



# Midway Village Phase 1 Fact Sheet & Frequently Asked Questions (FAQ)

PROJECT LOCATION:

80 & 88 Park Street, Daly City, CA 94014

LEASING OFFICE:

80 Park Street, Daly City, CA 94014

**OVERVIEW:**

**1. Can you please provide an overview of Midway Village.**

Midway Village is a 15-acre site in northeastern Daly City at 45 and 47 Midway Drive, currently housing 150 occupied units in 35 buildings. The first phase of the Midway Village redevelopment is the new construction of 147 apartments.

**Apartment Units**

Income Restriction	0BD	1BD	2BD	3BD	4BD	Total units
30% AMI	15	0	0	0	0	15
50% AMI	5	16	32	5	7	65
60% AMI	9	2	0	15	0	26
80% AMI	0	6	22	10	1	39
Manager's unit	0	0	2	0	0	2
Total units	29	24	56	30	8	147

*\* The (2) Manager's units are two-bedroom apartments and will be filled by onsite staff members of the management company.*

**2. When will the apartments be available?**

Midway Village (Phase 1) opened in January 2024. At this time, the waiting list is being reopened **ONLY** to address vacant Studio apartments. All other apartments are filled with adequate applicants on the waiting list.



**3. What special amenities are provided?**

- Community Room with Lounge Area & Kitchen
- Courtyard with Seating Area
- Resident Services with a Dedicated Onsite Office
- Elevators

**Unit Amenities:**

- o All Electric appliances
- o Full size washer and dryer in unit

**4. Will I get my own assigned parking space?**

There will be assigned parking spaces available to all Midway residents. Each unit will be assigned at least one designated parking space.

**5. Who will manage the property?**

MidPen Housing Corporation will manage the property. A full-time Community Manager will act as the primary management contact for the residents. A MidPen Housing property management staff member will live onsite.

**6. Will Resident Services be provided?**

Yes. MidPen Housing Resident Services will provide resident support services for Midway Village. Services will include information and referrals to local community resources, one-on-one support to address individual needs, educational classes/presentations on site and community building programs. There will be a dedicated resident services office onsite.

**7. Are there age restrictions?**

No. However, at least one member of the household needs to be 18 years of age or older.

**8. Are there restrictions on the household size that is authorized to live in a unit?**

Yes. The following occupancy standards will apply.

Unit Size	Minimum Household Size	Maximum Household Size
0 Studio	1 Person	2 persons

\*Note that Project Based Section 8 units are subject to the Housing Authority of San Mateo County’s occupancy standards. Project Based Section 8 units are not filled through this application process and will be referred from the existing Housing Authority list.



**9. Are there restrictions on household income to rent the apartments?**

Yes. There are maximum annual income limits by household size. These limits are based on Area Median Income (AMI), effective as of April 1, 2024, for San Mateo County, as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low-Income Housing Tax Credit Program (LIHTC) in the State of California. At this time ONLY new applications for Studio apartments are being accepted.

**MTSP San Mateo County Income Limit Table for 1 and 2 Person Households**

AMI	1 person	2 people
30%	\$41,130	\$47,000
50%	\$68,550	\$78,350
60%	\$82,236	\$93,984

Income limits published 4/1/2024

**Midway Village Phase 1 – Initial Occupancy Rent Level**

Bedroom	0 BR
60%	\$1,649

\*Note – at this time only 60% AMI Studio units are available; however, applications to the waiting list for 30% and 50% Studio units will also be accepted. Minimum income required is 2 times the rent.

**10. Does it make a difference if I return my application the first day?**

No. A lottery will be conducted roughly one week after the application period has closed and will determine an applicant’s position number. There is NO priority given to those who submit their application on 10/31/24 over an application submitted on 10/10/24.

**11. Is there any application preference for the lottery waitlist or referral list?**

Yes. The following preferences will apply. Preferences are defined below and are also shown in the Resident Selection Criteria. Priority will be given to the following households and applicants in the initial lease up of the units in the project:

60 units were referred and assigned to qualified applicants from the County of San Mateo’s Housing Authority waitlist.

12 units will received a preference for Youth applicants between the age of 18 and 24 aging out of foster care, referred by the San Mateo County Human Services Agency’s Children and Family Services Department through the Housing Authority of the County of San Mateo.

Non-project-based vouchered units (87 units) will receive a preference in priority order as follows:

1. Eligible applicants who have been or will be displaced by the redevelopment of Midway Village
2. Eligible applicants who live and/or work in the County of San Mateo.

A preference will be given to 27 non-project-based vouchered units to Daly City School District employees, including Bayshore, Jefferson Union High, and Jefferson Elementary school employees, as well as staff working in any preschool in Daly City that are 100% publicly subsidized.



## **12. Will there be units for the disabled?**

Yes. People with disabilities are encouraged to apply. Applicants will need to answer disability questions on the application according to their needs. Midway Village will have units specifically designed for those with mobility, hearing and visual impairments. Units at Midway Village will be accessible by elevator.

## **13. How will the preferences be applied to the lottery?**

The preferences for the non-Project Based Section 8 units described above will be applied according to the following: The application will contain questions regarding the preferences. All applications received during the initial open application period will be entered into an Excel database, with a preference category corresponding to the preference as a sortable column. The lottery list is then sorted, first by preference category and second by lottery number, so that all the applications with a verified preference are filtered to the top.

Applicants that meet the to verify eligibility and entitlement to the preferences, applicants must provide at time of interview documentation that demonstrates that they meet the selected preference or preferences at the time of application. A list of acceptable documents will be provided to applicants prior to their intake interview.

**We ask that applicants answer preference questions carefully and accurately.** If applicant is unable to demonstrate proof of eligibility for preference, the preference will be removed, and the applicant will be reordered on the waitlist according to their eligible preference status.

## **14. Will all applicants receive an interview letter?**

No. Once the lottery has been conducted and sorted, applicant interview letters will be distributed only to those applicants that will be processed for a unit. Midway Village will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target. Applicant interviews for studio units will begin in late October 2024.

## **15. How are Lottery applications processed, and apartments assigned?**

Applications will be processed in the order of their preference category and lottery number. Interviews will be scheduled, and third-party income and asset verifications will be sent out for the unit size and restricted income level that the household qualifies for. Midway Village will process 4 to 5 applications for each available unit and send out the appropriate number of interview letters to meet this target. Once all third-party verification forms are returned and the file is deemed complete and approved, a unit is assigned. If all units have been assigned, some applicants may be placed in a backup position. Backup applicants may be assigned a unit if another applicant ahead of them fails to qualify or decides not to take the unit. If a backup applicant does not receive a unit at initial lease up, the applicant will go back on the wait list at their original position. Applicants not contacted will be placed on the waiting list upon completion of the lease-up at 100% occupancy. The waiting list will maintain the original preference category and lottery number order. As units become vacant and turn over, applicants on the waiting list are contacted in order of preference, lottery number, and then household size and household income order to qualify for the specific unit size and income restriction level of the available unit.

## **16. What will I need to bring to my interview?**

You will be asked to bring the following documents to your interview:



- Social Security Card or Resident Alien Card;
- California Driver’s License or Photo ID;
- Documentation for ALL Sources of Income including, but not limited to:
  - o Employment (last 3 consecutive months of current paystubs- required – no gaps);
  - o Social Security (most recent awarded in 2020 for 2021);
  - o Supplemental Social Security (most current awarded and within 120 days of potential move in);
  - o Veteran Administration Benefits, Pension / Retirement, including any income from deceased spouse or children.

(if paystubs are received, the last 3 consecutive months are required– no gaps or current proof of income dated within 120 days of interview);

- o Child Support Judgment & proof of income (dated within 120 days of interview);

o Most current Complete Tax Returns, including all W-2 & 1099s, if filed;  
 Checking account statements – All pages of last 6 months – no gaps; Savings account statements- All page most recent or current month;

o Most current Statement received in 2021 or 2022 for any other kind of assets such as, IRAs, 401(k) or (b) any other form of Retirement

Accounts;

- o Life Insurance Policies (this does not include Term Life);

- Documentation for any other asset or source of income.
- For those individuals who are self-employed or earn cash wages, very specific regulations apply to verifying these types of income, as follows

- o Self-Employed

- Previous Year’s Form 1040 Tax Return and Schedule C

OR

- IRS Form 4506-T and one of the following:
- Profit and Loss Statement
- Statements from recurring clients

o Cash Wages

If an applicant/tenant is claiming that they do not receive paystubs as they are paid in cash, the IRS has determined that those Individuals are considered “independent contractors” and as such should file a 1040 tax return. We will require a copy of the 1040 filing for the applicant/tenant and a third-party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

Additionally, if a household is claiming they do not file taxes on cash wages, we will require a completed IRS form 4506-T, received back from the IRS, to be in the file, verifying non-filing status in addition to the third party statement from the employer on company letterhead, indicating the name of the applicant/tenant, the position title, and how much the employer pays the applicant/tenant in cash each week.

**17. Will there be an application/screening fee and when is it collected?**

Yes. A \$45 non-refundable Application/Screening fee PER ADULT HOUSEHOLD MEMBER including a LIVE IN CAREGIVER, if applicable. This fee is collected ONLY at time of interview by Money Order or Cashier check made out to Midway Village.



**18. Is a lease required?**

Yes. A one-year lease is required at initial move-in.

**19. Is there a required security deposit and how much?**

Yes. A security deposit is due at time of move in. A portion of this may be requested in advance of move in as a holding deposit. The security deposit for a studio is \$300.

**20. What are the proposed rents for the apartments?**

The following rents are for the available Studio Non-Project Based available units ONLY. The rent calculations listed are after utility allowance deductions and are subject to change.

**Midway Village Phase 1 – Initial Occupancy Rent Level**

Bedroom	0 BR
60%	\$1,699

\*Note – at this time only 60% AMI Studio units are available; however, applications to the waiting list for 30% and 50% Studio units will also be accepted. Minimum income required is 2 times the rent.

**Please see question #9 for more details of income limits (AMI).**

**21. Can Students Apply?**

Yes. However, very specific guidelines do exist as it relates to full-time students, as identified below:

Full-time Students (including K-12 and adult dependents) - In order for a household consisting entirely of full-time students to be considered eligible, they must meet one of the following criteria:

- Any member of the household is married and either files or is entitled to file a joint tax return.
- The household consists of a least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
- At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKs, etc. – Not SSA or SSI).
- At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA), formerly known as the Job Training Partnership Act, or similar federal, state or local laws.

At least one member of the household is under age 24 and has exited the Foster Care system within the previous 6 years.

**22. Is smoking Allowed at The Property?**

No. Midway Village has been designated as a non-smoking property. No smoking will be allowed anywhere in the resident apartments, common areas, or anywhere on the exterior of the property.

**23. Will pets be allowed?**

Yes. Pets will be allowed in accordance with Midway Village and MidPen Property Management’s Pet Policy. Below are the basic guidelines included in this policy; however, this is not the policy in its entirety. A pet deposit of \$300 is required. The deposit and pet policies do not apply to service animals, which are governed by a separate agreement.



#### Dogs (Domesticated)

- Must be inoculated, spayed/neutered and registered with management.
  - Must not exceed 30lbs.
  - Limited to one per household
  - No Pit Bulls, Rottweilers or Doberman Pinschers
- #### Cats (Domesticated)
- Must be inoculated, spayed/neutered and registered with management.
  - Must not exceed 30lbs.
  - Limited to one per household.

#### Fish

- Fish tank no more than 20 Gallons

#### Birds

- Caged Birds.
- Prohibited breeds include Macaws, Cockatoos, Parrots and Conures

### **25. Who should I contact if I have any questions?**

For any questions regarding the application process please contact the Leasing office at (415) 769-4127 or [midwayvillage@midpen-housing.org](mailto:midwayvillage@midpen-housing.org).

