Opportunity Drawing Notification – Index 501
City of Mountain View
Program Type: Rental Housing
Development: Elan

Property Information:

Mountain View, CA 94040

OD	Address	Unit Number	Bedroom(s) / Bathroom(s)	Approx. Square Footage	Floor Level	Monthly Rent*	Holding Deposit	Total Security Deposit
501	1030 Castro Street	3123	1 Bed, 1 Bath	716	1	$2,190	$200	$500

*The rent amount can change when the annual income limits and utility allowance schedules are updated on an annual basis.

Occupancy Standards: **This unit has a minimum and a maximum occupancy standard**

Occupancy Standards	Minimum Occupancy (Number of people)	Maximum Occupancy (Number of people)
1 Bedroom	1	3

Minimum and Maximum Gross Annual Income:

Income Limits: See chart below. Range 50% to 80% AMI (Minimum Income is Very Low 50% and the maximum is Low 80%). This dollar amount may be different if the applicants are using housing voucher (e.g., section 8)

HCD Income Limits 2023 County of Santa Clara, Effective 6/6/2023

Income Category	Percentage %	Household Size 1	Household Size 2	Household Size 3
Very Low	50%	$62,450	$71,400	$80,300
Low	80%	$96,000	$109,700	$123,400

Parking Spaces Assigned to this unit: 1

Guest Parking: Available, on first come first serve

Elevator: N/A

Renters Insurance: Yes

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: Water, Trash, Sewer, Electricity, and Gas

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.

Guarantors: Yes

Application Fee for credit and background: $52.46 PER adult household member - Fees are NOT refundable.

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

Property Manager's/Leasing Agent Contact Information:

1st Point of Contact: Elan View - info@emvliving.com (925) 799-2315
2nd Point of Contact: Same as above

Important Dates and Deadlines*All deadlines are based on Pacific Time Zone (California)

Opportunity Drawing Index #	Deadline to Enter Drawing	(Approx.) Date Drawing Results Published	File Submission Deadline
501	07/17/2023 by 5:00 pm	07/19/2023	07/24/2023 by 5:00 pm

Opened to the public to enter the drawing: 07/07/2023

Drawing Entry Deadline: by 07/17/2023 by 5:00 PM – Enter the drawing by logging into your account at 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 07/17/2023 by 5:00 PM** 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 waitlist during ranking, you need to apply by the drawing entry deadline and meet the city's 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.

File Submission Deadline: **(This is a file request) by 07/24/2023 5:00 pm**
In addition to entering the drawing, you must submit a complete file with all the supporting documentation. The application forms and supporting documents must be <u>received</u> by Housekeys by 07/24/2023 5:00 PM. Ranked applicants who miss the File Submission Deadline will be skipped and lose their ranking number.
Please go to "Packaging a Renter File" at https://www.housekeys.org/renterfile to access the program application forms, exhibits, and document checklists. **Start preparing your file now and submit it. File Submission options are listed on this form.**

Note: Applicants must enter the drawing AND submit a complete application file (application forms and supporting documents) to be considered. Drawing entries <u>with</u> complete files received after the deadlines will be added to the end of the processing list and processed on a first-come-first-served basis.

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/elan-mountain-view-apts-od-501 **approximately by 07/19/2023**

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 at www.myhousekeys.com is complete and updated. Double-check that your income and household size are accurate; otherwise, it will impact your eligibility.
- **Enter opportunity drawing** at www.myhousekeys.com
- While you wait for the ranking results, please click HERE to access, complete, and gather the **program application forms, exhibits, and document checklists and upload them**.
- **Exhibit E** - City of Mountain View Below Market Rate Preference Criteria Form (Rentals) must be summited with your application file
- **A complete file must be <u>received</u> 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 immediately. Toll-Free Line: 1-877-460-KEYS (5397). **File Submission options are listed on this form.**

NEXT PAGE
<mark>PART 2 BELOW STARTS AFTER THE DRAWING</mark>

<mark>Part 2</mark> **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 passes, the Property Managers will start contacting the applicants who submitted a complete file to HouseKeys (by ranking order) 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 <u>and </u>passed the Tenant Screening) and move down the list until an eligible tenant is identified.

<mark>File Submission Options:</mark>

- **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 **in PDF format ONLY**, with no screenshots or pictures.
  Instructions: log into your profile (MyHouseKeys acct) Click on Menu, select FILE CABINET, drag, and drop your documents, and 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 <u>received </u>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 **Toll-Free Line: 1-877-460-KEYS (5397)**

If you <u>do not</u> 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 <u>tenant screening</u> (e.g., credit, background checks, etc.) for the property and the second from HouseKeys passing the <u>Program's eligibility criteria</u>.

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

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

Websites You Need to Know

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

http://www.housekeys13.com/ https://www.housekeys13.com/elan-mountain-view-apts-od-501	https://www.myhousekeys.com/
Information Listed on Website Above	**Information Listed on Website Above**
Orientation and FAQ Session Registration	Register to open an account, obtain a password, reset password • Please do not use multiple emails to set up more than one account, you may be disqualified
Property Pictures and Amenities (if available, find them under the rental opportunities tab)	Complete and update your Household Profile (add members, income, household size, etc.)
Application Forms and Document Checklist are needed for your File. These forms are separate from completing your MyHouseKeys profiles. Please print, fill out and submit by the 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 the 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 **Toll-Free Line: 1-877-460-KEYS (5397)**

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

Date Drawing Opportunity Notification was published: 07/07/2023