Prospective Resident

(Updated March 2016)

Dear Prospective Resident,

Thank you for inquiring about housing with Many Mansions. Per your request, we are sending some general information about our apartment communities. Additional information, including photos, can be found on our website at www.manymansions.org in the “Property Management” section.

If you are interested in applying for housing at one of our communities, the first step is to join our General Housing Waitlist through submission of a Waitlist Intake form. Using information from the enclosed property information sheet, this form should be filled out and submitted in person with the specified support documentation at our Housing Central Office which is currently located at 1425 E. Thousand Oaks Blvd, Thousand Oaks CA 91362. That office is open to the general public Monday – Thursday from 8:30am – 4:30pm, closed 12:30pm – 1:00pm and appointments can be made for Friday’s.

Important Note: All mailed correspondence should be sent to our main office as follows:


Additional general housing information may be obtained from our Housing Central Office by calling 805-497-0344.

See below for our general application acceptance and screening practices.

1. Waitlist Families are listed according to the date and time their Waitlist Intake Form was received by our office.
2. As notice is received that appropriate apartments are coming available, initially qualifying families who are at the top of the list are invited to submit housing applications.
3. Applications that are properly submitted are then verified and screened according to Many Mansions’ Resident Selection Plan. All applicants are notified of the outcome in writing.
4. Successful applicants are offered the opportunity to reserve apartments with Security Deposits and execute Lessee Agreements.

Special Note: Many Mansions also provides Supportive Housing for the homeless and permanently disabled. Basic Eligibility Requirements are on page two.

Thanks and have a good day. The Staff of Many Mansions

www.manymansions.org
Many Mansions Supportive Housing

Many Mansions provides Supportive Housing for the homeless and permanently disabled, including transition aged youth. Supportive Housing Services at these properties include case management, resources and referrals.

Supportive Housing Program Eligibility Requirements

Esseff Village (Thousand Oaks)
- Chronically Homeless (on streets/car, shelter, and for a minimum number of months)
- Permanently disabled

The County of Ventura provides referrals for those who are chronically homeless and most vulnerable. Referrals are prioritized by a Vulnerability Index Survey conducted by the Homeless Service Providers listed below.

Richmond Terrace (Thousand Oaks), Casa de Paz (Simi Valley)
- Chronically Homeless (on streets/car, shelter, and for a minimum number of months)
- Mentally Disabled

The County of Ventura provides referrals for those who are chronically homeless and most vulnerable. Referrals are prioritized by a Vulnerability Index Survey conducted by the Homeless Service Providers listed below.

Hillcrest Villas (Thousand Oaks 15 units)
- Homeless (no disability required, minimum rent requirement, must meet the homeless requirement).

D Street (Oxnard)
- Transitional aged youth (ages 18-24)
- Homeless
- Mentally disabled

To apply for this housing, please contact Ventura County Behavioral Health (VCBH) or your VCBH Case Manager. There is a minimum rent requirement and applicants must meet the homeless requirements and show proof that they currently collect SSI or are in process of applying for SSI.

La Rahada (Simi Valley) and Peppertree (Simi Valley) and Hillcrest Villas (Thousand Oaks 15 units)
- Homeless [Chronically Homeless (on streets/car/shelter) for Peppertree Apartments in Simi Valley]
- Mentally disabled

To apply for this housing, please contact Ventura County Behavioral Health (VCBH) or your VCBH Case Manager. There is a minimum rent requirement and applicants must meet the homeless requirements and show proof that they currently collect SSI or are in process of applying for SSI.

To apply for any of these housing programs, please complete the General Waitlist Form, available from one of the agencies listed below or the Many Mansions Housing Central Office at 1425 E. Thousand Oaks Blvd, Thousand Oaks, CA 91362. Once a name reaches the top of the desired waitlist(s), the person will be contacted and will need to have an updated referral completed, at that time, by a social service, faith based or mental health organization to verify eligibility.

For answers to questions about these housing resources, call the Services Central Intake line at 805-601-5369.

For homeless services please contact one of the agencies below:

NEW HOUSEHOLD WAITLIST INTAKE FORM

(Choose One Box Only, Please)  □ ANY, □ Bella Vista, □ Esseff Village,
□ Hacienda de Feliz, □ Hillcrest Villas, □ Richmond Terrace, □ Schillo Gardens,
□ Shadow Hills, □ Stoll House, □ Terry’s Place, □ Villa Garcia

This is not the actual application for housing. By filling out this form your name will be placed on a waiting list to apply for affordable housing units as they become available. You are responsible for reporting any changes to the information below as they occur. Questions on page two of this form are optional and asked because “Many Mansions” is a non-profit organization required to track marketing efforts to target populations. Should you complete the optional information, it will only be used in seeking this funding and has no bearing on your eligibility. U.S. Federal/State Government Issued Photo Identification and your Social Security Card must be presented and copied before we can accept this form.

* Submit In Person to: Housing Central Office, 1425 E. Thousand Oaks Blvd, Thousand Oaks CA 91362

First Name: ___________________  M.I.: ___  Last Name: ___________________
Current Mailing Address: ____________________________________________  Apt#______
City: __________________________  State: ______  Zip: __________
Daytime Phone Number: ___________  Mobile # or Pager #: ___________
Do you have a Section 8 Housing Choice Voucher?  □ Yes (Expires: ______)  OR  □ No

HOUSEHOLD COMPOSITION & INCOME:
Number of Adults: ___  Number of Children: ___  Type & Size of Animal(s): __________
Apartment Size Desired (Check One Only): □ 0 Bedroom (Studio, minimum 1, max 2 people)
□ 1 Bedroom (minimum 1, max 3 people)  □ 2 Bedroom (minimum 2, max 5 people)
□ 3 Bedroom (minimum 3, max 7 people)  □ 4 Bedroom (minimum 4, max 9 people)
Special Apartment Type Requirement(s): □ None, □ Wheelchair Accessible, □ Non-Smoking,
□ Ground Floor, □ Other: _____________________________________________
What is your Combined Gross Monthly Household Income (before taxes)? ______$ ______

HOUSING DATA:
Are you currently homeless? □ Yes OR □ No.  Are at risk of homelessness? □ Yes OR □ No
What is the reason for your housing problem? (check as many as apply)  □ Domestic Violence
□ Illness  □ Family Dispute(s)  □ Foreclosure  □ High Rent
□ Overcrowding  □ Eviction  □ Landlord Sold Property  □ To live closer to family.
□ Other (explain): __________________________________________________________
**A Non-Profit, Affordable Housing & Service Provider**

1259 E. Thousand Oaks Blvd, Thousand Oaks CA 91362  
PHONE (805) 496-4948, FAX (805) 497-1305

**Reminder Notification:** Questions on this page are optional and asked because "Many Mansions" is a non-profit housing provider required to track marketing efforts to target populations. Should you complete this optional information, it will only be used in seeking this funding and has no bearing on your eligibility.

<table>
<thead>
<tr>
<th>DEMOGRAPHICS:</th>
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</thead>
<tbody>
<tr>
<td>What city do you work in?</td>
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<tr>
<td>What city do you live in?</td>
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<tr>
<td>If you live in the Conejo Valley, how long have you lived here?</td>
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<tr>
<td>Do you have family in the Conejo Valley?  □ Yes OR □ No</td>
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<td>Who referred you to Many Mansions?</td>
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<thead>
<tr>
<th>OPTIONAL INFORMATION:</th>
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<tbody>
<tr>
<td>Age: ______  Gender: □-Male OR □-Female  Disabled? □ Yes OR □ No</td>
</tr>
<tr>
<td>Race: □ Caucasian  □ African-American  □ American Indian or Alaskan  □ Asian</td>
</tr>
<tr>
<td>□ American Indian or Alaskan &amp; White  □ Asian &amp; Caucasian</td>
</tr>
<tr>
<td>□ African American &amp; Caucasian  □ American Indian or Alaskan &amp; African-American</td>
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<tr>
<td>Ethnicity: □ Mexican/Chicano  □-Puerto Rican  □ Cuban  □ Other Hispanic/Latino</td>
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<tr>
<td>Do you see yourself or any other member of your household having a problem with alcohol or drugs?  □ Yes OR □ No</td>
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<td>Are you a Veteran? □ Yes OR □ No</td>
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Signature: _______________  Date: _______________

**For Staff Use Only**

Received by: ________________,  Date / Time Stamp: ________________

www.manymansions.org  
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