

Exhibit E - City of Campbell Below Market Rate (BMR) Preference/Priority Criteria Form (for Home Buyers)

The City's Inclusionary Housing Ordinance establishes a priority system for allocating the limited number of affordable homeownership units. First priority (for up to ten percent of all affordable units) shall be given to income eligible employees of the City of Campbell. Second priority is given to income eligible existing Campbell residents and third priority is given to income eligible persons employed within the city limits of the City of Campbell. If a particular address is in question, Administrator will check with City staff to determine if the property is within the City's jurisdictional boundaries.

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. While an applicant who lives or works within the city limits will have priority 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 Campbell may occupy a BMR unit if there are no eligible Campbell residents or workers on the eligibility list for occupancy.

The City of Campbell has a Preference/Priority Requirement for all BMR Units (Preferences/Priorities must be met by the applicants and co-applicants that will be on title on the subject property)

BMR PREFERENCE/PRIORITY CRITERIA	
Preference/Priority 1: Work for City (for up to 10% of units)	Must currently work for the <i>City of Campbell</i> government entity at least 20-hours per week, and held their position for at least 6-months Employee must have passed probation <i>*The City of Campbell is a Municipal Corporation, whose administrative office is located at 70 N. 1st Street Campbell, CA 95008 (School District Employees are not City Employees)</i>
Preference/Priority 2: Live in Campbell	Must currently live in Campbell and maintained residency for at least 6-months
Preference/Priority 3: Work in Campbell	Must currently work at a business located in Campbell at least 20-hours per week, and held position for at least 6-months. This category includes Campbell School District employees. The district office is located in Campbell although the school building may be located in another city.

IMPORTANT: In order 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/Priority 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 don't 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/Priority Category 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.**

	Questions	Answers	Supplemental Documentation Needed
<p>Preference/Priority 1</p> <p>WORK FOR THE CITY OF CAMPBELL</p> <p><i>*The City of Campbell is a Municipal Corporation, whose administrative office is located at 70 N. 1st Street Campbell, CA 95008 (School District Employees are not City Employees)</i></p>	<p>Do you work for the City of Campbell government entity for at least 20- hours per week for at least 6 – months at time of <i>housing opportunity (or Lottery)</i> and have passed probation?</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><input type="checkbox"/> A signed letter from the City of Campbell Human Resource Department verifying that you are a City employee. It should reflect your start date, hours per week worked, and it should indicate if you passed probation</p>
<p>Preference/Priority 2</p> <p>LIVE IN CAMPBELL</p>	<p>Have you lived in Campbell for at least 6 months at time of <i>housing opportunity (or Lottery)</i> submission and you are a current resident of the City of Campbell?</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><input type="checkbox"/> Submit the last 6 months bills for two different utility bills with your physical address and name (e.g. PG&E, Water or Cable).</p> <p>NOTE: 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.</p>
<p>Preference/Priority 3</p> <p>WORK IN CAMPBELL</p>	<p>Do you work at a business located in Campbell* at least 20 hours per week for at least 6 – months at time of <i>housing opportunity (or Lottery)</i> submission? * This category includes teachers employed by the Campbell School District even though the District office may be located in San Jose.</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><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 Campbell. 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 most current year.</p> <p><input type="checkbox"/> Submit a copy of your paystub from 6 months ago in addition to the paystubs requested on the document checklist.</p>



Exhibit E - City of Campbell Below Market Rate (BMR) Preference Criteria Form Continued

Check this box if none of the preferences apply to the primary applicant or co-applicant (s).

I/we (the primary applicant or co-applicants) don't qualify for any of the preferences/priority.

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

PRIMARY APPLICANT: 1st Preference 2nd Preference 3rd Preference none

Co- APPLICANT: 1st Preference 2nd Preference 3rd Preference none

Additional CO- APPLICANT: 1st Preference 2nd Preference 3rd Preference none

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/Priority.

Date _____

Applicant Name: _____ Signature _____

Co- Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____