

**VERNON HOUSING COMMISSION  
LEASE PROCEDURES FOR NEW TENANTS**

**Adopted October 5, 2011**

**Revised March 9, 2022**

**Revised March 8, 2023**

**Revised March 13, 2024**

Pursuant to Vernon Municipal Code Section 2.40.060.B., and the Vernon Rental Housing Policy (VRHP), 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.

1. Potential Lessees Expressing Interest in Housing Units: Upon release of available units for which a lottery shall be conducted, anyone interested in leasing a housing unit shall complete an Interest Form via the City's website. Interest Forms are valid only for the unit specified and for the unit's upcoming lottery. A new Interest Form must be submitted for each lottery. Only one Interest Form may be submitted per address.
  
2. Advertising/Marketing Need to Submit an Interest Form: At least thirty (30) calendar days prior to a housing lottery, information regarding specific available unit(s) and the requirement that an Interest Form be submitted for each available unit in order to be included in the upcoming lottery shall be advertised. Advertising shall be:
  - a. sufficiently broad so that anyone reasonably interested in leasing a housing unit becomes aware of potential availability and has sufficient time to complete an Interest Form.
  
  - b. in at least three different places, which may include a posting at City Hall, on the City's website, on a rental property website, on social media platforms, or in a newspaper publication appropriate for official notices.
  
3. Random Selection of Potential New Lessees:
  - a. Notice: Names of lottery participants will be posted on the City's website.
  
  - b. Lottery:
    - i. All Interest Forms received at least seven (7) calendar days prior to the lottery shall be included in the random draw. The lottery shall be conducted during a Vernon Housing Commission meeting under the direction of and supervised by the City Clerk's Office. Notice of the lottery shall be made public via the VHC Agenda posting. The City Clerk,

or designee, shall oversee a random selection (including by electronic means) to generate a Lottery List that determines a ranking for lottery participants. Attendance at the lottery is not required and will not affect an applicant's eligibility to lease a City housing unit.

4. Selecting a Lessee:

- a. Application Form: Once a prospective lessee has been identified from the applicable Lottery List, the prospective lessee shall promptly complete a standard application package. The current standard application package includes forms recommended by the Apartment Association of Greater Los Angeles (AAGLA) or a substantially equivalent form(s), modified to add and/or to delete information as appropriate for any unique aspect of the VHC's housing units and its applicant. Failure to return a completed standard application package within seven (7) calendar days shall constitute a waiver by the prospective lessee of a right to lease the available housing unit.
- b. Credit Checks: Once the prospective lessee returns a completed standard application form, a credit check and income verification shall be conducted to confirm each applicant's eligibility.
- c. Signing Lease and Paying Deposit: Once a prospective lessee has passed the credit check, the prospective lessee shall have seven (7) 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 per the Lottery List established for the specific vacancy.
- d. Co-signers: If a prospective lessee does not independently meet financial requirements, a qualified co-signer may be considered and shall execute a personal guarantee in conjunction with the lease.
- e. Exhausted Lottery List: If the applicable Lottery List is exhausted without filling the vacancy, staff shall advertise/market the specific vacancy and conduct a lottery for the vacancy in accordance with Sections 2 and 3 of this procedure.