



Willow Greenridge Fact Sheet

Willow Greenridge is a newly renovated affordable housing community for families in South San Francisco. In 2022, two neighboring MidPen properties—Greenridge and Willow Gardens—were combined in order to renovate and more efficiently operate as a single community.

Willow Greenridge operates under affordable housing programs for individuals or families with low, very low, and extremely low incomes and is managed by MidPen Housing Property Management. This program is operated by Willow Greenridge without regard to race, color, sex, creed, religion, national origin, physical or mental status, familial status, age, ancestry, marital status, source of income, sexual orientation, gender, or any other arbitrary personal characteristic.

This fact sheet is only an outline of the requirements necessary to qualify for a home in this community. There may be other restrictions which apply to this community. Please refer to the **Resident Selection Criteria** for any additional requirements. The Resident Selection Criteria is available in the Management Office or can be sent electronically by request to willowgreenridge@midpen-housing.org.

SELECTION CRITERIA SUMMARY

Age Eligibility: One member of the household must be 18 years of age or older or legally emancipated.

Income Eligibility: Household income must be below the maximum limits indicated for this community's housing programs included on the income limit table on the next page of this document. Applicant households must meet the minimum income requirements set at two (2) times the rent for the unit (mitigating circumstances may apply). Minimum income requirements are not applicable to applicants with a Section 8 Voucher from the Housing Authority.

Minimum/Maximum Occupancy Requirements

Two Bedroom	2-5 occupants
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Additional occupancy requirements may apply. More information is available in the Management Office or can be sent electronically by request to willowgreenridge@midpen-housing.org

Priorities, Preferences and Eligibility Restrictions

1. 4 two-bedroom units set aside for referrals from the Housing Authority of San Mateo County to homeless households.
2. Credit, Criminal and Rental History: Willow Greenridge evaluates the credit, criminal and rental history for any person aged 18 or over and emancipated minors. Negative reports may disqualify applicants.





Please see full Resident Selection Criteria for more information available in the Management Office or electronically by request to willowgreenridge@midpen-housing.org

RESIDENT SELECTION PROCESS

1. When your pre-application is considered for a unit, we will contact you to come into the Management Office for an interview and to complete a more detailed full application at that time. *Interviews and verifications may be processed in advance of unit availability. Your application may be processed in anticipation of an upcoming vacancy and will be held for the next available vacant unit.*
2. Third party verification will be obtained from all related sources to confirm certain components of the eligibility/qualification requirements; for example, income, assets, landlord references, and preference eligibility.
3. It is your responsibility to inform the management in writing of any change to the information on your pre-application or application (e.g., address, household size, and total household income). You must respond to the waitlist update letter when mailed to your address on file, which typically occurs every six months. Failure to contact the Management Office about a change in information or failure to respond to the waitlist update letter can result in removal of your application from the waiting list.

A full, detailed **Resident Selection Criteria** describing application and qualification processes is available to all applicants in the Management Office or electronically by request to willowgreenridge@midpen-housing.org.

APPLICATION PROCESS

Applications can be obtained and/or entered online at <https://www.midpen-housing.org/property/willow-greenridge/> or can be picked up in person at the management office. Applications successfully submitted electronically will receive an automated confirmation. The management office will also accept completed paper applications in person or via US Mail during the application acceptance period. All applications will be entered electronically by proxy if received in paper form.

LOTTERY PROCESS

A lottery that determines the waiting list position of applicants will be run periodically during the application period and applicants will be placed on the waitlist in order of the lottery number within consecutive runs. The first lotteries will occur at the end of the day April 21, 2025, and May 5, 2025, and the following lottery will occur when the waitlist closes on May 19, 2025. All applications are entered either by the applicant directly or by proxy. Proxy applications will be entered when received to be included in the consecutive lottery runs. Those applications postmarked on or before May 19, 2025, will be included in the lottery. The automated and randomized lottery process assigns a lottery number to each applicant on the waitlist. The applicants will be ranked in order of lottery number within each lottery batch and each previously run batch will be exhausted before the next batch is used.





The lottery will be conducted electronically and is closed to the public.

**Willow Greenridge Apartments
Income Limits & Rents**

Maximum Income Per Household (2024 Area Median Income)

New Limits published by HUD 4/1/2024; Income Limits at time of Move-In are used for final qualification

	2 people	3 people	4 people	5 people
30%	\$47,010	\$52,890	\$58,740	\$63,450
40%	\$62,680	\$70,520	\$78,320	\$84,600
50%	\$78,350	\$88,150	\$97,900	\$105,750
60%	\$94,000-\$94,020	\$105,750-\$105,780	\$117,480-\$117,500	\$126,900
70%	\$109,650	\$123,350	\$137,050	\$148,050
80%	\$125,360	\$141,040	\$156,640	\$169,200

TENANT RENT LEVELS per Unit (2024 Area Median Income)

Rent Floor - Excluding any Utility Allowance

Inquire with Management for any Maximum and Minimum Rent Clarifications

AMI Limit	2 Bedroom
30%	\$1,322
40%	\$1,763
50%	\$2,203
60%	\$2,643- \$2,644
70%	\$3,083
80%	\$2,842- \$3,526

**All Rents are subject to change as set by the governing agency. Not all AMI Rent limits shown above are available for all units.*

Applicant households must meet the minimum income requirements set at two (2) times the rent for the unit (mitigating circumstances may apply). Minimum income requirements are not applicable to applicants with a Section 8 Voucher from the Housing Authority.

Formula to calculate minimum income:

Minimum monthly income=Monthly Rent x 2

Minimum annual income=Monthly Rent x 2 x 12

