

**AP2L Does More  
Than Housing  
Placement, We  
Support the  
Families We Place!**

**A PLACE-2-LIVE  
GUIDELINES FOR  
HOUSING PLACEMENT**

**Phase I**

Application/Intake Screening

Housing Search

**Phase II**

Permanent Housing Placement

Housing Maintenance

Educational Workshops

**Phase III**

**Program Commitment**

Program Completion

*Understanding the Steps to Self-Sufficiency*



**Housing Placement Agency**

**A Place-2-Live, Inc.**

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## Welcome to A Place-2-Live, Inc.

We have designed 3 phases an applicant/client must complete in order to benefit from the program

### PHASE I

#### Application Screening Process

A complete application needs to be filled out accurately along with the necessary documents: Picture I.D. (must be 18 or older), Social Security Card and Verification of Income along with an application processing fee (\$45.00).

AP2L will verify proof of income, rental history (tenant profile) and background check.

Application screening will take from 1-2 weeks from date application is turned in.



(The following reasons will result in the immediate denial of an applicant: Evictions (within the past 5 years) for willful non-payment of rent or destruction of property, felony/misdemeanor convictions for drugs or drug related activity or falsifying information on the application).

#### Program Approval

Client is approved for the program services.

**Enrollment/Processing Fee** is due before **Move-in**. Low -Income, Referrals, Veterans, Housing Choice Voucher Assistance and SSI/SSDI recipients fee is **\$350.00**.

Non-referral fee **\$500.00**.

Client is given a list of all vendors who accept our program and a check list for property inspection of the unit they will choose.

Once they have chosen a unit they must apply for that particular unit for the owner to review. Clients may apply for more than one unit at a time. The application must be turned into our office.

#### Housing Placement

Owner will contact AP2L to acknowledge and approve application of client.

AP2L will notify client and a holding deposit is needed from client to secure the unit. Client will have 1-2 weeks to pay full move-in. All fees, rents and deposits are accepted in our office. Upon request, clients can receive Rental Assistance Referrals.

Rental Assistance and Referrals for rental assistance are given to qualified applicants.

Client will make appointment w/AP2L to come in and sign Rental contract. Rent/Deposit must be paid in full before move-in. AP2L will go into a Master Lease with the owner agreeing to all contractual responsibilities for the unit. At that time all moving costs will be paid in full. All of our rents vary in price and surcharges are included.

### PHASE II

#### Mandatory Workshop Attendance

Client will be notified of upcoming work-shops offered by AP2L. Attendance is mandatory.

Workshop Course is designed for client housing retention. One on One Credit Consultation is scheduled with client until client is credit worthy according to standards. Clients are provided with a Budget sheet and LL/Tenant Rights & Responsibilities packet to read, fill out and returned by the first workshop attendance.

Clients are provided with Action Plans an are encouraged to use it as a guide to help them either reestablish their or establish credit according to their personal credit evaluation. Credit Consultation is one of the many supportive services we provide to help you on the road of self-sufficiency.

AP2L will schedule periodic inspections of the unit for maintenance checks and household management services.



Client must report any and all changes in Family Disposition and Income within 5 (five) days.



An Action Plan is designed for each Individual/Family to help them Budget and Save.

Client is expected to pay on time rents to AP2L.

### PHASE III

#### Program Review

Resident Review will be evaluated according to on time rent payments, maintenance care and workshop participation.

The Tenant Contract Renewal may take place after 1yr of full program completion.