



Opportunity Drawing Notification – Drawing #584 City of Campbell

Program Type – Rental Development: Merrill Gardens

Senior Housing 60+ Age Requirement

Index # / Unit specs

| OD | Address | Unit | Bed / Bath | Approx. | Floor | Monthly | Holding | Total |
|-----|-------------------------|------|----------------|---------|-----------------|---------|---------|----------|
| | | # | | Sq. Ft. | Level | Rent* | Deposit | Security |
| | | | | | | | | Deposit |
| 584 | 2115 S. Winchester Blvd | 236 | Studio, 1 Bath | 445 | 2 nd | \$1,586 | \$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) |
|---------------------|---|---|
| Studio | 1 | 3 |

Income Limit:

Minimum Income Limit: \$28,548 (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 | (Appox.) Date Drawing Results | File Submission Deadline | |
|--------------|------------------------------|----------------------------------|-----------------------------|--|
| | | Published | | |
| 4/26/2024 | 5/6/2024 by 5pm | 5/8/2024 | 5/13/2024 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 <u>received</u> by Housekeys by **5:00 PM on 5/13/2024**. 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: Machines are provided in the unit

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:

1st Point of Contact – Susan Adams - <u>susana@merrillgardens.com</u> (408) 370-6454 2nd Point of Contact – Bradley Burgoyne - <u>Bradleybur@merrillgardens.com</u> (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
 - 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.
 - 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 2999 Douglas Blvd Suite 180, Roseville, Ca 95661
 - 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

Call Toll-Free: 1-877-460-KEYS (5397)

• Schedule an appointment for assistance here.