



# CITY OF SIMI VALLEY

Department of Environmental Services

## **Affordable Housing Agreement Amendment/Transfer Application**

The City's Affordable Housing program will evaluate requests to amend and/or transfer of existing affordable housing agreements.

A proposal to amend an agreement will require the following: 1) the applicant must submit an Application; 2) the modified affordable housing agreement must comply with applicable State and Federal laws in effect at the time of modification; and 3) the applicant must illustrate how the proposed modification to the affordable housing agreement will assist the City to meet community needs.

A proposal to transfer an agreement will require the following: 1) the applicant must submit an Application and notify the City of their intent to assign/transfer of the affordable housing agreement at least 45 days (or the number of days prescribed by the affordable housing agreement) prior to close of escrow; 2) the City must be entitled to review the prospective buyer/assignee's housing background and financial standing; and 3) the prospective buyer must provide a written statement that they have received a copy of the affordable housing agreement and are aware and understand the duties and obligations conferred under the agreement.

The Application must be completed, signed and dated, including all required fees. The applicant must consult with a Housing staff to arrange for a submittal. For questions or consultation, please contact the Department of Environmental Services, Housing Section at (805) 583-6779 or email to [enviroservices@simivalley.org](mailto:enviroservices@simivalley.org).

2929 Tapo Canyon Road  
Simi Valley, CA 93063

Hours: Monday-Friday 8 a.m. to 5 p.m.  
Department of Environmental Services: (805) 583-6779  
Email: [enviroservices@simivalley.org](mailto:enviroservices@simivalley.org)

[www.simivalley.org](http://www.simivalley.org)

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# CITY OF SIMI VALLEY

Department of Environmental Services

## Affordable Housing Agreement Amendment/Transfer Application

### OWNER / APPLICANT INFORMATION

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
2. Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
3. Agent/Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Organization Background Information:

- i. Non-profit organizations - Attach a copy of 501(c)(3), identify board members and job descriptions, and include a brief history of their experience in affordable housing development.
- ii. For-profit organizations - Attach resumes for personnel involved with the project and include a brief history of the organization's experience in affordable housing development.

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**PROJECT INFORMATION**

5. Project Location: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

6. Project Description: \_\_\_\_\_

A. Project Type (check all that applies):

- |  |  |
|--|--|
| <input type="checkbox"/> Rental                  | <input type="checkbox"/> For-sale / Owner-occupied |
| <input type="checkbox"/> Multi-Family            | <input type="checkbox"/> Single-Family             |
| <input type="checkbox"/> Senior (age restricted) | <input type="checkbox"/> Farm worker               |
| <input type="checkbox"/> Mixed-Use               | <input type="checkbox"/> Single Resident Occupancy |
| <input type="checkbox"/> Emergency Shelter       | <input type="checkbox"/> Other: _____              |

B. Number of Affordable Units to be Provided by Area Median Income (AMI) and Percentage of Total Units:

- Very Low-Income (30% - 50% AMI): \_\_\_\_\_ units
- Low-Income (50% - 80% AMI): \_\_\_\_\_ units
- Moderate-Income (80% - 120% AMI): \_\_\_\_\_ units  
(Single Family Ownership Projects Only)
- Other: \_\_\_\_\_ units

C. Affordable Term:  55 years       45 years (for-sale units only)  
 Other: \_\_\_\_\_ years

D. Remaining Affordable Term: \_\_\_\_\_ years

7. Request:  Amendment  Transfer

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8. Please submit any additional details of the proposal not covered in this application in the form of a proposal letter.

Enclosed proposal letter

### ACKNOWLEDGEMENT & CERTIFICATION

The Affordable Housing Subcommittee (AHS) is an advisory body to the City Council and makes no commitments or final decisions. Policies regarding affordable agreements may change after any meeting with the AHS. All negotiations with the AHS are tentative and projects are not deemed approved until final approval by a full vote of the City Council of the City of Simi Valley.

I/we hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this Affordable Housing Agreement Amendment/Transfer Application to the best of my/our ability, and that the foregoing is true and correct, to the best of my/our knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Primary Contact Signature

\_\_\_\_\_  
Date

For Staff Use:

Case Numbers: \_\_\_\_\_

Filing Date: \_\_\_\_\_

