



## Opportunity Drawing Notification

Index 268, 269, 270, 271

City of Mountain View

Program Type: Rental Housing

**Update: 8.22.2022 – Updated the income limits by adding the 2022 Table**

**Development:** Landsby Mountain View Apartments - New Construction

**Unit Summary:**

32 Rental Units

14 Low Income

18 Moderate Income

**You may enter one Opportunity Drawing (OD) at a time. You may opt out of one and enter another.**

OD	Income Category	AMI	Size	# of units	Rental Rate
268	Moderate	80% - 120% AMI	1bd	13 Units	\$3,026
269	Moderate	80% - 120% AMI	2bd	5 units	\$3,403
270	Low	50% - 80% AMI	1bd	9 Units	\$1,967
271	Low	50% - 80% AMI	2bd	5 units	\$2,212

OD	Unit Address	Unit Number	Building Number	Bedroom Count	Bath Count	Square Footage	Floor Level	Income Limit	AMI Income Range	Gross Rent
268	2580 California St.	2126	B2	1	1	919	1	moderate	80% - 120% AMI	\$3,026.00
268	111 Lena Way	3126	B3	1	1	729	1	moderate	80% - 120% AMI	\$3,026.00
268	111 Lena Way	3148	B3	1	1	701	1	moderate	80% - 120% AMI	\$3,026.00
268	2590 California St.	1232	B1	1	1	701	2	moderate	80% - 120% AMI	\$3,026.00
268	2580 California St.	2226	B2	1	1	919	2	moderate	80% - 120% AMI	\$3,026.00

268	111 Lena Way	3256	B3	1	1	844	2	moderate	80% - 120% AMI	\$3,026.00
268	101 Lena Way	4203	B4	1	1	747	2	moderate	80% - 120% AMI	\$3,026.00
268	2580 California St.	2326	B2	1	1	919	3	moderate	80% - 120% AMI	\$3,026.00
268	2580 California St.	2332	B2	1	1	919	3	moderate	80% - 120% AMI	\$3,026.00
268	111 Lena Way	3348	B3	1	1	701	3	moderate	80% - 120% AMI	\$3,026.00
268	2590 California St.	1432	B1	1	1	701	4	moderate	80% - 120% AMI	\$3,026.00
268	2580 California St.	2404	B2	1	1	703	4	moderate	80% - 120% AMI	\$3,026.00
268	2590 California St.	1532	B1	1	1	701	5	moderate	80% - 120% AMI	\$3,026.00

OD	Unit Address	Unit Number	Building Number	Bedroom Count	Bath Count	Square Footage	Floor Level	Income Limit	AMI Income Range	Gross Rent
269	2590 California St.	1151	B1	2	2	1218	1	moderate	80% - 120% AMI	\$3,403.00
269	2580 California St.	2121	B2	2	2	1125	1	moderate	80% - 120% AMI	\$3,403.00
269	101 Lena Way	4111	B4	2	2	1056	1	moderate	80% - 120% AMI	\$3,403.00
269	2590 California St.	1206	B1	2	2	1198	2	moderate	80% - 120% AMI	\$3,403.00
269	2590 California St.	1306	B1	2	2	1198	3	moderate	80% - 120% AMI	\$3,403.00

OD	Unit Address	Unit Number	Building Number	Bedroom Count	Bath Count	Square Footage	Floor Level	Income Limit	AMI Income Range	Gross Rent
270	2590 California St.	1132	B1	1	1	701	1	low	50% - 80% AMI	\$1,967.00
270	2580 California St.	2132	B2	1	1	919	2	low	50% - 80% AMI	\$1,967.00
270	111 Lena Way	3222	B3	1	1	888	2	low	50% - 80% AMI	\$1,967.00
270	111 Lena Way	3248	B3	1	1	701	2	low	50% - 80% AMI	\$1,967.00
270	2590 California St.	1332	B1	1	1	701	3	low	50% - 80% AMI	\$1,967.00
270	2580 California St.	2232	B2	1	1	919	3	low	50% - 80% AMI	\$1,967.00
270	111 Lena Way	3302	B3	1	1	703	3	low	50% - 80% AMI	\$1,967.00
270	111 Lena Way	3448	B3	1	1	701	4	low	50% - 80% AMI	\$1,967.00
270	111 Lena Way	3548	B3	1	1	701	5	low	50% - 80% AMI	\$1,967.00

OD	Unit Address	Unit Number	Building Number	Bedroom Count	Bath Count	Square Footage	Floor Level	Income Limit	AMI Income Range	Gross Rent
271	2580 California St.	2107	B2	2	2	1045	1	low	50% - 80% AMI	\$2,212.00
271	111 Lena Way	3119	B3	2	2	1043	1	low	50% - 80% AMI	\$2,212.00
271	111 Lena Way	3321	B3	2	2	1044	3	low	50% - 80% AMI	\$2,212.00
271	2590 California St.	1406	B1	2	2	1198	4	low	50% - 80% AMI	\$2,212.00
271	2590 California St.	1506	B1	2	2	1198	5	low	50% - 80% AMI	\$2,212.00

Note: Rent amounts will change when the annual income limits are updated.

### Occupancy Standard: no exceptions on the minimum

Bedroom Size	Minimum Occupancy	Maximum Occupancy
1 bedroom	1 person	3 people
2 Bedroom	2 People	5 people

### Minimum and Maximum Gross Annual Income

**Low Income Units:** Income Range 50% to 80% AMI

**Moderate Income Units:** Income Range 80% to 120% AMI

This dollar amount may be different if the applicants are using housing voucher (e.g., section 8)

2022 Income Table [HCD Income Limits 2022 County of Santa Clara, Effective 5.13.2022](#)

Income Category	Percentage %	Household Size 1	Household Size 2	Household Size 3	Household Size 4	Household Size 5
Very Low	50%	\$59,000	\$67,400	\$75,850	\$84,250	\$91,000
Low	80%	\$92,250	\$105,400	\$118,600	\$131,750	\$142,300
Moderate	120%	\$141,550	\$161,750	\$182,000	\$202,200	\$218,400

These are the Income limits that were published when the opportunities were released. Since then, HCD has released the Income chart for 2022.

2021 Income Table [HCD Income Limits 2021 County of Santa Clara, Revised 12/31/2021](#)

Income Category	Percentage %	Household Size 1	Household Size 2	Household Size 3	Household Size 4	Household Size5
Very Low	50%	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500
Low	80%	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200
Moderate	120%	\$127,100	\$145,250	\$163,400	\$181,550	\$196,050

**Parking Spaces Assigned each unit:** 1

**Guest Parking:** Available on a first come first serve

**Elevator:** Yes

**Renters Insurance:** It's required. It's approximately \$25-\$30 average based on terms.

**Is Section 8 accepted or other housing assistance programs accepted?** YES

**Utilities included with the rent:** None

**Utilities that need to be paid by the Tenant separately:** Gas, electricity, Water, Sewer, Trash, Wi-Fi, Cable

**Washer and Dryer:** Machines provided in the unit

**Other amenities:** None

**Household and Income Restrictions:** These BMR Units have household and income restrictions. Applicants must meet the landlord's/property manager criteria and all the BMR program eligibility and qualification requirements before moving into a BMR rental unit. There will be an annual compliance certification each year to confirm continued program eligibility and qualification. During the annual compliance certification, the tenant/household will have to resubmit a complete application, income, asset documentation and other information in a timely manner. HouseKeys and the landlord will determine if the household still qualifies for the program. If the household exceeds the income limits and no longer qualifies for the program, a notice to vacate the unit will be issued by the Property Manager/Landlord.

**Security Deposit for the 1 bedroom:** \$500.00

**Security Deposit for the 2 bedrooms:** \$700.00

**Application Fee for credit and background:** \$50.94 PER adult household member - Fees are NOT refundable.

**Open House:** No Open House - only showed only to final candidates

**Property Manager's/Leasing Agent Contact Information:**

**1<sup>st</sup> Point of Contact:** Theresa Alvarado 650.567.3353 [landsbymgr@greystar.com](mailto:landsbymgr@greystar.com)

**2<sup>nd</sup> Point of Contact:** Christopher Madrid 650.567.3353 [landsby@greystar.com](mailto:landsby@greystar.com)

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**Important Dates and Deadlines**

ODN	Deadline to Enter Drawing	(Approx.) Publish Drawing Results Date	File Submission Deadline
268, 269, 270, 271	3/1/2022 by 5:00 pm	3/11/2022	3/16/2022 by 5pm

**Date Drawings release to the public to enter:** 2/18/2022

**Drawing Entry Deadline:** by 3/01/2022 by 5:00PM – Enter by logging into your account at [myhousekeys.com](http://myhousekeys.com). If you don't have an account, you can create one and apply for an Application ID for the **City of Mountain View** Rental Program to view and enter the drawings. Do not create multiple accounts.

**Opportunity Drawing Method:**

Drawing Entries received **by 3/1/2022 by 5:00PM** will be ranked according to the applicant's placement on the City's waiting list and City Preference Criteria. City Preferences and Initial Ranking Numbers will be used to determine the final order (Final Ranking) in which applicants will have the opportunity to apply for the apartment rental. To take advantage of your position on the wait list during ranking, you need to apply by the drawing entry deadline and meet the city's "live or work" preferences. All households may apply. Households on the waitlist have been assigned an Application ID based on their position on the waitlist and notified. Those that do not have a waitlist number may obtain an Application ID to be able to enter the drawings. **A file without a drawing entry form is null and void. Applicants must enter the drawing AND submit files.**

**City Preferences/Priorities:** Click [HERE](#) (This form will need to be submitted with your file.)

The results will be posted at <https://www.housekeys13.com/landsby-mountain-view> approximately by: 3/11/2022

**File Submission Deadline: (This is a file request)**

A complete file with all the supporting documentation must be received by Housekeys by 3/16/2022 5:00PM. The Drawing will determine selection order, but you must upload a file to the filing cabinet by the deadline or we will move on to the applicants from whom we've received a complete file and are ready for review by 3/16/2022 by 5:00PM. Please go to "Packaging a Renter File" at <https://www.housekeys.org/renterfile> to access the program application forms, exhibits and document checklists. Drawing entries **with complete files received after the drawing entry deadline**, will be added to the end of the processing list. **Start preparing your file now and submit it. File Submission options are listed on this form.**

## Application Process

### Part 1 of the Application Process:

- Review all the information and follow the instructions found on the websites and this notice
- All those that will be listed on the lease (responsible for paying the rent) must complete the **orientation** or view the [Orientation Webinar](#) Recording and pass the [quiz](#).
- **BEFORE you enter the drawing:** Please ensure that your household profile is complete and updated. Double check that your income and household size are accurate; otherwise, it will impact your eligibility.
- **Enter opportunity drawing** [www.myhousekeys.com](http://www.myhousekeys.com)
- Please click [HERE](#) to access, complete and gather the **program application forms, exhibits and document checklists**.
- **A complete file must be received by Housekeys by the File Submission Deadline.** This is an official file request and it's a separate task from entering the drawing. Prepare your application forms and supporting documents and upload/**submit your COMPLETE File to the File Cabinet by the File Submission Deadline** previously mentioned. If you have problems downloading the forms, please contact [customerservice@housekeys.org](mailto:customerservice@housekeys.org) immediately. Toll Free Line: 1-877-460-KEYS (5397). **File Submission options are listed on this form.**

### PART 2 BELOW STARTS AFTER THE DRAWING

### Part 2 of the Application Process:

- After the Opportunity Drawing is held, HouseKeys will publish the ranking results on the website.

- **Tenant Screening:** **AFTER the Drawing File Submission Deadline**, the Property Managers will start contacting top ranking applicants first to complete the credit and background checks (aka **Tenant Screening**) and move down the list.
- You will need to complete the tenant screening for all the adult members of your household (credit, background etc.) by the Property Manager/Leasing agent. Fees are not refundable.
- **Program Eligibility Screening:** HouseKeys will start contacting the applicants based on the top-ranking numbers first (who submitted a complete file by the File Submission Deadline **and** passed the Tenant Screening) and move down the list until an eligible tenant is identified.

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### File Submission Options:

- **Upload using FILE CABINET:** We will give you access to upload your documents under your MyHouseKeys account under profiles. The documents you upload need to be **PDF format ONLY, no screen shots or pictures.**  
**Instructions:** log into your profile (MyHouseKeys acct) Click on Menu, select FILE CABINET, drag, and drop your documents, click upload in **PDF FORMAT ONLY.** All documents must be uploaded and submitted by the deadline.
- **By Mail (with tracking number):** **ATTN: HOUSEKEYS - 409 Tenant Station #495 – Morgan Hill CA 95037** We recommend you use a service that can deliver and track your package (USPS, FED EX, UPS, Etc.).  
**Caution:** We will use the date and time that it was received at this location not the date you sent the package. **We will not be able to return original documents; please send single sided copies. Call us to give us the tracking number as soon as you send it otherwise, we will not know you sent it.**

Questions: [customerservice@housekeys.org](mailto:customerservice@housekeys.org) Toll Free Line: 1-877-460-KEYS (5397)

If you **do not** submit a complete file by the “file submission deadline” mentioned, you will be skipped.

The information on all the forms and the documentation **must be current** as indicated on the Program Document checklists for this specific opportunity and dated 15-30 days of Drawing entry. **If you are not ready or your file is incomplete, your file will be closed and the next complete file on the list will be reviewed.**

**Note:** Applicants must obtain two (2) approval letters; one from the Property Manager demonstrating the household passed the tenant screening (e.g., credit, background checks, etc.) for the property and the second from HouseKeys passing the Program’s eligibility criteria.

A file cannot be selected to be processed by HouseKeys unless the applicant can demonstrate they have a property management approval (tenant screening).

This form is a summary of the process and does not contain all the steps or qualification criteria.

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**Websites You Need to Know**

Below is a table that lists the location of information per website

<a href="http://www.housekeys13.com/">http://www.housekeys13.com/</a> <a href="https://www.housekeys13.com/landsby-mountain-view">https://www.housekeys13.com/landsby-mountain-view</a>	<a href="https://www.myhousekeys.com/">https://www.myhousekeys.com/</a>
<b>Information Listed on Website Above</b>	<b>Information Listed on Website Above</b>
Orientation and FAQ Session Registration	Register to open an account, obtain a password, reset password <ul style="list-style-type: none"> <li>• Please do not use multiple emails to set up more than one account, you may be disqualified</li> </ul>
Property Pictures and Amenities (if available, find them under rental opportunities tab)	Complete and update you Household Profile (add members, income, household size, etc.)
Application Forms and Document Checklist needed for your File. These forms are separate from completing your MyHouseKeys profiles. Please print, fill out and submit by deadline	Obtain an Application ID to enter Drawings (unless you already have one)
Guidelines and Process	View Opportunities and Property Information
Ranking Results (look under rental opportunities tab)	Enter Drawings
Quiz (if online orientation is an option)	Opt Out of Drawings
Announcements and deadlines	Submit your complete file to “FILE Cabinet”
Opportunity Drawing Notice	Announcements and deadlines
Other information	Other Information



Questions: [customerservice@housekeys.org](mailto:customerservice@housekeys.org) Toll Free Line: 1-877-460-KEYS (5397)

----- Office Notes-----

**Date Drawing Opportunity Notification was published: 2/18/2022**

**Update: 8.22.2022 – Updated the income limits by adding the 2022 Table**