



City of Falls Church
AFFORDABLE DWELLING UNIT (ADU)
PURCHASE & RENTAL PROGRAM
APPLICATION INSTRUCTIONS
For Pearson Square and Northgate
Housing and Human Services

300 Park Avenue, Falls Church, Virginia 22046,
 Office Hours: 8 a.m. – 5 p.m. Monday - Friday
 Tel: 703-248-5005, TTY 711, Fax: 703-248-5149,

Website: www.fallschurchva.gov/RENTAL Email: hhsinfo@fallschurchva.gov

Please Read All of These Important Instructions Carefully

Affordable Dwelling Unit Applications are available and accepted at Falls Church City Hall, Housing and Human Services, 300 Park Avenue, Room G04, year round for Pearson Square and Northgate.

Please complete all applicable blanks on the Application. This information will be used to determine your eligibility for the program; all information will be kept confidential. Applications will be stamped with the date of submission.

When the City determines an applicant is ineligible, the City shall promptly notify the participant of this decision in writing, this correspondence will contain information on how to request an appeal of the decision. If the applicant is not qualified for the program, the household may reapply at any time when they become eligible for the program. If the application is incomplete, staff will return it to the household with comments on what is missing and the household may reapply at any time with the complete or corrected content.

Special Notes on Eligibility for the ADU Rental Program

- You are not eligible for either ADU program if the primary applicant does not have U.S. citizenship or permanent legal immigrant status (*Resident Alien Card 1-551*).
- You are not eligible for either ADU program if your total household income is not within the income limits shown below:

ADU INCOME LIMITS 2019

	Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
Qualifying Income Range	Minimum (50% AMI)	\$42,455	\$48,520	\$54,585	\$60,650	\$65,502	\$70,354	\$75,206
	Maximum (80% AMI)	\$67,928	\$77,632	\$87,336	\$97,040	\$104,803	\$112,566	\$120,330

- You are not eligible for either ADU program if you have more than \$40,000 in total liquid assets.

Documentation Requirements To Submit with Application for the ADU Program

Household Composition & Citizenship Status (*Rental*) If an individual is listed as a member of the household on the application but is not currently living with the applicant, then the individual must **sign a notarized statement certifying that they will be living in the ADU**. This also applies to an applicant and a co-applicant that do not live together at the time of application. If the individual is a child, the guardian of the child must sign a notarized statement indicating that the child will be residing at the ADU.

A copy of photo identification for each member of the household must be provided with the application. Acceptable forms of photo identification include a state issued **driver's license, ID card, or U.S. Passport**. For children under 18 years old who do not have an ID card, **the birth certificate** will be sufficient proof of identification.

Proof of citizenship or immigration status of the applicants must be provided at the time of application. The following are acceptable forms of documentation: **U.S. birth certificate, U.S. passport, U.S. naturalization certificate, or Resident Alien Card 1-551**. Any other forms of documentation such as visas or INS documents will not be accepted.

Priority/Selection Criteria Status (*Rental*)

In order to receive priority preference, **the applicant or co-applicant** must meet the program selection criteria and be able to provide supporting documentation, *when requested*. The following criteria are applied when establishing the order of priority for the ranking of eligible buyers. Below is the full description of each preference criteria:

Senior: a person who is sixty-two (62) years of age or older at the time of application. (*documentation indicating the date of birth, such as driver's license or birth certificate, or copy of the Social Security Benefits Statement*).

Person with disabilities: a person who is unable to engage in any substantial gainful activity because of any physical or mental impairments that are expected to result in death or have lasted or can be expected to last continuously for at least 12 months. (*copy of the Social Security Disabilities Benefits Statement or submit a Verification of Disability Form to their doctor for completion*).

City Resident: a person who lives in the City of Falls Church (i.e. has a city address) at the time of application. The length of time that a person has resided in the City is not factored in the application. (*a copy of their lease or a letter from their landlord stating the current residency at the time of application*).

Work for or in the City: a person whose physical place of work is located in the City of Falls Church or who is currently employed by the City of Falls Church or its schools. (*a letter from their employer stating location of work or submit an ADU Verification of Employment Form to be completed by their employer*).



EQUAL HOUSING
OPPORTUNITY

Policy of Non-Discrimination on the Basis of Disability

The City of Falls Church does not discriminate on the basis of disability in its employment practices or in the admission to, access to, or operation of its services, programs, or activities. Cindy Mester, 300 Park Avenue, Falls Church, Virginia, has been designated to coordinate compliance with the ADA non-discrimination requirements. The City of Falls Church complies with the Americans with Disabilities Act. This document will be made available in an alternate format upon request. Call 703-248-5005, (TTY 711).