedures regarding the same. These procedures apply only to units located within the City of Vernon.

1. **Potential Lessees Expressing Interest in Housing Units:** Anyone interested in leasing a housing unit shall complete an Interest Form and shall provide the VHC with the following information: (i) full legal name; (ii) current legal address; and (iii) contact information, including a telephone number and an email address. Anyone not having a current legal address or the requisite contact information shall provide such substitute information as may be deemed appropriate by the VHC Director. No more than one (1) Interest Form per household shall be accepted, during any given year. Additionally, if the person is a “First Responder,” as defined in Ordinances 1183 and 1194, and by the VHC, that shall be noted on the Interest Form. Once an Interest Form is submitted to the VHC, it shall remain effective until March 31 of the calendar year following the calendar year in which it was submitted. Once an Interest Form expires, a new Interest Form must be submitted in order to be considered for a housing unit.

2. **Advertising/Marketing Need to Submit an Interest Form:** The VHC shall advertise on a regular periodic basis the potential availability of housing and the need to submit an Interest Form. The advertising shall be sufficiently broad so that anyone who may reasonably be interested in leasing a housing unit both becomes aware of potential availability and has sufficient time to complete an Interest Form.

   a. **Awareness:** The VHC shall advertise in at least four different places, including a posting at City Hall, a listing on the VHC’s website, a listing on Craig’s List, or an equivalent thereto, and a listing in a newspaper appropriate for official notices for the City of Vernon. In addition to the foregoing, the VHC shall provide notice of potential availability to the Vernon Police Department and the Vernon Fire Department, and shall request that each department make known to its officers, firefighters, and EMTs of potential availability. The VHC may advertise in such additional ways as it deems appropriate.

   b. **Timing:** The VHC shall advertise for a minimum of one-week at a time on at least a quarterly basis.

3. **Random Selection of Potential New Lessees:**

   a. **Notice:** The VHC shall give proper notification to all persons who have submitted a current Interest Form, within no more than five (5) business days following the availability of a rental unit not specifically modified to comply with ADA regulations. Thereafter, applicants shall be given five (5) business days to confirm their interest in the specific available housing unit.
b. **Lottery:**

   i. If, following the above procedure, only one applicant confirms an interest in the available housing unit, no lottery shall be required and/or conducted.

   ii. If, following the above procedure, more than one applicant confirms an interest in the available housing unit, all such applicants shall be entered into a lottery. The lottery shall be conducted in a public forum under the direction of and supervised by the City Clerk’s Office. The public and all participants in the lottery shall be given at least 24-hours notice of the date, time and location of the lottery. The City Clerk, or designee, shall randomly select (including by electronic means, as and if appropriate) and rank order the lottery participants to create a list of potential lessees (“Lottery List”). Attendance at the lottery will not be considered in determining an applicant’s eligibility to lease a City housing unit.

   iii. If, pursuant to VMC Section 2.125b, a First Responder priority exists (meaning that less than four housing units are currently occupied by First Responders), the Lottery List shall be further segmented into First Responders and Non-First Responders, and First Responders shall be ranked in the order that they otherwise would appear on the Lottery List.

4. **Selecting a Lessee:** If the applicable Lottery List is exhausted without filling the vacancy, staff shall advertise/market the specific vacancy in accordance with Section 2(a) of this Procedure and offer the unit on a first come, first serve basis.

   a. **Application Form:** Once a prospective lessee has been identified from the applicable Lottery List, the prospective lessee shall promptly complete a standard application form. The VHC shall use the then current standard application form recommended by the AAGLA or a substantially equivalent form, modified as appropriate by the VHC to add and/or to delete information as may be appropriate for any unique aspect of the VHC’s housing units and its applicant pool. A failure to return a completed standard application form within five (5) business days shall constitute a waiver by the prospective lessee of a right to lease the available housing unit.

   b. **Background and Credit Checks:** Once the prospective lessee returns to the VHC a completed standard application form, the VHC shall conduct a standard background check, including confirmation of first responder status for First Responders, if applicable, and credit check to confirm each applicant’s suitability to be a lessee. Any “Authorized Occupant” of a housing unit shall also be subject to a background check and must pass a background check prior to being named in a lease as an “Authorized Occupant.” With respect to the scope of the background check, at a minimum, backgrounds shall be checked for felony convictions and whether the prospective lessee or an Authorized Occupant is a registered sex offender. A felony
conviction and/or being a registered sex offender shall be presumptively disqualifying conditions for a lease and/or occupancy.

c. **Signing Lease and Paying Deposit:** Once a prospective lessee has passed the background check and the credit check, the prospective lessee shall have three (3) calendar days following notice to sign a lease and to provide the required deposits. If the prospective lessee fails to complete this process timely, then the vacancy shall be offered to the prospective lessee next in order.

d. **Co-signers:** If a prospective lessee does not pass the credit check, but is otherwise in good standing and determined to be a good candidate for a lease, he/she may present a qualified co-signer who shall execute a personal guarantee, in substantially the same form as attached hereto as Exhibit A, which shall be affixed to City of Vernon letterhead and attached to the lease.
EXHIBIT A

Personal Guarantee

I, _______________________, hereby personally guarantee the financial obligations of the Lease dated _______________, in favor of the Named Lessee, _____________________. I understand that if for any reason the Named Lessee does not meet any and all financial obligations under the Lease, including without limitation, rent and/or damages to the Premises, I shall be personally liable for any and all financial obligations under the Lease. I understand and acknowledge that demand need not be made first of the Named Lessee.

I further acknowledge that I do not have, and will not claim, any rights in the Lease, including without limitation, any right to occupy the Premises.

I consent to personal jurisdiction in the Los Angeles County Superior Court.

Dated: ______________________________

Guarantor
Vernon Rental Housing Policy (“VRHP”)

Pursuant to Ordinance 1183, the Vernon Housing Commission (“VHC”) recommends to the Vernon City Council (“VCC”) that the VCC adopt the following Rental Housing Policy, to be applied to all housing owned by the City of Vernon and leased to the public.

1. **Fair Housing**: The City of Vernon is committed to managing its City-owned housing at the highest levels of fairness and impartiality. At a minimum, the City of Vernon shall comply with all applicable federal and state fair housing laws, including the federal Fair Housing Act, as amended, 42 U.S.C. 3601 et seq., and the California Fair Employment and Housing Act, Cal. Gov’t Code § 12955 et seq. (“FEHA”).

2. **“Market” Rents**: Subject to the provisions of paragraph six below, all rents charged by the City of Vernon shall be based on a “market” valuation, as determined by multiple independent sources. In setting a “market” value, the VHC should remain sensitive to the unique industrial and commercial character of the City of Vernon, including various environmental realities that are inherent in the City of Vernon. The VHC should also remain sensitive to the limited number of residential resources that the City of Vernon provides, as compared to other locales. Finally, to the extent reasonably practicable, when setting a “market” value for any particular rental unit, an individualized assessment of the particular rental unit shall be taken into account.

3. **Length of Tenancy**: All new leases shall be for a term of one (1) year. Renewal(s) of leases shall be for a term no longer than one (1) year, without limitation on the number of renewals, so long as a leasee is in good standing.

4. **Renewal of Existing Leases**: Per Ordinance 1183, any lease for a term or month-to-month tenancy in effect as of the effective date of Ordinance 1183 shall have a right to renew his or her lease or tenancy consistent with the terms and conditions established by the VRHP. Any month-to-month tenancy shall also have the right to convert such tenancy into a lease for a term, consistent with the requirements of section three above.
5. **Terms and Conditions**: The terms and conditions of all tenancies shall be neutral, fair and reasonable, and shall be based on appropriate standards for private residential tenancies. To the extent reasonably practicable, terms and conditions should take into account any factors that may be present in the City of Vernon and that may not be present elsewhere. All leases for City-owned residences shall contain a right of first refusal to purchase the residence if the residence is offered for sale.

6. **Transition for Existing Tenants**: To the extent any existing tenancy is not in compliance with the VRHP, the VHC shall adopt procedures to bring all such tenancies into compliance. To avoid undue hardship on existing tenants, transitional procedures shall allow for a reasonable period of time to achieve full compliance with the VRHP. To the extent any individual leasee has a particularized hardship, the VHC shall adopt procedures to allow an individual leasee to appeal to the VHC so that any particularized hardship may be addressed in an equitable manner and to avoid any undue hardship for any particular leasee.

7. **Implementation**: The VHC shall promulgate such procedures as may be appropriate and/or necessary to implement and maintain the VRHP.
SAMPLE PHOTOS

2 BEDROOM/1 BATH/FULLY ADA COMPLIANT
SINGLE FAMILY HOME

FURLONG PLACE

REMODELED 2016
SAMPLE PHOTOS

3 BEDROOM/1 BATH
SINGLE FAMILY HOME

FRUITLAND AVENUE

REMODELED 2008
SAMPLE PHOTOS

2 BEDROOM/1 BATH APARTMENT

50TH STREET

REMODELED 2008