

Vernon Housing Commission  
Lease-Up Procedures for New Tenants of City-owned Units  
Adopted June 12, 2019

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