

Vernon Housing Commission  
Lease-Up Procedures for New Tenants for Units Located Within the City of Vernon  
Adopted April 9, 2014

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. These procedures apply only to units located within the City of Vernon

1. Potential Leasees Expressing Interest in Housing Units: Anyone interested in leasing a housing unit shall complete an Expression of 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. Additionally, if the person is a “First Responder,” as defined in Ordinances 1183 and 1194, and by the Commission, that shall be noted on the Expression of Interest form. Once an Expression of Interest form is submitted to the VHC, it shall remain effective for the remainder of the calendar year in which it was submitted.

2. Advertising/Marketing Need to Submit an Expression of Interest Form: The VHC shall advertise on a regular periodic basis the potential availability of housing and the need to submit an Expression of 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 Expression of Interest form.

a. Awareness: The VHC shall advertise in at least five different places, including a posting at City Hall, a listing on the Apartment Association of Greater Los Angeles (“AAGLA”) website or an equivalent thereto, 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 Leasees: At its regularly scheduled meetings in June and December of each year, or if those meetings are not held, at the next regularly scheduled meeting thereafter, the VHC shall randomly select and rank order the then current Expression of Interest forms to create a list of potential leasees (“Waiting List”).

4. Selecting a Leasee: When a vacant housing unit is ready for leasing, the vacant unit shall first be offered to the First Responder who is first on the Waiting List that was in effect at the time the housing unit became vacant. If that First Responder either does not want

to occupy the vacant unit, or does not qualify for the vacant unit, then the vacant unit shall be offered to the next First Responder on the applicable Waiting List. If the vacant unit has been offered to all First Responders on the applicable Waiting List, and none of the First Responders either wants to occupy the vacant unit or qualifies for the vacant unit, then the vacancy shall be offered to the first non First Responder on the applicable Waiting List. If the first non First Responder either does not want to occupy the vacancy, or does not qualify, then the vacancy shall be offered to the next non First Responder on the applicable Waiting List, and so on down the list until the vacancy is filled. If the applicable Waiting List is exhausted without filling the vacancy, the most recently created Waiting List shall be used, following the procedure outlined in this section. If that Waiting List is exhausted, the next most recently created Waiting List shall be used, and so on down the list until the vacancy is filled. However, no Waiting List shall be used if it was created more than two years prior to the time the housing unit became vacant. If all applicable Waiting Lists are 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 leasee has been identified from the applicable Waiting List and the prospective leasee confirms his/her interest in a vacancy, the prospective leasee 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.

b. Background and Credit Checks: Once the prospective leasee 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, and credit check to confirm each applicant's suitability to be a leasee. 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 leasee 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 leasee has passed the background check and the credit check, the prospective leasee shall have three (3) calendar days following a request to sign a lease to sign a lease and provide the required deposits. If the prospective leasee fails to complete this process timely, then the vacancy shall be offered to the prospective leasee next in order.

d. Co-signers: If a prospective leasee 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 Leasee, \_\_\_\_\_. I understand that if for any reason the Named Leasee 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 Leasee.

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