

POLICY AND PROCEDURE	
Policy Title: Current Resident Lease-Up	Program: Project Homekey, Live Oak Apartments
Approved by Name and Title: Megan Van Sant, Sr. Program Manager	Effective Date: March 1, 2022 Reviewed: March 2024

Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

Procedure

When a resident successfully completes the Bridge Program, they are invited to sign a lease for their residence. The resident has 30 days after the invitation to initiate the lease signing process. If the resident declines to sign a lease, they are given a 30-day notice to vacate.

If at any time during the initial one-year lease the resident decides to pursue other housing, we will release the resident from their lease contract with no penalty for early termination.

If your household no longer meets the criteria for one of Live Oak's priority populations, at the time the lease goes month to month, Live Oak will issue a notice to terminate after 30 days. Priority populations are:

- Seniors over the age of 60, including those involved with Adult Protective Services.
- Veterans receiving support and case management from Veterans Affairs.
- Individuals enrolled in the CalAIM-ECM program.
- Households with minor children.
- Individuals with complex medical conditions.
- Transitional Age Youth Exiting from Foster Care System up to age of 25 years.

Attachments

Lease Agreement

Lease Agreement Code of Conduct