

## Exhibit F - City of Mountain View Below Market Rate Preference Criteria Form (Rentals)

The City has established a preference system for allocating the limited number of affordable rental units. First preference shall be given to income eligible residents who live in Mountain View or employees of companies located within the City limits. City of Mountain View Guidelines 2019: [Click HERE](#)

The preference system will be used to establish a ranking of applicants. An eligible household will be ranked according to where they live or work **and their placement on the waiting list**. While an applicant who lives or works within the city limits will have preference over an applicant who does not, residency/employment status is not a requirement for the Program, and all individuals and households may apply. Households comprised of applicants who do not reside or work in Mountain View may occupy a BMR unit if there are no eligible Mountain View residents or workers on the eligibility list for occupancy.

***The City of Mountain View has a Preference Requirement for all BMR Units (Preferences must be met by the applicants and co-applicants that sign the rental agreement to the subject property)***

<b>BMR PREFERENCE CRITERIA</b>	
<i>Note: Applicants that do not live or work in Mountain View may still apply.</i>	
<b>Preference 1: Live in City</b>	Must currently live in Mountain View
<b>Preference 1: Work in City</b>	Must currently work at a business located in Mountain View

**IMPORTANT:** To properly prioritize BMR applicants, HouseKeys requests documents/materials supplemental to the items listed on the BMR application Document Checklist. In order for the primary applicant or co-applicants to be considered for a City Preference you must submit the supplemental materials **with** the BMR application. If the documentation requested on this application is not sufficient to prove you meet one of the Preferences categories, please make sure you include additional evidence/documentation. If you do not provide clear and substantial evidence/documentation **with** the application along with the Preference Criteria Form when you submit your BMR Application Package you will not be eligible for the Preference you claim to meet. Additional proof or clarification cannot be submitted or accepted separately; everything must be included in the packet when you submit it for review.

**I/We (the primary applicant or co-applicants) certify that I/we meet the following preference:**

PRIMARY APPLICANT:       1<sup>st</sup> Preference       none

Co- APPLICANT:             1<sup>st</sup> Preference       none

Additional CO- APPLICANT:     1<sup>st</sup> Preference       none

## Exhibit F - City of Mountain View Below Market Rate Preference Criteria Form (continued)

	Questions	Answers	Supplemental Documentation Needed
<b>Preference 1</b>  <b>LIVE IN</b>  <b>MOUNTAIN VIEW</b>	Are you a current resident of the City of Mountain View?  If yes, who does? <input type="checkbox"/> The primary applicant (name): _____  <input type="checkbox"/> The co-applicant (name): _____	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide:</b> <input type="checkbox"/> Submit the last utility bill with your physical address and name (e.g., PG&E, Water or Cable).  <b>NOTE:</b> If your documentation has a PO Box and not your physical address you must also submit a copy of the application you filled out to obtain a PO BOX from the Post Office.
<b>Preference 1</b>  <b>WORK IN</b>  <b>MOUNTAIN VIEW</b>	Do you work at a business located in Mountain View?  If yes, who does? <input type="checkbox"/> The primary applicant (name): _____  <input type="checkbox"/> The co-applicant (name): _____	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide:</b> <input type="checkbox"/> Submit a letter from your employer, on company letter head verifying that you work within (inside) the city Limits of the City of Mountain View. It must be signed and dated by the HR Manager. It should reflect your start date and hours per week worked. If you are self-employed submit a copy of your business license for the current year.

**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 I/we must submit clear and substantial evidence with the application and the preference criteria form in order to be considered. No proof - No form - No Preference.**

Date \_\_\_\_\_

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

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

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

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

Adult Household Member Name: \_\_\_\_\_ Signature \_\_\_\_\_