

Preliminary Application Instructions

The Otto Gruber House is an affordable housing community comprised of 40 apartment homes in Glendale, California that provides housing for very low and extremely low-income households, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, gender identity, sexual orientation or any other arbitrary personal characteristics.

The information requested in the preliminary application in NO way covers all admission requirements. It will be used solely to determine eligibility for entry into the lottery for our Waiting List. If selected to be placed on the Waiting List, the household will be required to complete a formal application for housing. Once on the waiting list, and if your name reaches the top, the household will be required to attend an interview and submit financial information that details ALL income and assets for the household. Applicants will also be required to submit to a credit check, rental history, criminal background check and review of registered sex offender status.

Applicants selected will need to meet all project eligibility requirements as outlined in the Resident Selection Plan and HUD manual. This cover page is not intended to communicate all application and eligibility requirements. Full details are found in the aforementioned documents.

Age Eligibility: At least one household member must be 62 years of age or older at time of application.

Income Eligibility: The current maximum income to qualify for an apartment is \$53,00 for a one-person household and \$60,600 for a two-person household.

HUD rent is determined based on a household's income. The tenant's portion typically amounts to 30% of their monthly adjusted income.

Instructions for Applying

Please review these instructions thoroughly and follow these instructions explicitly.

Failure to follow these instructions may result in the delay or rejection of your preliminary application.

1. Preliminary Applications must be filled out completely. Do NOT leave blanks. If the question does not apply to you, please write "N/A" in the response area.
2. All adult household members must sign the completed preliminary application.
3. Preliminary Applications must be completed in ink. Do NOT use white-out. If you make a mistake, draw a single line through the mistake, write the correct response next to the error and initial the error.
4. One application ONLY may be submitted per household. Members in one household cannot submit separate individual applications. Duplicate applications will be rejected.
5. Preliminary applications will be date-stamped and entered into a lottery software system.
6. Preliminary applications may be returned in person Monday through Friday during business hours (9:00 AM to 4:00 PM) at the address below or by U.S. mail, postmarked by **September 30, 2025**.

The Otto Gruber House
143 S. Isabel Street, Glendale, CA 91205
Office Number: (818) 844-2719

**Preliminary Applications WILL ONLY BE ACCEPTED between
September 24, 2025, and September 30, 2025**

LOTTERY PROCESS

Once the waiting list closes and all preliminary applications have been processed, all eligible applicants will be entered into a lottery system. This automated and randomized process assigns each applicant a lottery number, which determines their ranking on the Waiting List. **Only 200 applicants will be added to the Waiting List based on the lottery results.** Applicants will be placed on the Waiting List in the order set by the lottery results. The lottery will be conducted electronically and is not open to the public. Applicants will be notified in writing of their preliminary application status once it is determined.

Language assistance, including interpretation and translation services, is available. If you need language assistance, please contact us at (818) 844-2719 or OGHAdministrator@humangood.org.

The Otto Gruber House does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in its federally assisted programs and activities. Our Fair Housing Coordinator is designated to ensure compliance with the nondiscrimination requirements in Section 504 of the HUD Regulations and can be contacted at 1900 Huntington Drive, Duarte, CA 91010; telephone 925.924.7294; TDD 711; section 504coordinator@humangood.org



PRELIMINARY APPLICATION

See the cover page for instructions and deadlines. Incomplete applications are subject to automatic rejection. Use "N/A" if information is not applicable.

APPLICANT #1 (HEAD OF HOUSEHOLD) INFORMATION

| | | |
|--------------------------|----------------------------|---|
| FIRST NAME: | MIDDLE INITIAL: | LAST NAME: |
| SOCIAL SECURITY NUMBER: | DATE OF BIRTH: | SEX: <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Prefer not to disclose |
| MAILING ADDRESS: | CITY: | STATE / ZIP CODE: |
| HOME PHONE: | CELL PHONE: | EMAIL ADDRESS: |
| PREFERRED CONTACT METHOD | ETHNICITY/ RACE | DISABILITY STATUS (Y/N) |
| SOURCE OF INCOME: | ANNUAL GROSS AMOUNT: \$ | |

APPLICANT #2 (CO-APPLICANT) INFORMATION

| | | |
|-------------------------|----------------------------|---|
| FIRST NAME: | MIDDLE INITIAL: | LAST NAME: |
| SOCIAL SECURITY NUMBER: | DATE OF BIRTH: | SEX: <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Prefer not to disclose |
| ETHNICITY/RACE | DISABILITY STATUS (Y/N) | |
| SOURCE OF INCOME: | ANNUAL GROSS AMOUNT: \$ | |

MARKETING INFORMATION How did you learn about this housing opportunity?

☐ Driving by ☐ Community Organization ☐ Newspapers ☐ HumanGood website ☐ Other _____

What is your primary language: _____

SIGNATURE I/We certify the above information to be true and correct to the best of my/our knowledge. I/We authorize verification of assets, income, credit history, rental history, and references. I/We understand that falsification of information found before or after acceptance at this property incurs penalties that may result in cancellation of my/our application, leading to eviction and/or loss of assistance, if applicable. If this is a HUD subsidized property, additional fines are imposed: fines of \$10,000.00 and five-years imprisonment could be imposed for falsification of information.

WARNING: Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

| | | |
|----------------------------------|-------------------------------|------|
| Head of Household Name (Printed) | Head of Household (Signature) | Date |
| Co-Applicant Name (Printed) | Co-Applicant (Signature) | Date |