



## Exhibit E – Town of Los Gatos Below Market Price (BMP) Point Criteria Form (Buyers)

The Town's BMP Administrator, HouseKeys conducts the Los Gatos BMP sales process in line with the [Town of Los Gatos Below Market Price \(BMP\) Housing Program Guidelines](#). Applicants will be prioritized according to the BMP scoring criteria identified by the Town.

Town's Website: <https://www.losgatosca.gov/345/Housing-Programs>

Per Section IV., Section B, page 6 and 7, A point system is used to establish a ranking of applicants for the purchase of an available unit. Applicants will be ranked according to total points and must have at least one point to be eligible to purchase a unit. In addition, applicant households must contain at least the same number of persons as the number of bedrooms in a unit, at the time of application, in order to be eligible to purchase that unit, if the unit contains three bedrooms or more. The point system can be viewed on the Town's Housing Programs website.

Applicant(s) may be provided an opportunity to purchase available units in order of point ranking, from most points to least points; a lottery will be used to rank each qualified applicant in the case of a tie.

All points are calculated per household, not for each individual within the household. For example, a household in which two members are senior citizens would receive six points for senior citizen status, not twelve points for two members having senior citizen status.

Exception to the Point Criteria: Section B, 9. Page 10: A special exception process to the point criteria may be granted to residents of the Town in rental apartments that are proposed to be converted to "owner occupied" condominium or other common interest ownership development. In order to qualify for the exception, the resident must have resided in the rental apartment prior to issuance of the Notice of Intent to Convert the development to an ownership project and shall meet the financial eligibility requirements to qualify for a BMP unit. The resident shall be provided first right of refusal, regardless of point ranking, for units in the following order: a) The unit they reside in if it is designated as a BMP unit; or b) Any other available BMP unit. **The applicant must submit the valid Notice of Intent to Convert issued by the Town Los Gatos with this form and a copy of their lease by the file submission deadline.**

Please check this box if this exception applies to you.

To properly score BMP applicant households, the applicants must submit documents/materials supplemental to the items listed on the BMR application Document Checklists. Please submit the identified supplemental materials with your BMP/BMR application in order for your household to receive appropriate points – i.e. If you have a disabled household member, you must submit proof from the Social Security Administration. **If clear and substantial evidence and documentation is not provided with the application and point criteria form by the initial application file submission deadline, points will NOT be issued. Additional proof or clarification cannot be submitted or accepted separately.**

## Materials Needed for Point Accrual

- Please Check “Yes” Or “No” if the following Los Gatos BMP Point Criteria Applies to Your Household. If you checked yes on any of the areas, please provide COPIES of ALL the materials requested.
- If you answer “Yes” to any of the questions, please accrue the points on the right column.

Point Criteria (page 1 of 6)	Answer Question	Materials Needed for Point Accrual Verification (no materials, no proof = no points)	Applicant: Please Self- Score
<p><b>6 Points:</b> Is there a Senior Citizen in your household who resides in the Town Los Gatos at the time of application and has lived in the Town of Los Gatos for at least the prior two years? A senior citizen is defined as any person 62 years of age or older at time of application or married couples living together when at least one spouse is 62 years of age or older at time of application.</p> <p>Senior’s Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>To verify age: (submit <b>all</b> items listed below)</p> <ul style="list-style-type: none"> <li>- Valid Picture ID Card (US passport or CA Id/Driver License)</li> </ul> <p>To verify residence: (submit <b>all</b> items listed below)</p> <ul style="list-style-type: none"> <li>- Signed Lease, listing the Senior, all pages, covering the last 2 years</li> <li>- 3 years tax returns, signed</li> <li>- 2 types of Utility Bills under the Senior’s name that covers a full 2 year period</li> </ul>	<p>Points accrued for this section:</p> <p>_____</p> <p><b>Yes = 6 points</b> No = 0</p>
<p><b>6 Points:</b> Is there a Senior Citizen in your household who lived in the Town of Los Gatos for at least two years and moved out of the Town of Los Gatos within the last five years prior to the time of application?</p> <p>Senior’s Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>To verify age: (submit <b>all</b> items listed below)</p> <ul style="list-style-type: none"> <li>• Valid Picture ID Card (US passport or CA Id/Driver License)</li> </ul> <p>To verify residence: (submit <b>all</b> items listed below)</p> <ul style="list-style-type: none"> <li>• Signed Federal Tax Returns for 2015 through 2020</li> <li>• If the person lived in Los Gatos in 2021, please submit the signed lease agreements and copies of the two types of utility bills with the Los Gatos address for the 2021-time frame</li> </ul>	<p>Points accrued for this section:</p> <p>_____</p> <p><b>Yes = 6 points</b> No = 0</p>

Point Criteria (page 2 of 6)	Answer Question	Materials Needed for Point Accrual Verification (no materials, no proof = no points)	Applicant: Self- Score
<p><b>6 Points:</b> Is there a household member, who resides in Town of Los Gatos <u>and</u> is disabled based on the U.S. Social Security Administration definition for benefits determination and who has lived in Town of Los Gatos for at least the 2 prior years?</p> <p>Member's Name:</p> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>To verify Disability: Please provide proof from the Social Security Administration verifying the disabled family member meets the definition for benefits determination.</p> <p>To verify Residency (listing the disabled member): (submit <b>all</b> items listed below)</p> <ul style="list-style-type: none"> <li>• Signed Lease listing the disabled member, all pages, covering the last 2 years</li> <li>• Signed 3 years tax returns (listing the disabled member)</li> <li>• Banks statements covering the last 2 years (listing the disabled member) -if applicable.</li> <li>• SSA benefit letter covering the last 2 years</li> <li>•</li> </ul>	<p>Points accrued for this section:</p> <hr/> <p><b>Yes = 6 points</b> No = 0</p>
<p><b>6 Points:</b> Is there a household member who has had to relocate their Residences as a result of a Town Council action or Mobile Home park closure?</p> <p>Member's Name:</p> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If "Yes" Please provide the verification letter issued by the Town of Los Gatos and a copy of your original signed lease (Applicant must be listed on the lease)</p>	<p>Points accrued for this section:</p> <hr/> <p><b>Yes = 6 points</b> No = 0</p>
<p><b>6 Points:</b> Is there a household member who is a regular full-time or Part-time Town of Los Gatos Employee as defined in the Town's Personnel Rules (excluding Los Gatos Monte-Sereno Police Officers) who has been Employed by the Town for no less than 12 months prior to time of application?</p> <p>Member's Name:</p> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below:</p> <ul style="list-style-type: none"> <li>• Letter from the employer stating the length of time employed and position and area of employment (letter must be on company letterhead, signed and dated by the HR Manager)</li> <li>• W-2 for the last 2 years</li> <li>• A current paystub</li> </ul>	<p>Points accrued for this section:</p> <hr/> <p><b>Yes = 6 points</b> No = 0</p>

Point Criteria (page 3 of 6)	Answer Question	Materials Needed for Point Accrual Verification (no materials, no proof = no points)	Applicant: Self- Score
<p><b>6 Points:</b> Are you a single head of household with dependent children who has resided in Town for at least 2 years at time of application? The definition of "single," when used in the context of "single heads of household," means only one parent is present in the home. Member's Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below</p> <ul style="list-style-type: none"> <li>• Child Custody Orders/Agreement, all pages</li> <li>• Signed tax returns for the most current 3 years</li> </ul>	<p>Points accrued for this section: _____</p> <p><b>Yes = 6 Points</b> No = 0</p>
<p><b>6 Points:</b> Is there a household member who is employed by a licensed pre-school and public or private K-12 school employees of schools <b>and</b> districts geographically located in and serving the Town of Los Gatos and has been employed in such capacity for at least one year at the time of application? Member's Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below:</p> <ul style="list-style-type: none"> <li>• Letter from the employer stating the length of time employed, address and location of the school or district (letter must be on company letterhead, signed and dated by the HR Manager)</li> <li>• Most Current W-2</li> <li>• Current paystub</li> <li>• Pre-school license if applicable</li> </ul>	<p>Points accrued for this section: _____</p> <p><b>Yes = 6 Points</b> No = 0</p>
<p><b>6 Points:</b> Is there a household member who is employed as a certified emergency first responder (e.g., sworn police officer, fire fighter, emergency medical technicians and paramedics) for an agency <u>serv</u>ing the Town of Los Gatos and has been employed for at least one year? Member's Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below:</p> <ul style="list-style-type: none"> <li>• Letter from the employer stating the length of time employed, position, address and location being served. The letter must be on company letterhead, signed and dated by the HR Manager</li> <li>• Most Current W-2</li> <li>• Current paystub</li> </ul>	<p>Points accrued for this section: _____</p> <p><b>Yes = 6 Points</b> No = 0</p>

Point Criteria (page 4 of 6)	Answer Question	Materials Needed for Point Accrual Verification (no materials, no proof = no points)	Applicant: Self- Score
<p><b>4 Points:</b> Is there a household member who has lived in Los Gatos at the time of application and at least 2 prior years?</p> <p>Member's Name:</p> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below to verify residency:</p> <ul style="list-style-type: none"> <li>• Current lease (signed)</li> <li>• CA Driver License or vehicle registration</li> <li>• Current Utility Bills for the past 12 months (under the member's name with Los Gatos Street address)</li> <li>• Signed tax forms for the most current 2 years</li> </ul> <p>For homeless applicants, evidence that the applicant's last permanent residence was located in Los Gatos and/or documentation from a case manager or homeless service provider may be used to document an applicant's current status in Los Gatos, which may include places or structures other than a bona fide dwelling unit (i.e. tent, vehicle, etc.)</p>	<p>Points accrued for this section:</p> <hr/> <p><b>Yes = 4 Points</b> No = 0</p>
<p><b>4 Points:</b> Is there a household member who works in Los Gatos at the time of application and has worked in Town at least the 2 prior years*?</p> <p>Member's Name:</p> <hr/> <p>Working in Los Gatos means: A member of the household must work a minimum of 20 hours per week as a permanent employee at a business within the incorporated Town limits. Telecommuting or working from an address located in Los Gatos for an employer not located in the Town of Los Gatos as defined above, shall not qualify as employment in the Town, unless the employer is providing the workspace in the Town as part of its corporate/company offices. Volunteer or work without reportable income does not count. For people that just retired, please see Town's definitions.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below to verify employment in Los Gatos:</p> <ul style="list-style-type: none"> <li>• Current paystub</li> <li>• Signed tax forms for most current 2 years</li> <li>• W-2 for last two years</li> <li>• Letter from the employer stating the length of time employed, number hours per week, location of business in Los Gatos. The letter must be on company letterhead, signed and dated by an HR Manager.</li> </ul> <p><b>If Self Employed please provide:</b></p> <ul style="list-style-type: none"> <li>• Signed tax forms for last 2 years</li> <li>• Los Gatos Business License for last 2 years</li> <li>• Last 2 Business Utility bills – they must demonstrate the business physical address in Los Gatos</li> <li>• Certified YTD Profit and Loss</li> </ul>	<p>Points accrued for this section:</p> <hr/> <p><b>Yes = 4 Points</b> No = 0</p>

Point Criteria (page 5 of 6)	Answer Question	Materials Needed for Point Accrual Verification (no materials, no proof = no points)	Applicant: Self- Score
<p><b>2 Points:</b> Is there a family member who lived in Town for at least 10 years and then moved out of Town within the last 10 years prior to the time of application?</p> <p>Member's Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below:            If "Yes" Please provide 3 forms of verification from a government agency, banks, school, tax returns, etc. that the household member in question lived in the Town for at least 10 years and then moved out of Town within the last 10 years. The evidence must cover the time frame in question.</p>	<p>Points accrued for this section: _____</p> <p><b>Yes = 2 points</b>  <b>No = 0</b></p>
<p><b>2 Points per household member:</b> How many people are you in your household?</p> <p><b>For example: Household of 3 people = 6 points</b></p>	<p>How many people are in your household?            _____</p>	<p>Submit <b>all</b> items listed below to verify household size:            Members must be listed on most current tax returns or if they have separate tax returns, the tax returns must have matching addresses.</p>	<p>Points accrued for this section: _____</p> <p>2 points per household member</p>
<p><b>1 Point:</b> Is there a family member who lives in Santa Clara <b>County</b> at the time of application <b>and for the last two years prior?</b></p> <p>Name: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below to verify residency in Santa Clara County:</p> <ul style="list-style-type: none"> <li>• Current lease</li> <li>• CA Driver License or vehicle registration</li> <li>• Current Utility Bill (under the member's name and street address)</li> <li>• Signed tax forms for the most current 2 years</li> </ul> <p>For homeless applicants, evidence that the applicant's last permanent residence was within the incorporated County of Santa Clara and/or documentation from a case manager or homeless service provider may be used to document an applicant's current status within the incorporated County of Santa Clara, which may include places or structures other than a bona fide dwelling unit (i.e. tent, vehicle, etc.)</p>	<p>Points accrued for this section: _____</p> <p><b>Yes = 1 Point</b>  <b>No = 0</b></p>

Point Criteria (page 6 of 6)	Answer Question	Materials Needed for Point Accrual Verification (no materials, no proof = no points)	Applicant: Self- Score
<p><b>1 Point:</b> Is there a household member who works in the incorporated County of Santa Clara County at the time of application? Name: _____</p> <p>Working within Santa Clara County means: A member of the household must work a minimum of 20 hours per week as a permanent employee at a business within the incorporated County of Santa Clara. Telecommuting or working from an address located in Santa Clara County for an employer not located in the County as defined above, shall not qualify as employment in Santa Clara County, unless the employer is providing the workspace in the County as part of its corporate/company offices.</p> <p>For people that just retired, please see Town’s definitions.</p> <p>Volunteer or work without reportable income does not count.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Submit <b>all</b> items listed below to verify employment in the County of Santa Clara:</p> <ul style="list-style-type: none"> <li>• Current paystub</li> <li>• Signed tax forms for most current 2 years</li> <li>• W-2 for last two years</li> <li>• Letter from the employer stating the length of time employed, number hours per week, location of the business in the county. The Letter must be on company letterhead, signed and dated by an HR Manager.</li> </ul> <p><b>If Self Employed, please provide:</b></p> <ul style="list-style-type: none"> <li>• Most current signed tax forms</li> <li>• Most current Business License</li> <li>• Last 2 Business Utility bills – they must demonstrate the business physical address in the county of Santa Clara.</li> <li>• Certified YTD Profit and Loss</li> </ul>	<p>Points accrued for this section: _____</p> <p><b>Yes = 1 Points</b> No = 0</p>
<p><b>1 Point:</b> Does your total household income fall within these income limits based on your household size?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>These are the 60% AMI figures for the point accrual in this section:</p> <p>1 person household \$63,546            2 person household \$72,624            3 person household \$81,702            4 person household \$90,780            5 person household \$98,042            6 person household \$105,305            7 person household \$112,567            8 person household \$119,860</p>	<p>Points accrued for this section: _____</p> <p><b>Yes = 1 Point</b> No = 0</p>
		<p>Please add your “Self-Scored” points (all pages) <b>Grand Total:</b></p>	<p><b>Grand Total</b> _____</p> <p><b>Self-scored</b></p>

Certification on next page



## Exhibit E – Town of Los Gatos Below Market Price (BMP) Point Criteria Form (Buyers)

**Certification:**

I/We certify that our total points accrued (self-scored) are: \_\_\_\_\_.

I/we certify under penalty of perjury that all 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 I/we must submit clear and substantial evidence with the application and the point criteria form to be considered. No proof - No form - No Points.

Please turn in **all the pages of this form** with your file along with all the supporting documents.

Applicant Name: \_\_\_\_\_ Signature \_\_\_\_\_

Co- Applicant Name: \_\_\_\_\_ Signature \_\_\_\_\_

Additional Applicant Name: \_\_\_\_\_ Signature \_\_\_\_\_

Additional Applicant Name: \_\_\_\_\_ Signature \_\_\_\_\_