



**Opportunity Drawing Notification – Drawing #572**  
**City of Campbell**  
**Program Type – Rental**  
**Development: Merrill Gardens**  
**Senior Housing 60+ Age Requirement**

**Index # / Unit specs**

OD	Address	Unit #	Bed / Bath	Approx. Sq. Ft.	Floor Level	Monthly Rent*	Holding Deposit	Total Security Deposit
572	2115 S. Winchester Blvd	344	1 Bedroom, 1 Bath	623	3 <sup>rd</sup>	\$1,813	\$0	\$0

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

**Occupancy Standard:**

Occupancy Standards	Minimum Occupancy (Number of People)	Maximum Occupancy (Number of People)
One Bedroom	1	3

**Income Limit:**

**Minimum Income Limit:** \$32,634 (1.5 times the monthly net rent)

\*The dollar amount may be different if using a housing voucher.

**Maximum Income Limits:** 50% Very Low. Please see the chart below for additional details.

Source: County of Santa Clara [2023 HCD Income Limits 2023](#) Effective 6/6/2023, updated annually.

Income Category	Percentage of AMI	Household Size: 1	Household Size: 2	Household Size: 3
Very Low	50%	\$62,450	\$71,400	\$80,300

**Drawing Release Timeline:**

Release Date	Deadline to Enter Drawing	(Approx.) Date Drawing Results Published	File Submission Deadline
3/15/2024	3/25/2024 by 5pm	3/27/2024	4/1/2024 by 5pm

**FILE SUBMISSION DEADLINE:**

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 received by Housekeys by **5:00 PM on 4/1/2024**.

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.

## **ADDITIONAL INFORMATION:**

**Parking Spaces Assigned to This Unit:** 1

**Guest Parking:** Available on a first come first served basis

**Elevator:** Yes

**Renters Insurance:** Yes, required \$11/month

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

**Utilities included with the rent:** Gas, Water, and Garbage

**Utilities that need to be paid by the Tenant separately:** Phone

**Washer and Dryer:** Community Laundry Room

**Other amenities:** One meal per day, weekly housekeeping, transportation, maintenance, and community activities

**Application Fee for credit and background:** \$0 per adult household member

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

**Guarantors:** Accepted, ask the property manager for more details

**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.

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

**1<sup>st</sup> Point of Contact** – Susan Adams - [susana@merrillgardens.com](mailto:susana@merrillgardens.com) (408) 370-6454

**2<sup>nd</sup> Point of Contact** – Bradley Burgoyne - [Bradleybur@merrillgardens.com](mailto:Bradleybur@merrillgardens.com) (408) 370-6454

## **Applicant Application Process**

**Review all the information and follow the instructions on the websites and this notice.**

1. Check that your household account information is complete and current before entering the drawing.
  - a. Verify your income and household size are accurate; otherwise, this can affect your eligibility screening.
2. Select and enter the opportunity drawing at [www.myhousekeys.com](http://www.myhousekeys.com)
  - a. The household's account administrator must enter the drawing. Entries submitted by the rest of the household members are null and void.
  - b. You may only enter ONE drawing per program.
  - c. PLEASE NOTE - Entries dated AFTER the drawing entry deadline for the opportunity will be considered as a backup.
3. Upload all documents requested for a complete file by the File Submission Deadline.
  - a. All documents must be uploaded to your file cabinet in PDF format. You can find instructional videos and best practices for document uploading [here](#).
  - b. To view the full complete file document checklist. Click [here](#).

## **HouseKeys Review Process**

1. HouseKeys will publish opportunity drawing ranking results on the Housekeys opportunity drawing website.
  - a. Applicants will be initially ranked based on a random lottery followed by a final ranking with city preferences applied.

- i. To view these drawings city preferences and form Exhibit E, click [here](#).
  - b. Applicants who did not enter by the entry deadline will be considered as a backup.
- 2. HouseKeys will provide the Applicant Ranked List to the property management staff, and they will start contacting applicants based on the Final Ranked order and file submission.
  - a. Applicants must receive a pre-screening approval from the property staff and then a final approval from HouseKeys.
    - i. Once the property management staff has passed the Merrill Gardens Assessment, then the applicant is sent to HouseKeys to determine program eligibility.
  - b. An Approved or Denied determination for the program eligibility will be then sent to the property management staff for next steps.
- 3. We will release all applicants once an applicant has been selected.

## File Submission Options:

### MyHouseKeys File Cabinet Submission:

1. Upload PDF documents using FILE CABINET within your HouseKeys account profile:
  - a. **Submit ONLY PDF format file. (No JPEG, SVG / screenshots, pictures, etc. will be accepted)**
  - b. **Online File cabinet submission Instructions:** *All documents must be uploaded and submitted by the deadline.*
2. Log into your profile (MyHouseKeys acct)
3. Click Menu, select FILE CABINET, drag, and drop all documents or click upload in **PDF FORMAT**

### Mail Submission:

- **ATTN: HOUSEKEYS - 409 Tenant Station #495, Morgan Hill, CA 95037**
  - We highly recommend using a service with tracking/ delivery service confirmation (USPS, FED EX, UPS, Etc.)

### MAIL SUBMISSION DISCLOSURE:

- HouseKeys will use the date/ time stamp of receipt for submissions and NOT the date/ time documents were mailed.
- HouseKeys will not return any original documents or documents submitted.
- Send only single-sided copies.
- Call/ Email Housekeys to provide your mail submission tracking number to document your profile. Otherwise, we have no way of knowing you mailed documents.

### FILE SUBMISSION DISCLOSURES:

- All information and documentation submitted must be accurate, valid, and currently dated 15-30 days of the Drawing entry.
- If your file is incomplete, your file will be closed, and Housekeys will proceed to the next applicant with a complete file.

### OTHER RESOURCES:

- [HouseKeys Learning Library](#)
- [Property webpage](#)
- [City program page](#)
- [HouseKeys Event Calendar](#)

### Merrill Gardens Assessment Criteria Forms:

- [Merrill Gardens Checklist Letter 7/19/19](#)

- [Physician's Report For Care Facility](#)
- [Mini-Mental State Exam](#)
- [Verification Of Physician Orders](#)
- [Merrill Garden's PRN Authorization Letter and Physician Orders for Life Sustaining](#)
- [Preplacement Appraisal Information](#)
- [Functional Capability Assessment](#)
- [Activity Interest](#)
- [Identification and Emergency Information](#)
- [Consent for Emergency Medical Treatment](#)
- [Release of Client/Resident Medical Information](#)
- [Toxic Chemical Storage 7/19/19](#)

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#### **CONTACT INFORMATION:**

- Email Questions: [customerservice@housekeys.org](mailto:customerservice@housekeys.org)
- Call Toll-Free: 1-877-460-KEYS (5397)
- Schedule an appointment for assistance [here](#).