

TABLE OF CONTENTS

	<u>Page</u>
TABLE OF CONTENTS	i
CREATION	1
PURPOSE	2
HOUSING BOARD POLICY STATEMENT	3
PART I. EMPLOYEE HOUSING CATEGORIES	
SECTION 1. Income Category.....	5
SECTION 2. Resident Occupied Units	7
PART II. RENTING EMPLOYEE HOUSING	
SECTION 1. Tenant Qualifications to Rent Affordable Housing.....	8
SECTION 2. Initial Qualification to Rent	10
SECTION 3. Maintaining Eligibility for Rental of Affordable Housing	12
SECTION 4. Management of Rental Units	13
SECTION 5. Rental Sign-Up Policy	14
SECTION 6. Seasonal Housing for Students and Interns	14
PART III. PURCHASING EMPLOYEE HOUSING	
SECTION 1. Qualifications to Purchase Affordable Housing.....	15
SECTION 2. Initial Qualification to Purchase	17
SECTION 3. Qualifications for Purchase of Resident Occupied Units.....	19
SECTION 4. Maintaining Eligibility for Ownership of Affordable Housing.....	21
SECTION 5. Priorities for Persons Bidding to Purchase an Employee Housing Unit.....	23
PART IV. LOTTERY PROCESS	29
PART V. PROCEDURES FOR THE SALE OF A CATEGORY EMPLOYEE HOUSING UNIT	
SECTION 1. Listing a Unit with the APCHA.....	30
SECTION 2. Advertising the Sale: Bid Periods	31
SECTION 3. Fees for Listing and Sales	31
SECTION 4. Deed Restriction.....	32
SECTION 5. Co-Ownership and Co-Signature.....	32
SECTION 6. Sale or Resale of Resident Occupied Units.....	32
SECTION 7. Sale of Single Family Lots	33
SECTION 8. Leave of Absence for Owners of Affordable Housing Units	33
SECTION 9. Roommates in Sales Units	34
SECTION 10. Capital Improvement Policy and Minimum Standards to Receive Full Value at Resale.....	35
PART VI. SPECIAL REVIEW	39
PART VII. INFORMATION FOR DEVELOPMENT OF EMPLOYEE HOUSING	
SECTION 1. Priorities for the Employee Housing Units	40
SECTION 2. Affordable Housing Units Required for Mitigation	41
SECTION 3. Requirements for Affordable Housing Units in Residential Subdivisions	42
SECTION 4. Requirements for AH Units under the Multi-Family Housing Replacement Program.....	42
SECTION 5. Requirements for the Affordable Housing Zone District	43
SECTION 6. Dedication Fee for Exempt Single-Family Home and Duplex Units	43

TABLE OF CONTENTS (continued)

		<u>Page</u>
SECTION 7.	Resident Occupied Units	43
SECTION 8.	Net Minimum Livable Square Footage for Newly Deed Restricted AH Units	44
SECTION 9.	Maximum Sales Prices for Newly Deed Restricted AH Units & Lots.....	45
SECTION 10.	Maximum Monthly Rental Rates for Newly Deed Restricted AH Units.....	47
SECTION 11.	Requirements for Dormitory/Lodge (Seasonal Units).....	48
SECTION 12.	Affordable Housing Dedication Fee (Payment-in-Lieu Fee).....	49
SECTION 13.	Conveyance of Vacant Lots.....	50
SECTION 14.	Deed Restricting Existing Dwelling Units	51
SECTION 15.	Execution of Deed Restrictions by Applicants.....	51
SECTION 16.	Maximum Vacancy	52
PART VIII.	MAXIMUM ANNUAL RENT INCREASE FOR EXISTING RENTAL UNITS.....	53
PART IX.	GRIEVANCE PROCEDURES.....	54
PART X.	DEFINITIONS.....	55
PART XI.	APPENDIX	
	A. Maximum Incomes and Assets by Category	61
	B. Chart of Principal Ownership Projects	62
	C. Chart of Principal Rental Projects and Requirements.....	65
	D. Listing of Principal Rental Projects and Property Managers	68

TABLES

I	Maximum Incomes by Category.....	6
II	Minimum Net Livable Sq. Ft. for Each Unit Type and Income Category	44
III	Maximum Unit Sales Prices.....	46
IV	Maximum Monthly Rent	47
V	Occupancy Standards by Unit Type	50
VI	Permitted Increase in Maximum Rents for Existing Employee Housing Units.....	53