

Carrillo Corner Cooperative Application Packet

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Carrillo Corner Cooperative

Most of us understand renting or owning; cooperative housing is a third option. A housing cooperative is a member-owned organization that manages the housing, and co-op members are both residents of the co-op and shareholders (owners) in the nonprofit cooperative organization. While co-ops aren't for everyone, they're ideal for people who want to be involved with their neighbors in creating a community.

Financially, joining a co-op is like renting on a month-to-month basis: members do not buy any real estate (but when they move in, they buy a share). However, unlike regular rental properties, co-op members share the responsibilities that a homeowner or landlord (property keeper) typically handles – they manage their budget, set policies, oversee repairs and solve problems. Depending on the roles they take on, members typically spend 5 to 10 hours a month on co-op duties. This level of security, control, and responsibility amounts to an ownership mindset without the financial investment of buying a home.

Carrillo Corner and the land it stands on is owned by the Oakland Community Land Trust through a wholly owned subsidiary called E24 Community Studios LLC. OakCLT's mission is to expand and preserve housing and economic development opportunities for Black, Latinx, Asian, other communities of color, and low-income residents of Oakland. The residents of Carrillo Corner are currently in the multi-year process of becoming a Limited Equity Housing Cooperative (LEHC). Becoming an LEHC requires that the residents create a non-profit organization to manage the business and maintenance of the Coop; this includes a Board of Directors made up of building resident shareholders. Residents also elect members into roles as executive officers to guide the monthly meetings and govern the Coop's business. It is likely that all resident households will have the responsibility to hold one seat on the board in order to equitably share the work of governing the cooperative.

At this point in time, Carrillo Corner is not yet an LEHC or Coop. OakCLT's E24 Community Studios LLC currently owns both the building and the land that the building sits on while, and in anticipation of, the residents organizing to become an LEHC and buy the building from E24 Community Studios LLC. At that point, building management and responsibilities will move over to the LEHC and its members. OakCLT, via E24 Community Studios, will continue to be the owner of the land under the buildings and work in partnership with the LEHC and its resident members in perpetuity to maintain the community-managed asset guided by a ground lease between the LEHC and E24 Community Studios. Until transition to LEHC has

occurred, OakCLT and E24 Community Studios act as the property steward with Kalco Properties managing the building.

STEPS TO CO-OP HOUSING MEMBERSHIP

- 1. Attend a Carrillo Corner Orientation.** Attending an orientation online or in person is required prior to applying.
- 2. Submit a Rental Application For the Opportunity** Fill out and submit a rental application with the Oakland Community Land Trust/E24 Community Studios.
- 3. OakCLT processes your application.** OakCLT checks your:
 - A. Credit History
 - B. Housing References
 - C. Income
 - D. Household Size
 - E. Preference Criteria
- 4. Lottery**

After the application deadline, OakCLT will conduct and select applicants using a fair lottery system with these preference criteria: your status as an Oakland displacee; Oakland worker; Oakland resident ; and/or Artist/cultural worker committed to cooperative participation. The lottery will first be conducted with applications that meet the preference criteria. After this a second lottery will be run with all applicants who do not meet any preference criteria. The unit will be offered to residents in the order of the numbers pulled in the lotteries.
- 5. Income + Preference Certification**

If you are offered the unit and accept membership in that co-op, OakCLT will set up a time to certify your household income and you will have to submit documentation verifying your status as a displacee, and/or Oakland worker and/or resident and/or self identified artist.
- 6. Signing Papers**

OakCLT will schedule your move-in and set a time for you to sign all relevant documents.
- 7. Move in and pay the deposit. Yeah!**
- 8. Join a committee and start your intentional-community living experience!**

feel the decision was unfair or incorrect.

* Denied applicants receive a letter stating the reasons for denial. You can appeal if you

PREFERENCE CRITERIA

Artists

Applicants who indicate that they are a self-identified artist, musician, craftsperson or otherwise actively involved in the creative or performing arts and that they are capable of documenting this active involvement upon selection for a Unit.

Oakland Displacee

To qualify as an applicant who is at risk of displacement or a displaced Oakland resident, the applicant's household must include at least one adult member whose principal place of residence is or was within the City of Oakland, and they were displaced as a result of:

- A "No Fault" Eviction within 8 years prior to the date of application
- Expiring Affordability Restrictions on an existing affordable housing project within 1 year prior to the date of application
- City/Agency public project, or by City code enforcement activities within 1 year prior to the date of application

Oakland Worker

Work is defined for purposes of this policy as owning or operating a business located within the City of Oakland, employment for wages or salary for an employer located within the City of Oakland, contract employment where the actual work is conducted within the City of Oakland, or commission work where the applicant's principal location from which they work is located within the City of Oakland. Even if the work causes the applicant to be in Oakland frequently, the applicant does not qualify as an Oakland worker if the business is not located in Oakland. An adult applicant who is an active participant in an education or job training program located within the City of Oakland is also eligible for the Oakland worker preference.

Oakland Resident

To qualify as an applicant who is a resident of the City of Oakland, the applicant's household must include at least one adult member whose principal place of residence is within the City of Oakland as of the date of application.

CO-OP MEMBER GENERAL SELECTION CRITERIA

- * **Low Income:** Applicants must have a combined gross income at or below 60% the Area Median Income.
- * **Stability of Income:** Ability to pay rent and other charges on time. Stability of income can be demonstrated in various ways.
- * **Household Size:** The household size must match the capacity of the available unit, based on HUD guidelines. Co-ops can set minimum household sizes for bigger units.
- * **Rent Payment History:** A history of paying rent or mortgage in full and on time.
- * **Share Cost:** Enough money to pay for the co-op share at move-in or security deposit.
- * **Property Damage and Disturbances:** No history of disturbing the neighbors, destroying property, or living or housekeeping habits that might adversely affect the safety, health, or welfare of residents, or result in unusual maintenance services.
- * **Ability to Comply with Terms of Lease:** Applicants must be able to fully comply with all terms of the Proprietary Lease and participate in the life of the co-op once formed, either independently or with assistance. They must be able to maintain premises in a safe and sanitary condition; and not interfere with management or quiet enjoyment of the property by others.
- * **Participating in Cooperative process every month (5-10 hours):** either independently or with assistance, including but not limited to meeting attendance, assigned maintenance or other tasks and committee work, and supporting the transition to cooperative ownership of the building.
- * **Cooperative Spirit:** Applicants must state that they are willing to commit to involvement and participation in a housing cooperative.
- * **Non-discrimination:** Applicants affirm their commitment to the co-ops' discrimination policy when acting in their role as members of the co-op. This includes a commitment not to discriminate against other residents or applicants on the basis of any protected category, including race, sex, age, marital status, religious or political affiliation, color, national origin, sexual orientation, gender, veteran status, presence of physical or mental impairment, having minor children, or receiving public assistance.

REASONABLE ACCOMMODATIONS

Reasonable Accommodations

OakCLT is an Equal Opportunity Housing Provider. People with disabilities are encouraged to apply. Accommodations will be made for individuals with disabilities. People with disabilities who require reasonable accommodation in order to access the application, complete the application process or otherwise participate in the orientation process are encouraged to request a reasonable accommodation by emailing carrillocorner@oakclt.org, or calling 510-426-7130 for assistance.

Phone Service

Persons with disabilities who are unable to access the on-line pre-application may request a reasonable accommodation by calling 510-426-7130 for assistance.

Extenuating Circumstances

If you are unable to meet any of the general selection criteria on page 5 and you believe that there were extenuating circumstances that have led to this, you are encouraged to provide us with a Request for Consideration with your application that explains why the circumstance no longer applies to you. If this is due to a disability, you are encouraged to provide us with a Request for Reasonable Accommodation with your application.

Language Interpretation is available upon request

RENT AND INCOME LIMITS

HOUSEHOLD SIZE PER BEDROOM

Number of Bedrooms	Minimum Household Size	Maximum Household Size
Studio	1	2
1 Bedroom	1	3

MAXIMUM INCOME

Household Size	Maximum Household Income (60% AMI)
1	\$60,000
2	\$68,580
3	\$77,160

MAXIMUM RENT

Number of Bedrooms	<i>Maximum</i> 2022 City of Oakland HCD Rent Levels *
Studio	\$ 1,337**
1 Bedroom	\$1551**

*Actual rent may be lower based on income certification of the selected household.

**Adjusted downward to include an \$162 [utility allowance](#)

MAXIMUM SECURITY DEPOSIT

Number of Bedrooms	Security Deposit
Studio	\$1,337
1 bedroom	\$1,551