

Arlington Heights Gateway – Phase 1: Affordable Housing Plan

- 1. A general description of the covered development.** See Exhibit B, Project Narrative.
- 2. The total number of market rate dwelling units and affordable dwelling units in the covered development.** 299 total units, including 30 affordable dwelling units and 269 market rate units.
- 3. The number of bedrooms in each market rate dwelling unit and each affordable dwelling unit.** Reference the attached unit mix, Exhibit B.
- 4. The square footage of each market rate dwelling unit and each affordable dwelling unit.** Reference the attached unit mix, Exhibit B.
- 5. The general location of each affordable dwelling unit within the covered development if specific units are designated as the affordable units.** Reference drawing G-003 attached, Exhibit C. The affordable dwelling units are distributed both vertically and horizontally within the development.
- 6. The pricing schedule for each affordable dwelling unit and each market rate dwelling unit.** Reference the attached unit mix, Exhibit B.
- 7. The phasing and construction schedule for each market rate dwelling unit and each affordable dwelling unit.** Construction is targeted to begin 2Q2204 and all units will deliver in approx. 16-18 months, 3Q2025.
- 8. If units designated as affordable units are proposed to have exterior and interior appearances, materials, or finishes different from the market rate units, provide documentation and plans showing the differences in exterior and interior appearances, materials and finishes between the affordable and market rate units.** N/A, affordable units will contain the same finishes/appearance as the market rate units.
- 9. A copy of the development's Tenant Selection Plan.** Reference the attached Tenant Selection Plan, Exhibit D.
- 10. An explanation or justification for proposals to make a cash payments of fees in lieu of affordable units, as per Village Code Chapter 7, Section 7-1706, 7-1707 or 7-1708.** N/A

**EXHIBIT A
PROJECT NARRATIVE**

Bradford Allen Arlington Heights Phase I

Design Narrative

PROJECT:

Bradford Allen Arlington Heights Phase I (the “project”) is an 8-story, 300-unit multi-family for-rent apartment building with street level retail. The project architecture, facades and massing will have a contextual, welcoming, and dynamic design, and physical features in conformance with the new Overlay District. Verdant landscaping includes shade trees, ornamental trees, shrubs, perennials, and annuals all around the buildings and parking areas. The project transforms a 3.79-acre lot with 1 to 5 story vacant and dilapidated retail and office buildings into an eco-friendly attractive residential complex, sparking new retail and streetscape vibrancy at this part of Arlington Heights, (AH), a suburban community that is enjoying a new and steady influx of residential units. Arlington Heights needs more quality housing. The project is in the new Overlay Zoning District and seeks to comply with ordinance in terms of use, height, bulk, setbacks, unit density, and parking requirements. The Overlay District focuses on beautification, redevelopment, walkability and placemaking; which is exactly what this new project is all about.



ASSEMBLAGE:

Bradford Allen acquired the commercial buildings at 2355 S Arlington Heights Road and 15 East Algonquin Road in 2007, and 1 and 111 East Algonquin Road in 2014. All tenants subsequently vacated the buildings requiring Bradford Allen to identify the highest and best use of the property going forward. Through this process, Bradford Allen was actively engaged with the Village of Arlington Heights and its Department of Planning & Development. These efforts resulted, in large part, to the commissioning of the South Arlington Heights Road Corridor Plan in 2018. This plan led to a favorable zoning overlay for the subject area in 2019. Then, in 2020, the Village approved a Tax Increment Financing (“TIF”) district for this area, further enhancing the value of the Property as a redevelopment. Advances with the Village and proper land assemblage have attracted the interest of development partners, Mocer+Roszak, to redevelop the site into its highest and best use.



RESIDENTIAL & RETAIL:

Residential units range from 554 SF studios to 1,417 SF 3-bedroom units, with an average unit size of 822 SF. Along the street fronts on Arlington Heights Road, Algonquin Road and the new access road, the 25,000 SF of retail will include uses such a coffee shop, dining restaurants, or other service-oriented retail uses.

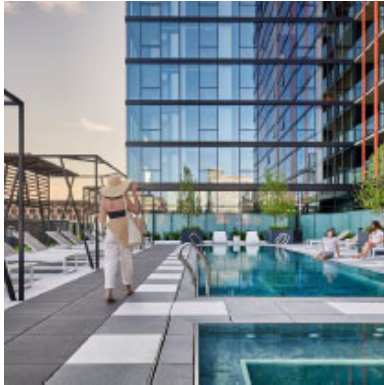
AFFORDABLE HOUSING:

Affordable housing units will be provided for 10% of the total units, or 30 of the total 300 units, on site. These will be supplied per the AH affordable housing requirements at 60% AMI.



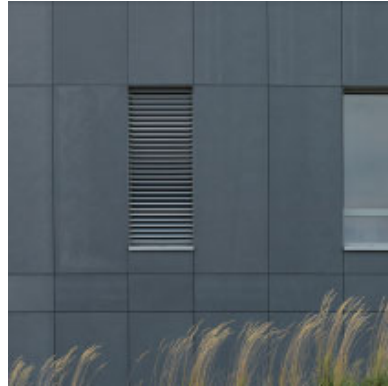
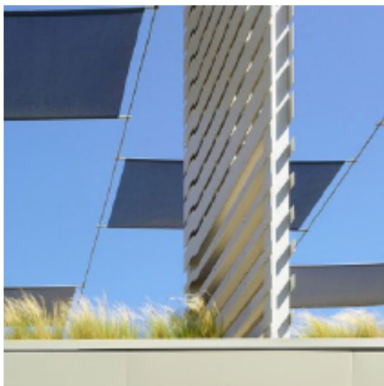
AMENITIES:

This building will include over 17,500 SF of indoor and outdoor amenities. The amenities include: an outdoor pool and spa with a gracious sundeck. Furthermore, fitness area and yoga studio, a golf simulator, social and media room, a library, a business center and “work from home” conference rooms, dog walk and dog spa, trellises and private grilling, a chef’s kitchen, and indoor/outdoor dining areas. A pickleball court is located in the green landscaped area north of the building.



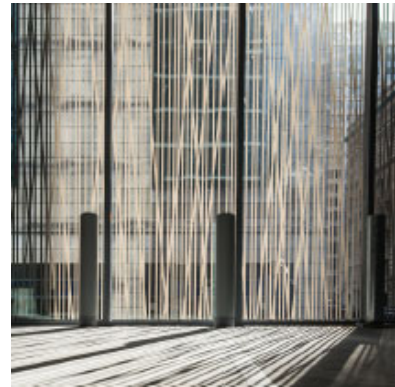
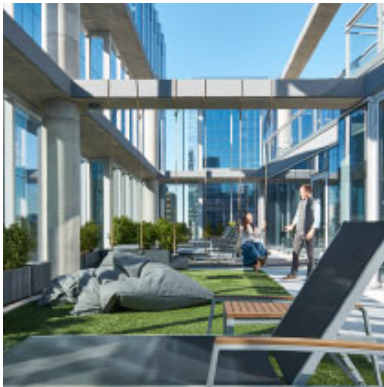
MARKET:

The market units will rent for about \$3.00/sf, and the affordable units will follow the U.S. Department of Housing and Urban Development prescribed rent index at 60% AMI. The apartment rental demand in this suburban market has enough demand to absorb all of these new units in a 12-18 month period.



SUSTAINABLE:

Seeking Energy Star certification, Bradford Allen Arlington Heights Phase I is a 485,000 SF urban infill mixed-use project that will invigorate a once neglected corner lot. Many energy-efficient and eco-friendly strategies will be utilized in the design of this project, including energy efficient improvements to the thermal envelope, interior and exterior lighting power reductions, high-efficiency plumbing, and heating and cooling utilizing efficient heat-pumps. Electrical charging stations will be located conveniently. Parking areas will provide storm water detention via vaults. Planted with indigenous grasses and perennials, the ground level provides residents with abundant outdoor green space and a dog walking area. Additionally, the roof of the residential serves as a green roof and array area for solar panels.



DESIGN:

These modern and urbane residences are smart and desirable in the marketplace: straightforward, efficient, well-lit, and enjoyable. Further, they become catalysts that contribute to the rejuvenation and safety of this overlooked area. This project will replace vacated buildings and parking lots with new residences and retail that will transform this sparsely populated area into an attractive community bustling with life, openness, and healthy green space.

The project takes on a promising site near the I-90 expressway, and on two busy streets, Arlington Heights and Algonquin Roads. By using high-quality materials and innovative design, the project enhances the public realm. Pedestrian friendly and human scale detailing at the street level will make the experience for users very positive. A building of delineated massing enables abundant sunlight to transition graciously across the site and in context with the larger neighborhood as a whole. Exterior building façade materials will include fiber-cement siding, brick masonry, and glass windows, all carefully detailed. Design excellence is incorporated into the selection of high quality and innovative building materials and detailing to provide architectural delight. The white chevrons in key parts of the elevations provide a nice highlight to the other longer elevations which are delineated with light, medium, and dark grays, providing rhythm and creating elegant, proportional, and residential scale. The chevron geometry is accented by the green fins, that depict prairie grass blowing in the wind. The base of the building is anchored by variegated gray colored brick that handsomely complements the smooth siding panels and provide depth and texture. Any part of the garage that is not wrapped by retail or residential uses will be fenestrated with the same materials and window openings to appear congruent to the overall design. The lobby entrance and car drop off area is highlighted with a green portal frame to show residents and visitors where the front door is, and this area is accented with an artful mural celebrating the entrance. The top roof is a TPO system with large expanses of green and colorful sedum and a solar PV array to harness the sun.

Thomas Roszak Architecture, LLC



View looking NE



View looking SE



View looking SW

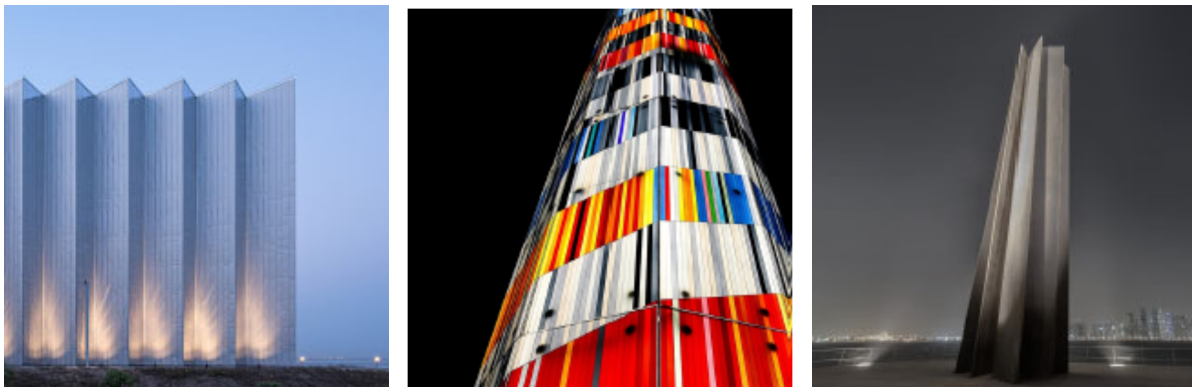
LANDSCAPE:

Our intent is to create a safe and inviting public realm including high quality paving materials, lighting, wayfinding, plantings, obelisk-sculptures, and bench furnishings. Shade trees and ornamental trees will provide shade and visual interest. A butterfly garden will be provided, as well as many pockets of perennial and annual flower beds.



TRANSPORTATION:

Bradford Allen Arlington Heights Phase I is an urban infill mixed-use project in the Overlay Zoning District. Residents of the building have access to world class public transportation including access to I-90, buses and the Metra. Bicycle racks and storage are provided onsite, and all sidewalks will double as 8-foot wide bike paths. Four levels of parking include a total of 480 cars. Retail parking of 84 spaces will be provided on grade near each retail space meeting village requirements. Parking and loading will be accessed from Arlington Heights Road, Algonquin Road, and the new Access Road.



ZONING:

The developer is seeking a PD with the Village of Arlington Heights. Current zoning designation of this site is B-3, and is in the new Overlay District, which provides certain goals to be implemented in order to produce high-quality mixed-use development. The Project consists of a 8-story, 321,300 FAR square foot building containing 300 for-rent apartments, inclusive of 30 on-site affordable units. There is a total of 480 parking spaces on levels one through three and approximately 25,000 square feet of ground floor retail with 84 spaces of ground level parking. The apartments will include studios, convertibles, one, two- and three-bedrooms units ranging from 554 SF to 1,417 SF.

PHASING:

This project is contemplated as Phase 1 of four phases on the entire 18-acre site. Phase 2 is the adaptive reuse of an existing office building formerly known as the Daily Herald newspaper building, into medical offices. Phases 3 and 4 will include new multifamily apartment and hotel projects similar in size and scope to Phase 1.

DEVELOPER:

A partnership between Bradford Allen and Mocer+Roszak will develop the project, called Bradford Allen Arlington Heights Development, LLC.

BRADFORD ALLEN:

Bradford Allen is a Chicago-based alternative asset manager specializing in commercial real estate and private placements with over \$4 billion in assets under management. Founded in 2003 as a real estate brokerage firm, Bradford Allen has continued to grow and provides a full-suite of services such as real estate acquisitions, financing, asset management, development, leasing, and property management. Bradford Allen is providing 100% of the equity and contributing the site to the project.

MOCERI+ROSZAK:

Mocer+Roszak is a design/develop firm with a deep expertise in multi-family. Thomas Roszak is an architect/developer and has a distinguished design, construction, and development portfolio with 34 years of experience specializing in multi-family real estate, with over 3,000 units and a development value in excess of \$3 Billion. Recent design/develop projects include JeffJack Apartments at 601 W Jackson, Linea Apartments at 215 W Lake, 145 S Wells Boutique Offices, Parkline Residences at 60 E Randolph, and Fulbrix Apartments at 160 N Elizabeth in Fulton Market, a residential building currently under construction. Michael Mocer and Paul Baulier are both architect/developers with specialties in integrated building delivery. Thomas Roszak also built over 600 multi-family units in Evanston.

ARCHITECT:

The architect for the project will be Thomas Roszak Architecture (TRA). The company's developments in Chicago and Evanston have been cited for their beauty, ingenuity, and sensitivity to people and the environment. This architect-led process integrates design with construction, development, financing, marketing, and management of real estate. Their design is delineated with subtle, clean-line and warm contextualism, and best in class apartment offerings that lead the market in quality, design, service, and amenities. TRA will also provide interior design and landscape architecture services.

CONSTRUCTION:

Clark Construction will be the general contractor on the project. Moceri+Roszak and Clark have worked together successfully on 5 previous projects of similar scope and quality. Construction will take approximately 16-18 months to complete.

LEASING & MANAGEMENT:

Lincoln Properties (a division of Cadillac Fairview) will be the property manager and leasing agent on the project. Moceri+Roszak and Lincoln have worked together successfully on 4 previous projects of similar scope and quality. It will take approximately 12-18 months to stabilize.

OTHER TEAM MEMBERS & CONSULTANTS:

Integra Realty Resources Chicago will conduct the market study. ECS Midwest will provide the environmental report. KLOA will provide the traffic study and design. V3 Companies will provide surveying and civil engineering services. SteelGrass, an affiliated firm of Thomas Roszak, will be the construction manager overseeing Clark, the general contractor. TR Management + Consulting (TRMC), an affiliated firm of Thomas Roszak, will be the development manager. Thornton Tomasetti will be the structural engineer. Cosentini Associates will be the MEP design consultant. SB Friedman Development Advisors will provide consultancy on all tax increment financing (TIF) matters.

EXHIBIT B
UNIT MIX

Unit Number	SF	Floor							
		02	03	04	05	06	07	08	
01	Studio + Jun	589			\$ 1,859	\$ 1,859	\$ 1,859	\$ 1,859	\$ 1,859
02	2 Bed	923			\$ 1,454	\$ 1,454	\$ 1,454	\$ 1,454	\$ 1,454
03	2 Bed	1,143			\$ 3,131	\$ 3,131	\$ 3,131	\$ 3,131	\$ 3,131
04	2 Bed	1,078	\$ 2,953	\$ 2,953	\$ 2,953	\$ 2,953	\$ 2,953	\$ 2,953	\$ 2,953
05	1 Bed	646	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004
06	Studio + Jun	613	\$ 1,935	\$ 1,935	\$ 1,935	\$ 1,935	\$ 1,935	\$ 1,935	\$ 1,935
07	2 Bed	1,041	\$ 2,852	\$ 2,852	\$ 2,852	\$ 2,852	\$ 2,852	\$ 2,852	\$ 2,852
08	1 Bed	810	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513
09	1 Bed	644	\$ 1,217	\$ 1,998	\$ 1,998	\$ 1,998	\$ 1,998	\$ 1,998	\$ 1,998
10	1 Bed	685	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125
11	Studio + Jun	578	\$ 1,824	\$ 1,824	\$ 1,824	\$ 1,824	\$ 1,824	\$ 1,824	\$ 1,824
12	1 Bed	774	\$ 2,401	\$ 2,401	\$ 2,401	\$ 2,401	\$ 2,401	\$ 2,401	\$ 2,401
13	2 Bed	1,073	\$ 2,940	\$ 2,940	\$ 2,940	\$ 2,940	\$ 2,940	\$ 2,940	\$ 2,940
14	2 Bed	1,167	\$ 3,197	\$ 3,197	\$ 3,197	\$ 3,197	\$ 3,197	\$ 3,197	\$ 3,197
15	1 Bed	685	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125
16	2 Bed	1,114	\$ 3,052	\$ 3,052	\$ 3,052	\$ 3,052	\$ 3,052	\$ 3,052	\$ 3,052
17	1 Bed	646	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004	\$ 2,004
18	1 Bed	702	\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178
19	1 Bed	736	\$ 2,283	\$ 2,283	\$ 2,283	\$ 2,283	\$ 2,283	\$ 2,283	\$ 2,283
20	1 Bed	849	\$ 2,634	\$ 2,634	\$ 2,634	\$ 2,634	\$ 2,634	\$ 2,634	\$ 2,634
21	Studio + Jun	562			\$ 1,138	\$ 1,138	\$ 1,138	\$ 1,138	\$ 1,138
22	1 Bed	646			\$ 1,217	\$ 1,217	\$ 1,217	\$ 1,217	\$ 1,217
23	1 Bed	703			\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181
24	1 Bed	797			\$ 2,473	\$ 2,473	\$ 2,473	\$ 2,473	\$ 2,473
25	1 Bed	733			\$ 2,274	\$ 2,274	\$ 2,274	\$ 2,274	\$ 2,274
26	2 Bed	1,087			\$ 2,978	\$ 2,978	\$ 2,978	\$ 2,978	\$ 2,978
27	1 Bed	736			\$ 2,283	\$ 2,283	\$ 2,283	\$ 2,283	\$ 2,283
28	Studio + Jun	588			\$ 1,856	\$ 1,856	\$ 1,856	\$ 1,856	\$ 1,856
29	2 Bed	1,101			\$ 3,016	\$ 3,016	\$ 3,016	\$ 3,016	\$ 3,016
30	1 Bed	762			\$ 2,364	\$ 2,364	\$ 2,364	\$ 2,364	\$ 2,364
31	1 Bed	677			\$ 1,217	\$ 1,217	\$ 1,217	\$ 1,217	\$ 1,217
32	1 Bed	648			\$ 1,217	\$ 1,217	\$ 1,217	\$ 1,217	\$ 1,217
33	1 Bed	710			\$ 2,203	\$ 2,203	\$ 2,203	\$ 2,203	\$ 2,203
34	1 Bed	648			\$ 2,010	\$ 2,010	\$ 2,010	\$ 2,010	\$ 2,010
35	1 Bed	748			\$ 2,321	\$ 2,321	\$ 2,321	\$ 2,321	\$ 2,321
36	1 Bed	769			\$ 2,386	\$ 2,386	\$ 2,386	\$ 2,386	\$ 2,386
37	Studio + Jun	634			\$ 2,001	\$ 2,001	\$ 2,001	\$ 2,001	\$ 2,001
38	Studio + Jun	572			\$ 1,805	\$ 1,805	\$ 1,805	\$ 1,805	\$ 1,805
39	3 Bed	1,417			\$ 3,560	\$ 3,560	\$ 3,560	\$ 3,560	\$ 3,560
40	3 Bed	1,296			\$ 1,676	\$ 3,256	\$ 3,256	\$ 3,256	\$ 3,256
41	2 Bed	951			\$ 2,605	\$ 1,454	\$ 1,454	\$ 1,454	\$ 2,605
42	2 Bed	1,042			\$ 2,855	\$ 2,855	\$ 2,855	\$ 2,855	\$ 2,855
43	Studio + Jun	554			\$ 1,748	\$ 1,748	\$ 1,748	\$ 1,748	\$ 1,748
44	1 Bed	702			\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178
45	1 Bed	702			\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178	\$ 2,178
46	Studio + Jun	554			\$ 1,748	\$ 1,748	\$ 1,748	\$ 1,748	\$ 1,748
47	2 Bed	1,068			\$ 2,926	\$ 2,926	\$ 2,926	\$ 2,926	\$ 2,926
48	2 Bed	1,192			\$ 3,266	\$ 3,266	\$ 3,266	\$ 3,266	\$ 3,266
49	1 Bed	761			\$ 2,361	\$ 2,361	\$ 2,361	\$ 2,361	\$ 2,361
50	1 Bed	904				\$ 2,805	\$ 2,805	\$ 2,805	\$ 2,805
51	1 Bed	776				\$ 2,408	\$ 2,408	\$ 2,408	\$ 2,408
52	2 Bed	1,180				\$ 3,233	\$ 3,233	\$ 3,233	\$ 3,233
53	2 Bed	1,179				\$ 3,230	\$ 3,230	\$ 3,230	\$ 3,230
54	1 Bed	862				\$ 2,674	\$ 2,674	\$ 2,674	\$ 2,674

Market Rate

Studio + Jun	\$ 3.16
1 Bed	\$ 3.10
2 Bed	\$ 2.74
3 Bed	\$ 2.51

Affordable

Studio + Jun	\$1,138.00
1 Bed	\$1,217.00
2 Bed	\$1,454.00
3 Bed	\$1,676.00

Affordable

EXHIBIT C
AFFORDABLE UNIT MATRIX

No.	Date	Description
4	9/15/2023	90% CD's
2	7/25/2023	80% CD's

ARLINGTON HEIGHTS PHASE I

2355 S. Arlington Heights Rd.,
Arlington Heights, IL 60005

OWNER:
Bradford Allen
300 S. Wacker Dr., 35th Floor
Chicago, IL 60608
Tel: 312-684-5700

DEVELOPER:
Mocerj + Roszak
145 S. Wells St., Suite 700
Chicago, IL 60606
Tel: 312-423-7989

ARCHITECT:
Thomas Roszak Architecture, LLC
145 S. Wells St., Suite 700
Chicago, IL 60606
Tel: 312-423-7989

CONSTRUCTION MANAGER:
SteelGrass, LLC
145 S. Wells St., Suite 700
Chicago, IL 60606
Tel: 312-423-7989

REVELOPMENT CONSULTANT:
TR Management + Consulting
145 S. Wells St., Suite 700
Chicago, IL 60606
Tel: 312-423-7989

LANDSCAPE ARCHITECT:
Thomas Roszak Architecture, LLC
145 S. Wells St., Suite 700
Chicago, IL 60606
Tel: 312-423-7989

CIVIL ENGINEER:
V3 Companies
7325 Janna Avenue
Mortonridge, IL 60057
Tel: 630-774-9200

STRUCTURAL ENGINEER:
Thornton Tomasetti
200 N. Wabash Avenue, Suite 1500
Chicago, IL 60601
Tel: 312-286-2000

MEP/D DESIGN CONSULTANT:
Cosentini Associates
115 Wacker Drive, Suite 3700
Chicago, IL 60606
Tel: 312-281-1401

GEOTECHNICAL ENGINEER:
GEI
8815 N. Bryn Mawr Avenue, Suite 406
Chicago, IL 60611
Tel: 312-868-0364

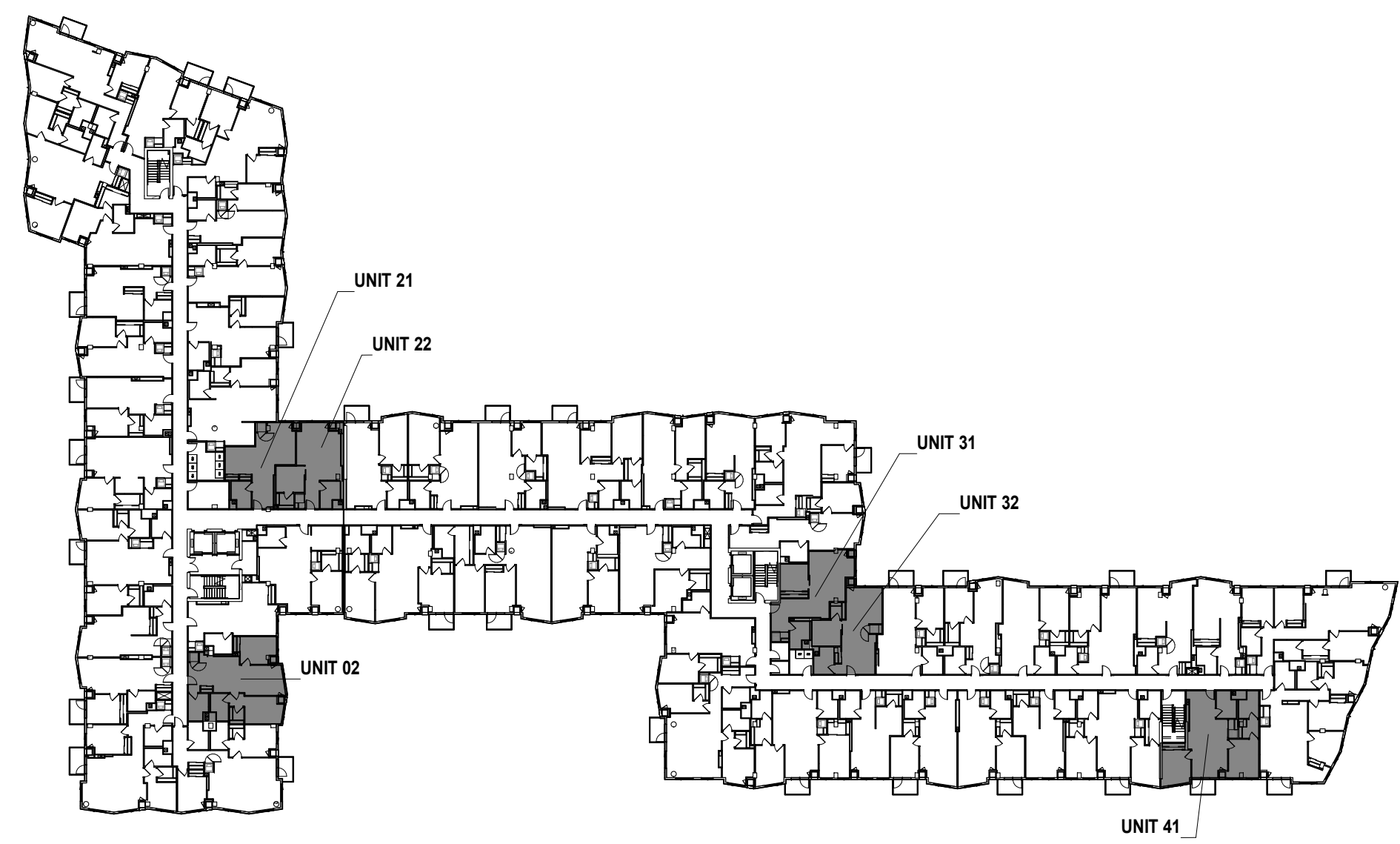
GENERAL CONTRACTOR:
Clark Construction Group
216 S. Jefferson Street, Suite 502
Chicago, IL 60681
Tel: 312-474-5500

MECHANICAL DESIGN/BUILD CONTRACTOR:

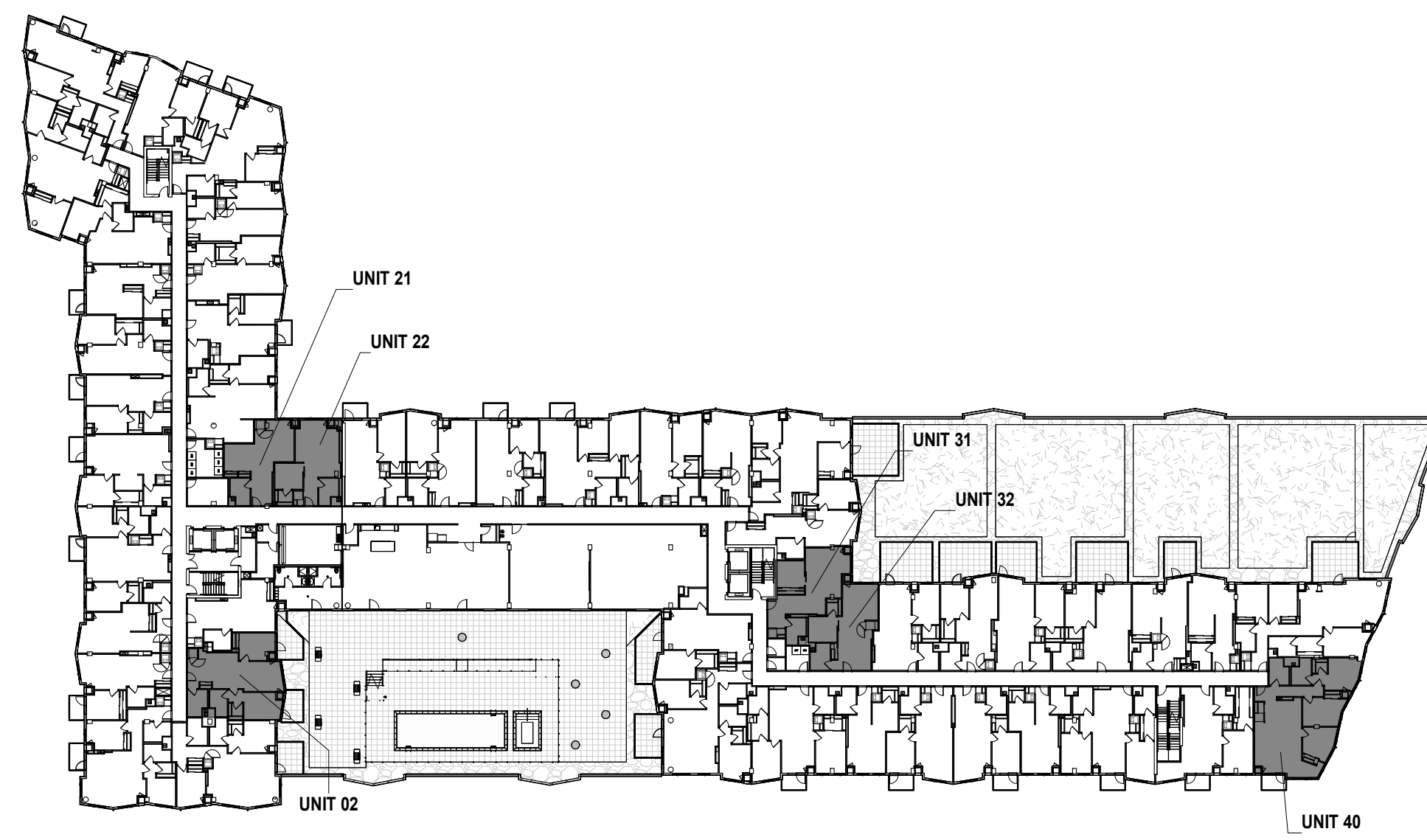
PLUMBING DESIGN/BUILD CONTRACTOR:

ELECTRICAL DESIGN/BUILD CONTRACTOR:

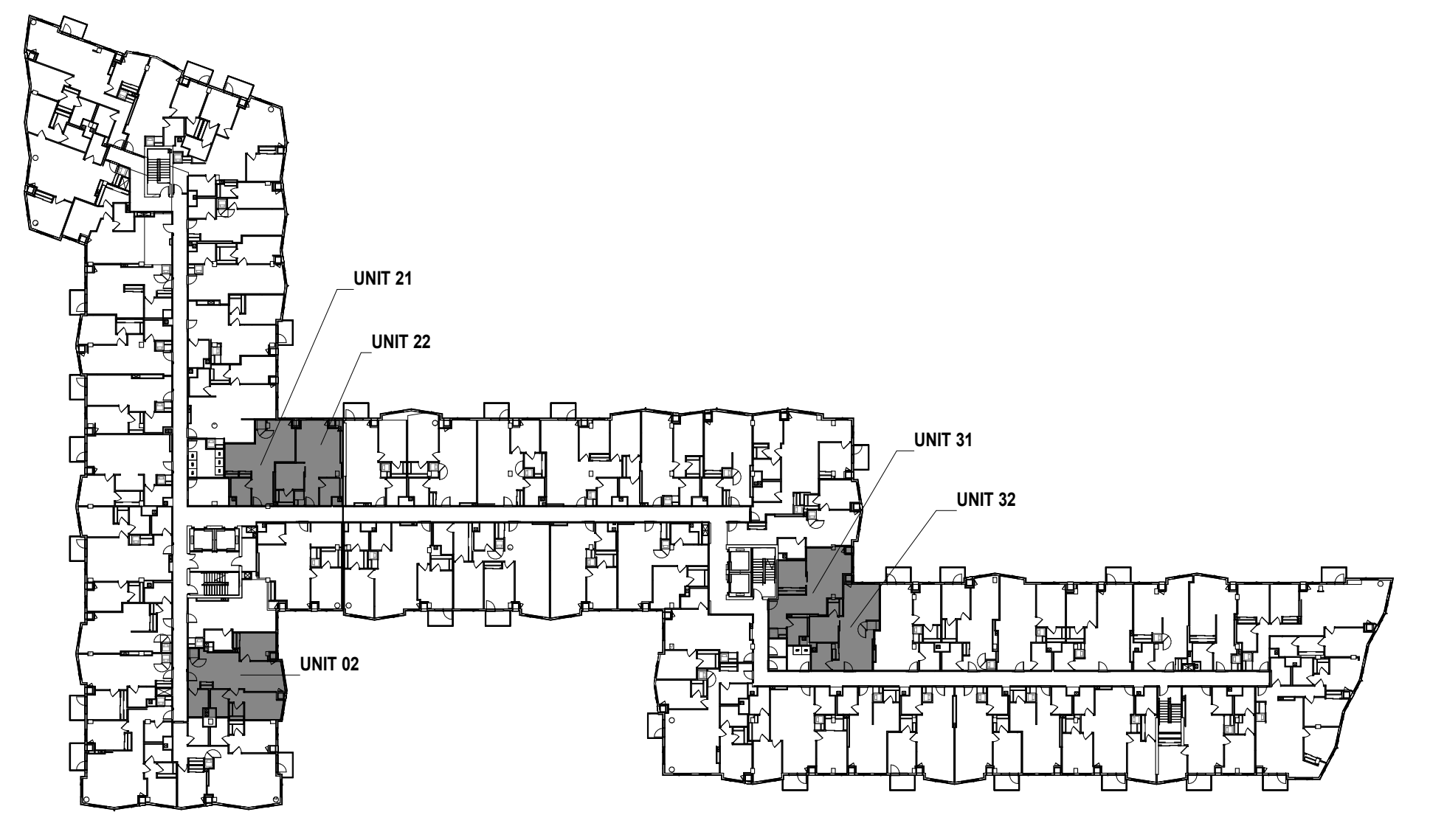
FIRE PROTECTION DESIGN/BUILD CONTRACTOR:



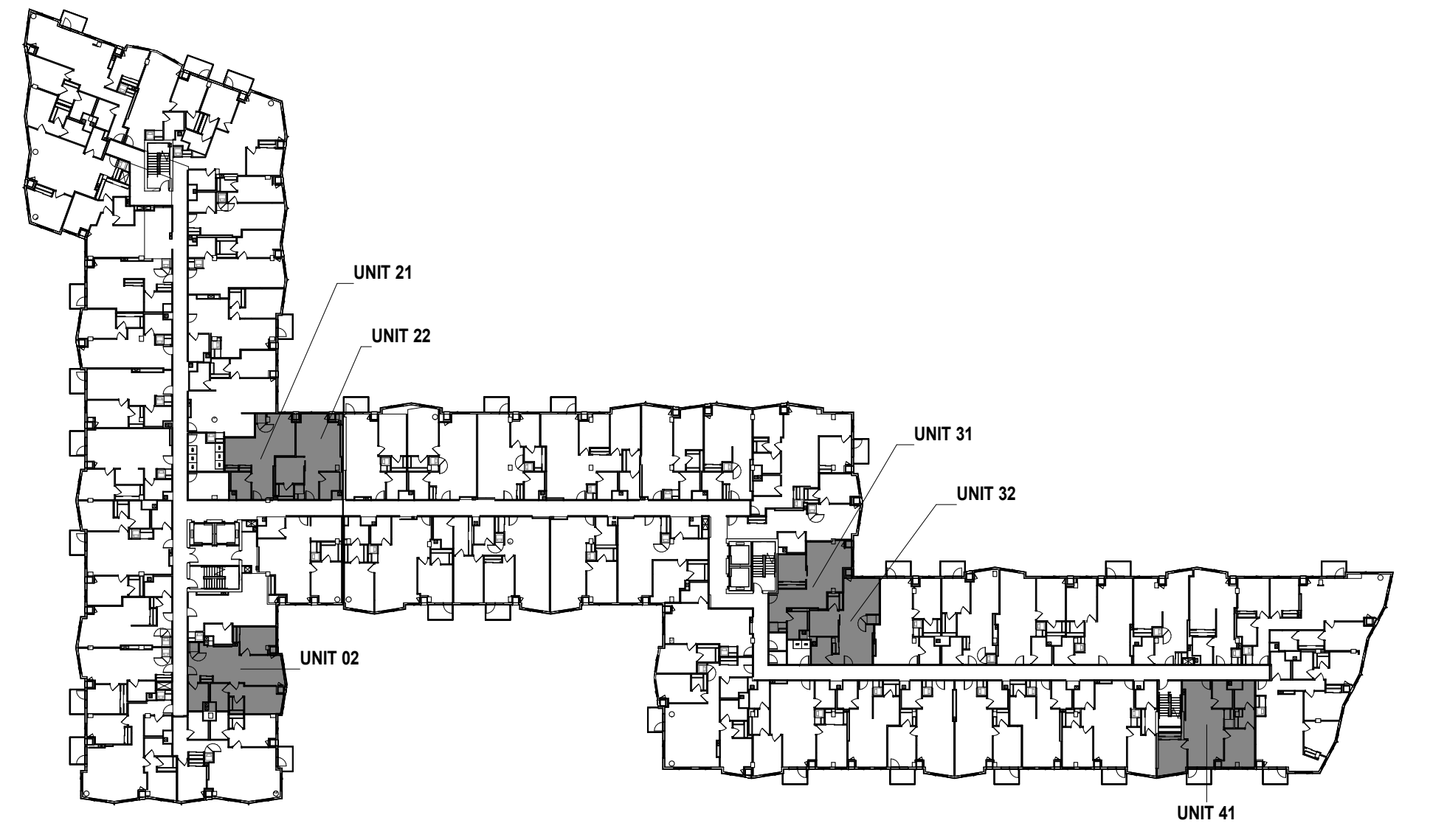
4 ARO UNIT MATRIX - LEVEL 5
1" = 50'-0"



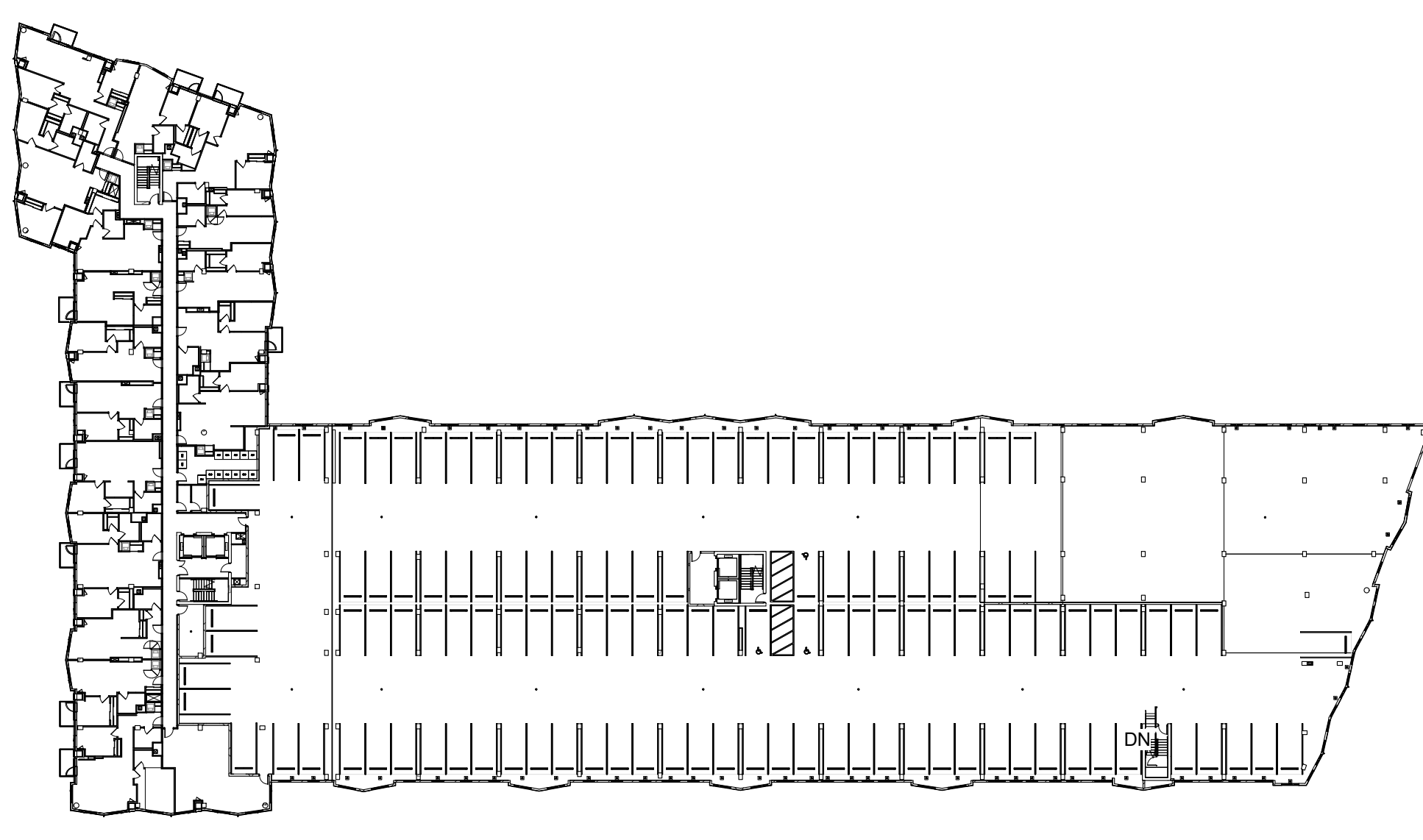
3 ARO UNIT MATRIX - LEVEL 4
1" = 50'-0"



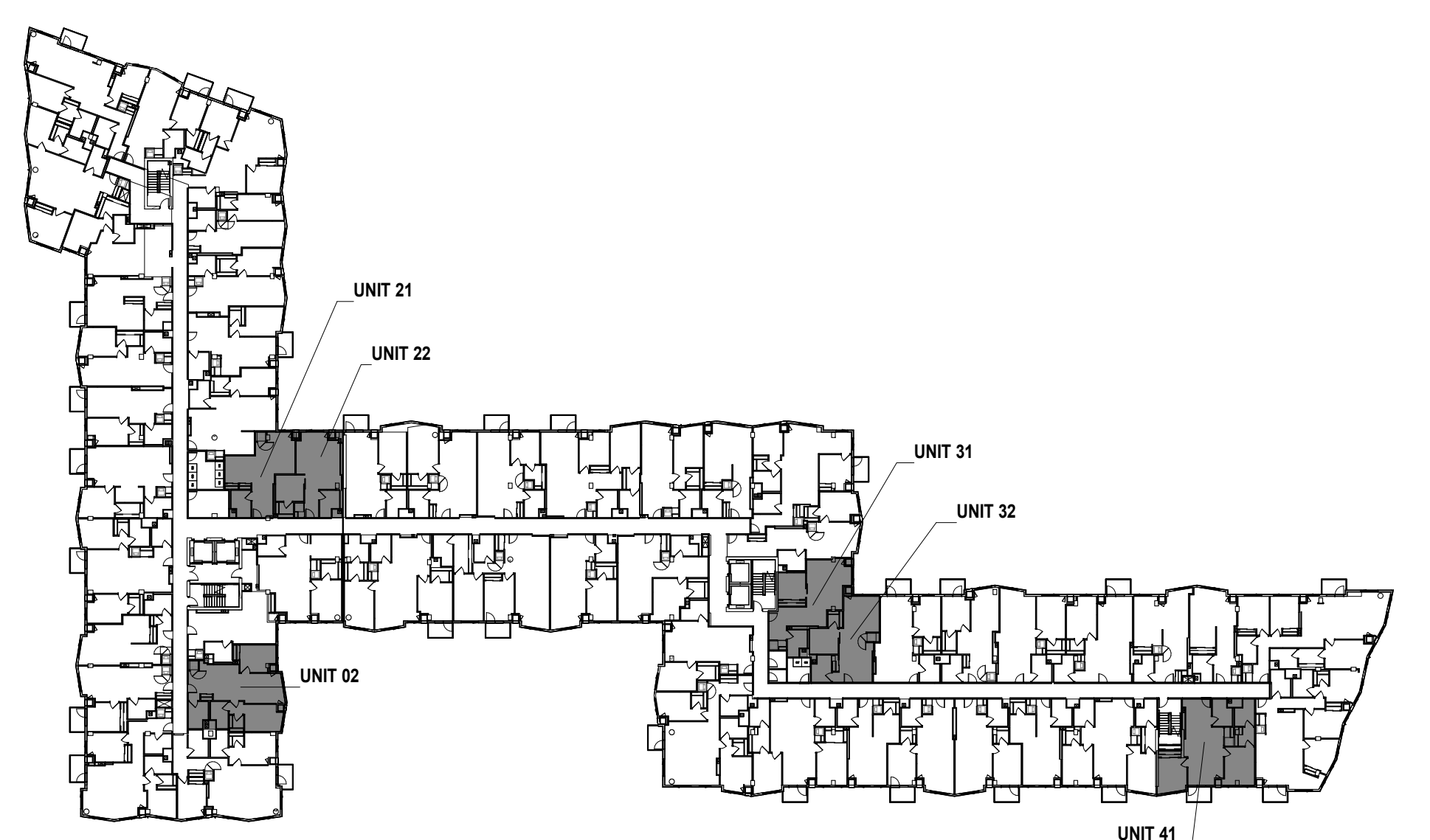
7 ARO UNIT MATRIX - LEVEL 8
1" = 50'-0"



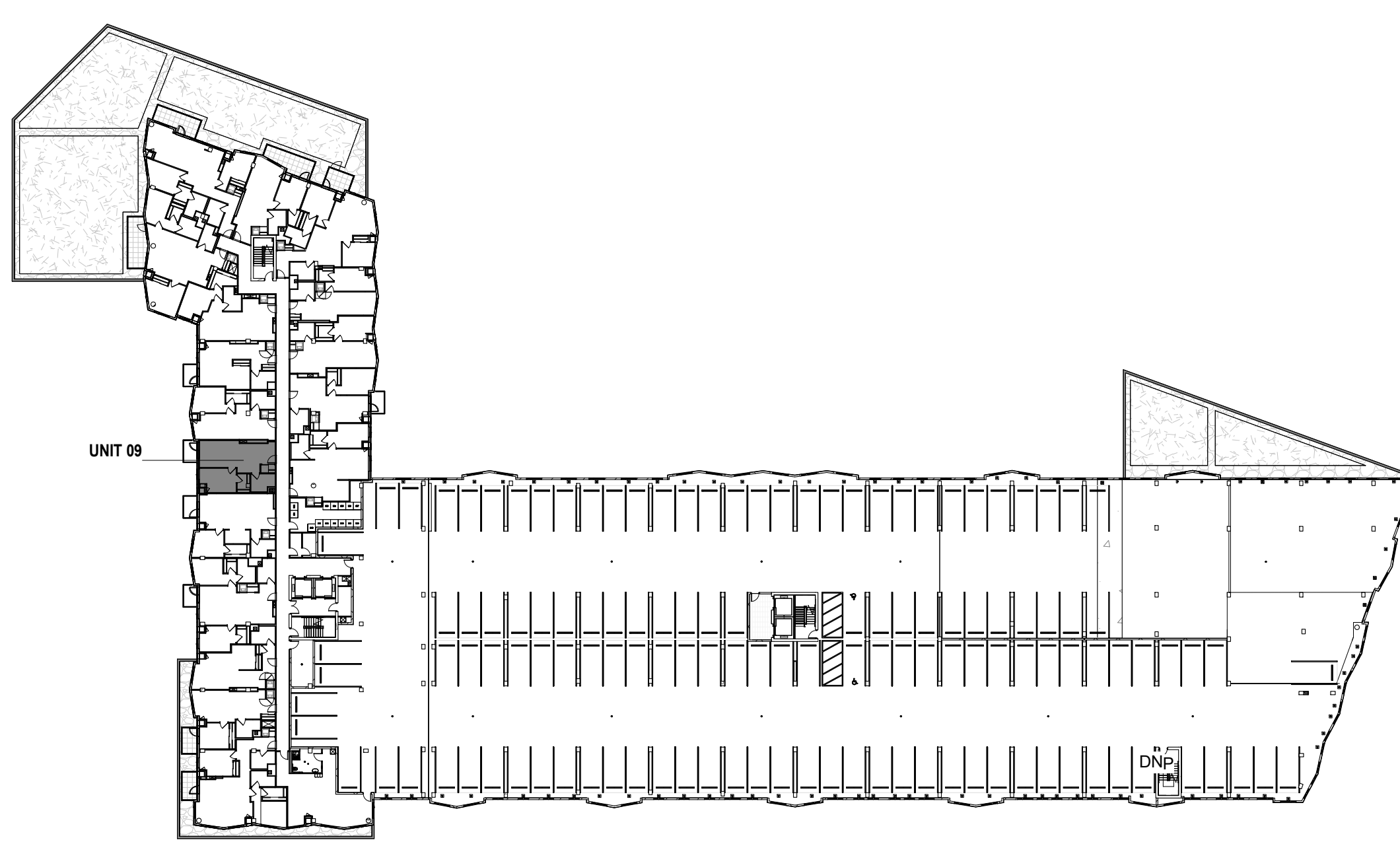
6 ARO UNIT MATRIX - LEVEL 7
1" = 50'-0"



2 ARO UNIT MATRIX - LEVEL 3
1" = 50'-0"



5 ARO UNIT MATRIX - LEVEL 6
1" = 50'-0"



1 ARO UNIT MATRIX - LEVEL 2
1" = 50'-0"

	AFFORDABLE UNIT MATRIX			
	STUDIO	1 BED	2 BED	3 BED
Level 2		209		
Level 3			402	440
Level 4	421	422, 431, 432	502, 541	
Level 5	521	522, 531, 532	602, 641	
Level 6	621	622, 631, 632	702, 741	
Level 7	721	722, 731, 732	802	
Level 8	821	822, 831, 832	8	1
Count	5	16	8	1
Average SF	562 SF	656 SF	8 SF	1,296 SF
ADA Units	421, 621, 721	422, 622, 822	641, 741	NONE

**EXHIBIT D
TENANT SELECTION PLAN**

1. Project / Eligibility

- a. All applicants are eligible to apply for available units based on the guidelines outlined by the Village of Arlington Heights regarding Affordable Housing.
- b. The project will consist of 5 studio rentals, 16 one bedroom rentals, 8 two bedroom rentals, and 1 three bedroom rental.
- c. All applicants with valid governmental ID and authorized immigration status documentation, will be eligible to apply via the listed units directly on the associated website or in person with an associate of the management staff.

2. Marketing

- a. The units will be marketed via a variety of ILS sources including Apts.com, Zillow.com, Google.com, the property website, pay per click ad-based sources, and others.
- b. Social Media will also be utilized to market the building as will eblasts to prospects who sign up for future information via the website.
- c. Marketing efforts will begin no less than 8 weeks prior to the date of initial occupancy.
- d. Management will also coordinate with the Village of Arlington Heights for any potential referrals or applicants who may be interested in the development.
- e. The property understands specific preferences regarding rental housing as outlined by the Inclusionary Housing Guidelines of the VoAH.

3. Income Limits / Rent Limits

- a. Maximum household incomes set by the Village of Arlington Heights annual Inclusionary Housing Guidelines and will be abided by.
- b. Rent amounts set by the Village of Arlington Heights annual Inclusionary Housing Guidelines and will be abided by.

4. Applications

- a. Tenants will apply directly online or in the office and subsequently provide all required documentation for income determination.
- b. Once the application and all necessary documentation has been provided, the tenant will be screened for credit and criminal. Credit scores will not be the determining factor in an applicant's approval. Criminal charges may result in denial.
- c. Upon satisfaction of screening requirements, the applicant's income will be verified internally by the management staff before final approval.
- d. If screening requirements are not met and / or income is not verifiable, the applicant will receive written notification (via email) of denial. Reason for the denial will be included.

5. Waitlist

- a. The waitlist will be maintained onsite by the management staff and sorted by type of unit needed and original date of contact. Waitlist prospects are asked prescreening questions to determine their eligibility as well as inform them of the process and required documentation.
- b. Waitlist prospects will be contacted in order of original contact date and afforded the opportunity to apply for a unit that is now available. This communication will be documented in the wait list adjacent to the applicant's information.

6. Occupancy Standards

- a. 2BR and 3BR rentals will be reserved for a minimum of 6 months from the initial date of marketing for multi-family member households.
- b. All other homes will be available immediately for qualifying applicants.
- c. Up to 10% of total parking spots available will be reserved for affordable units.

7. Income Recertification

- a. Income recertification will be completed per the guidelines listed in the annual Village of Arlington Heights Inclusionary Housing Guidelines.