



Mutual Housing at Spring Lake Farm Labor Housing

To Our Potential Future Residents:

Mutual Housing -Spring Lake is currently accepting application at the leasing office located at **2170 Farmers Central Road, Woodland CA 95776 (Cross Street is Pioneer Ave)** during our office hours of Monday- Friday 8 am to 5pm. Once received please complete the application in its entirety, no question should be left blank, if it does not apply then enter an “No”, if you should make a mistake please line through it and initial, **DO NOT USE WHITE OUT/CORRECTION TAPE and Pencil to complete the application.** Do not sign or date until the time of your interview. Once you have the application complete return it **2170 Farmers Central Road, Woodland CA 95776** at the interview time you were given. There will be a \$ **25.00** application fee per adult; this fee will need to be brought in at the time of the interview in the form of a money order(s). Below is a list of documents that must be provided during the application process. In order to expedite your application please be prepared with **ALL** documents that apply to your household on the day of the interview.

Policy for Qualification:

Domestic Farm Laborer: Any person (and the Family of such person) who consistent with the requirements in code 3560.576(b) receives a substantial portion of his or her income from **primary production of agricultural or aquacultural commodities or the handling of such commodities in the unprocessed stage**, without respect to the source of employment (not self-employed), except that (A) such person shall be a citizen of the United States, Puerto Rico, or the Virgin Islands or a person legally admitted for permanent residence; (B) such term includes any person (and *the family of such person*) ***who is retired or disabled, but who was domestic farm labor at the time of retirement or becoming disabled.***

Farm labor: Services in connection with cultivating the soil, raising or harvesting any agriculture or aquaculture commodity; or in catching, netting, handling, planting, drying, packing, grading, storing, or preserving in the unprocessed stage, without respect to the source of employment (but not self-employed), any agriculture or aquaculture commodity; or delivering to storage, market or a carrier for transportation to market or to processing any agricultural or aquacultural commodity in its unprocessed stage.”

“This institution is an equal opportunity provider and employer.”

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA Office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



List of Documents

Identification:

1. Driver's License or Picture ID Cards for all adults
2. Social Security cards for all household members
3. Birth Certificates for minor children
4. Guardianship documents for non biological children

Proof of Income: (if applicable)

5. Employer Address, phone and Fax number
6. Pay stubs from employment for the last 12 weeks
7. Self-employment –
8. Current Tax Return (If applicable; if a household member is Self-Employment)
9. Social Security & or Pension Award letters
10. Public Assistance/TANF- notice of Action or Passport to Services
11. Unemployment notice w/ check stubs if you are currently receiving
12. Disability Benefits notice w/ check stubs if you are currently receiving
13. Works Comp documentation
14. Notarized letter from persons outside the household who may be contributing monetary gift on a regular or periodic basis.
15. Documentation for any real estate or rental property currently owned, or disposed of for less than Fair Market Value in the last 2 years
16. Child Support/Spousal Support/Alimony documentation

Asset Information

17. Last six (6) month of bank statements for Checking Accounts
18. A current bank statement for Savings Accounts
19. Last Statement for Stocks, Bonds, IRA, 401K
20. Life Insurance information

Student Status

Any persons 18 years or older who are currently a Full or Part time student, must provide proof from institution they are currently attending.

Thank you for your interest in **SPRING LAKE**. If you should have any questions or need to update your contact information please call **1-530-669-5767** Fax: **530-661-9557** or EMAIL: springlake@hyderco.com

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