

**BELOW MARKET RATE (BMR) RENTAL UNIT SELECTION PROCESS
COLONNADE APARTMENT HOMES LOS ALTOS**

Colonnade BMR Program Overview

Colonnade Apartments offers 17 BMR rental units in the city of Los Altos.

These 17 apartment homes have been designated at lower than market rental rates for various household income levels. Households that lease a BMR rental unit will be required to sign lease agreement with Colonnade and re-qualify on an annual basis.

If an affordable unit becomes available at Colonnade, all efforts will be made to notify the community and provide an opportunity for interested households to submit preliminary applications and be included in the lottery process. There will be a set deadline for preliminary applications to be submitted in order to be considered for the lottery.

The Colonnade management team with assistance from the City of Los Altos will determine the household's eligibility for the BMR program and apartment. In the case that a unit does become available, all applicants must meet the following criteria and complete the steps in the order that they are listed below to be considered for a BMR apartment at Colonnade.

Basic BMR Program Qualifications & Requirements

1. Maximum Household Income Limits - table below
2. Pass a screening process that considers rental history, credit worthiness, rent to income ratios and debt to income ratios.
3. Meet the eligibility requirements as outlined by the Priority Ranking Policies and Procedures.

Current Maximum Household Incomes and rent limits for the Santa Clara County BMR program***

Very Low Income (50%) 16 units designated		Low Income (80%) 1 unit designated	
Income Limits	Rent Limits***	Income Limits	Rent Limits***
1 Person - \$41,800	1 Bedroom: \$1,133 - \$156 = \$977	1 Person - \$59,400	1 Bedroom: \$1,813 - \$156 = \$1,657
2 People - \$47,800		2 People - \$67,900	
3 People - \$53,750		3 People - \$76,400	
4 People - \$59,700	2 Bedroom: \$1,275 - \$188 = \$1,087		
5 People - \$64,500			

**As determined by the State of California's Housing & Community Development Department. **These are the 2017 maximum household annual gross income limits for BMR program eligibility. Limits will be updated annually upon availability.*

****Rent limits are reduced in consideration of utility costs which are paid separately to management and utility providers.*

STEP 1: Submit a "Preliminary Application" to determine your eligibility for the program based on your household income and your position as it applies to the Priority Ranking Policies.

A preliminary application must be completed by each household in order to be considered for a BMR unit at Colonnade. Preliminary applications can be submitted electronically by visiting www.leasealtos.com and completing the online version of the preliminary application.

A printable version of the preliminary application can also be downloaded at www.leasealtos.com which must be submitted by certified mail to:

Colonnade Los Altos BMR Program
4750 El Camino Real
Los Altos, CA 94022

Initials _____



STEP 2: Selection process and policy for unit assignment

After the deadline for the submission of preliminary applications has passed, a lottery will be held to select households for the available BMR units. All lotteries will be done privately. In order to protect the privacy of the prospective renter and the program's integrity, there will be representatives present from the City of Los Altos and a staff member of the Colonnade management team. All parties present for the drawing will be required to sign an affidavit to confirm the fairness and transparency of the lottery process.

A separate lottery will be held for each priority ranking tier beginning with tier 1. A lottery for households in other tiers will be completed upon necessity to ensure that all BMR units are assigned to qualified applicants, in order of their priority ranking.

All households that have submitted a preliminary application, but were not selected in the draw will be re-assigned to a BMR notification list. If and when a unit becomes available, the notification list will be contacted via email with availability status.

When a BMR unit becomes available, the unit will be advertised for 30 days to the general public via The Los Altos Town Crier and information sent to Los Altos Unified School District and City employees.

Step 3: Reservation of a BMR Unit Holding Deposit and home assignment

If an applicant has been chosen in the lottery and eligibility has been determined, they will be offered a unit based on their priority criteria and unit availability. A holding deposit will be required to reserve the assigned unit and continue the application approval process. The holding deposit is considered fully refundable if for any reason the applicant's household is determined ineligible for the BMR program.

If the applicant is approved and found eligible for the BMR program, the holding deposit will be applied to their move in costs.

If an approved applicant chooses not to rent the home offered to them, they will be reassigned to the notification list (regardless of priority criteria status) and may not have another opportunity to rent at Colonnade due high demand for BMR homes and the City's requirement to re-advertise each unit to the general public if and when it becomes available.

Step 4: Verification of Priority Ranking Eligibility

All households selected in the lottery and applying for a BMR unit will be required to submit a full application and income package. Documents will be required to verify the information listed on their preliminary application in regards to priority ranking. If the applicant is unable to provide the necessary documentation to verify their eligibility, or if the information listed on the preliminary application is inaccurate, the applicant will not qualify for the program and the application process will not continue.

Step 5: Income and Financial Verification

Once the priority ranking eligibility has been established, applicants will be required to provide extensive details on any income sources for their household including but not limited to: employment, investments, assets, retirement, disability, familial support, spousal support, and child support.

This information will be reviewed and verified, if the total household income exceeds the maximum allowable under the BMR limits than the applicant will not qualify for the program and the application process will not continue.

Initials _____



Step 6: Credit and Screening Process

All applicants over the age of 18 will be subject to approval through a third party applicant screening agency. Approvals of all applicants are based on an empirical system that incorporates various credit factors along with other non-statistical factors to determine overall applicant worthiness.

Some of the indicators used may derive from income relationships, including rent-to-income and debt-to-income ratios based on calculations determined from the application and the credit record. Other indicators may consider credit worthiness as determined by national credit scores and other proprietary credit calculations more specific to the apartment industry.

In addition, other factors may impact the overall rental decision of an applicant including criminal background checks, rental and eviction histories, check-writing histories, as well as other indicators.

If the applicants do not pass the screening process, they will not qualify for the program and the application process will not continue.

Step 7: Final Application Review and Approval

A final review of all applications and supporting documents will be completed. This is to verify that all criteria is met and the applicant's household is eligible based on the requirements of the BMR program.

Annual Re-Certification

Each year, on the anniversary of their occupancy date, all BMR households must requalify for the program and prove their continued eligibility based on the priority ranking and income limits. They will be required to re-submit a full application package and supporting documents.

If for any reason it is found that the household no longer qualifies for the program, they will be required to return possession of the unit.

The City of Los Altos may change the program or selection process at their sole discretion at any time without notice. Person submitting any documents containing misrepresentations or falsifications will be subject to immediate disqualification from this and any future housing programs administered by The City of Los Altos.

Please initial all the spots and the bottom of each page and turn them in with your BMR application package.

I/We certify and acknowledge that we have read, agree and understand all of the information regarding unit selection and rental criteria.

Applicant Name _____ Applicant Signature _____ Date _____

Co-Applicant Name _____ Co-Applicant Signature _____ Date _____



Colonnade Los Altos Below Market Rate Preliminary Application and Priority Ranking Form

Preliminary Applicant Information (not a valid application)

This is a preliminary application that will help us determine your eligibility for the BMR program. The eligibility for BMR (Below Market Rate) applicants will be prioritized according to the BMR Priority Ranking Policies & Procedures identified by the City of Los Altos.

The assignment of all BMR units will be determined by a lottery process. To be included in the lottery, all pre-applications must be submitted by specific deadlines shown on the Colonnade website, stated in all advertisements and community notification documents.

Please complete all fields and answer all questions below for the primary applicant:

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Current Home or Cell Phone: _____ Work Phone: _____

Work Address: Street Address: _____

City: _____ State: _____ Zip: _____

Questions:

How many occupants will be residing in your household? _____

Names: _____

How many bedrooms are you looking to reside in? (1 or 2): _____

Bases on the chart below, please check the box of the income level applies to your household:

Very Low Income:

Low Income:

Very Low Income (50%)		Low Income (80%)	
Income Limits	Rent Limits**	Income Limits	Rent Limits**
1 Person - \$41,800	1 Bedroom:	1 Person - \$59,400	1 Bedroom:
2 People - \$47,800	\$1,133 - \$156 = \$977	2 People - \$67,900	\$1,813 - \$156 = \$1,657
3 People - \$53,750		3 People - \$76,400	
4 People - \$59,700	2 Bedroom:		
5 People - \$64,500	\$1,275 - \$188 = \$1,087		

**Rent limits are reduced in consideration of utility costs which are paid separately to management and utility providers.



Priority of eligibility for Eligible Renters shall be ranked as set forth in the following list. Except as otherwise specified, the rankings will be based on individual or family status as of date of application. Rankings for a family shall be determined based on the family member with the highest priority. If a person or family has two or more members who qualify in one or more priority categories, the City's published priority determination rules shall provide for increased priority based thereon. Where different qualifications are listed within a priority, all shall have equal priority.

Please Check "Yes" Or "No" if the following Los Altos BMR Ranking Priority Applies to Your Household. If you checked yes on any of the areas you will be required to submit documents as verification. Documents will need to be submitted.

Priority Ranking	Answer Questions	Documents Required for Priority Ranking Verification
A. First Priority:		
<p>1. Persons who are regular, full-time staff for School District or Charter School who have been employed by a school that serves Los Altos residents, including the following schools outside City limits: Springer Elementary, Mountain View High, Cupertino Jr. High, Homestead High School, Alta Vista High, and West Valley Elementary, for a period of no less than 12 months prior to the time of application.</p> <p>Person(s) Names: _____ _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <p>Letter signed and dated by HR Manager, stating:</p> <ul style="list-style-type: none"> -length of time applicant has been employed -school name and address -the school District the school belongs to -Confirmation that the school serve Los Altos residents. -Where the employee physically located. -That the employee is currently a salaried employee. -The length they have they been a "salary" employee. -W-2 for prior year -A current paystub
<p>2. Persons who are salaried City employees as defined in the City's personnel rules, who have been employed by the City for a period of no less than 12 months prior to the time of application.</p> <p>Person(s) Names: _____ _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <ul style="list-style-type: none"> - Letter signed and dated by the City of Los Altos HR Dept. stating the length of time employed as a salaried employee as defined in the City's personnel rules -W-2 for prior year - A current paystub
<p>3. Persons who are salaried Santa Clara County Fire Department employees who are assigned to the two fire stations located in the City of Los Altos.</p> <p>Person(s) Names: _____ _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <ul style="list-style-type: none"> - Letter signed and dated by HR Manager stating the length of time of employment and Fire Station location in Los Altos, and if a salaried employee, current paystub



B. Second Priority:		
<p>1. Persons who reside in the City at the time of application and who have lived in the City for at least the prior two years.</p> <p>Person(s) Names:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <ul style="list-style-type: none"> -Prior 2 years tax forms, signed/dated -Prior 2 years w-2 forms -current utility bill (with applicant(s) name)
<p>2. Persons who work in the City at the time of application and have worked in the City for at least two years</p> <p>Person(s) Names:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <p>To verify employment in Los Altos:</p> <ul style="list-style-type: none"> -Current paystub -Signed tax forms for prior 2 years -W-2 for prior 2 years -Letter from the employer stating the length of time employed, confirmation that the employee is physically working in the City of Los Altos. (letter must be on company letterhead, signed and dated) <p>If Self Employed please provide:</p> <ul style="list-style-type: none"> -Signed tax forms for prior year -Los Altos Business Licenses - current and prior 2 years -Last 2 Business Utility bills – they must demonstrate the business physical address in Los Altos -Certified YTD Profit and Loss
<p>3. Households which are required to relocate their residence as a result of Council action.</p> <p>Person(s) Names:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <ul style="list-style-type: none"> -Provide the verification letter signed and dated by the City of Los Altos indicating you were required to relocate. The letter must have your name and previous address. Also submit two forms of evidence from a government agency, employer or bank showing the address of the place that you had to leave and a current paystub and utility bill showing your current address in Los Altos.

C. Third Priority		
<p>1. Persons who work in the City at the time of application.</p> <p>Person(s) Names:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <ul style="list-style-type: none"> -Current paystub showing address of employer. --Letter from the confirming that the employee is physically working in the City of Los Altos. <p>If Self Employed please provide:</p> <ul style="list-style-type: none"> -Signed tax forms for prior year -Current Los Altos Business License -Last 2 Business Utility bills – they must demonstrate the business physical address in Los Altos -Certified YTD Profit and Loss
<p>2. Persons who have lived in the City for at least two years and who have moved out of the City within the five years prior to the time of application.</p> <p>Person(s) Names:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people _____</p>	<p>(Required Documents)</p> <p>Please provide 5 years of Federal Tax Returns, signed and dated.</p>



C. Third Priority (Continued)		
3. Persons whose parents or children live in the City at the time of the application and such persons have lived in the City at some prior time. Person(s) Names: _____ _____	<input type="checkbox"/> 0 People List number of people _____	(Required Documents) -Birth certificates of parents and children -2 forms of evidence from a government agency or bank showing that applicant used to live in Los Altos. -2 forms of evidence from a government agency or bank showing that Parent or Child currently lives in Los Altos.

D. Fourth Priority		
1. Persons who live or work within Santa Clara County at the time of application. Person(s) Names: _____ _____	<input type="checkbox"/> 0 People List number of people _____	(Required Documents) -Current paystub- current physical address on the paystub must be in Santa Clara County – NO PO Boxes

I/We certify my household ranks:

First Priority Second Priority Third Priority Fourth Priority Fifth Priority No Priority

PLEASE DO NOT SUBMIT ANY DOCUMENTS AT THIS TIME. VERIFICATION DOCUMENTS WILL BE REQUIRED AFTER A UNIT BECOMES AVAILABLE.

IF IT IS FOUND THAT FALSE OR INACCURATE INFORMATION WAS PROVIDED IN THIS DOCUMENT, YOU WILL IMMEDIATELY BE DISQUALIFIED AND NO LONGER ELIGIBLE FOR A BMR UNIT.

I/we certify under penalty of perjury that all of the information stated on this form is true and complete. I/we have made no misrepresentations, nor did I omit any pertinent information. I/we also understand that when requested, I/we must submit clear and substantial evidence to verify the declarations made on this form. No proof, No forms – No Priority Rank assigned or earned.

APPLICANT SIGNATURE DATE

CO APPLICANT SIGNATURE DATE

PRINT APPLICANT NAME

PRINT CO-APPLICANT NAME