

**DEAR APPLICANT,**

Please read over the following guidelines in selecting a bedroom size. Please choose only one bedroom size when completing this application. If you do not indicate a bedroom size or circle more than one, Concord Housing Authority will assign the most appropriate bedroom size using the following guidelines.

The following guidelines will determine each family's unit size without over crowding (under-housing) or over-housing:

Number of Bedrooms	Number Minimum	of Persons Maximum
STUDIO	1	2
1	1	4
2	2	6
3	3	8
4	4	10

Generally, two people are expected to share each bedroom, except that units will be assigned so that:

- It will not be necessary for persons of different generations or adults of opposite sex, other than husband and wife, to occupy the same bedroom, although they may do so at the request of the family.
- Children of the same sex may share a bedroom.
- Two children of the opposite sex over the age of 5 will not be required to share a bedroom, although they may do so at the request of the family.
- An unborn child may be counted in determining unit size.
- A child who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school will count in the determination of unit size pending verification.
- A single head of household parent shall not be required to share a bedroom with his/her child, although they may do so at the request of the family.
- A Live-in-Aide shall be assigned a bedroom, unless the disabled or elderly family agrees to accept a smaller unit.
- Foster adults and/or foster children will not be required to share a bedroom with family members

The unit size standards shall be discussed with each applicant family that qualifies for more than one unit size.

When a family is actually offered a unit, if they no longer qualify for the unit size they will be put back onto the waitlist for the appropriate size unit retaining their preferences and date and time of original application. This may mean that they may have to wait longer for a unit offer.

CHA may make exceptions to normal bedroom size standards for the following reasons:

- A. As Reasonable Accommodations for a person with disabilities.
- B. A family may request a smaller unit size than the guidelines allow. The Concord Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit unless the family size changes.
- C. A family may request a larger unit size than the guidelines allow. The Concord Housing Authority may allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- D. If there are no families on the waiting list for a larger size unit, smaller families may be housed if they sign a form stating they will transfer to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a thirty (30) day notice before being required move.
- E. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.
- F. If there are no applicants on the waiting list requiring an accessible unit, the unit may be assigned to an otherwise eligible applicant family that does not need the accessible features with the provision that an agreement to move is executed. The agreement will state that the household will transfer to a non-accessible unit when an eligible family needing the accessible features applies. The family transferring will be given a thirty (30) day notice before being required moving.