City and County of San Francisco



SAN FRANCISCO AFFORDABLE HOUSING FIRST COME, FIRST-SERVED SUPPLEMENTAL RENTAL APPLICATION

London N. Breed

Mayor

Eric Shaw Director

YOUR NAMI	E			PRIMARY NUMBER
First Name		Middle Name	Last Name	Phone Number
	ENT ADDRESS	either the shelter address	or an address close to who	ere you stay.
YOUR RESI	DENCE ADDRE	SS		DDRESS - you may use a PO box
Street No. S	Street Name	Street Type Unit	Street No. Street Na.	me Street Type Unit
City		State Zip Cod	e City	State Zip Code
☐ Family Me		Friend Other_	OF AGENCY:	
IS ANYONE I	IN YOUR HOUS]No	SEHOLD A VETERAN?		
TERMS				
the information of the information of the provide required in the	on that you provined supporting of listing. Complet	vide will be verified and you documents. For more info ing this application does	our eligibility confirmed. Pl rmation, please contact th	is until vacancies are filled. All of ease fill out the application and e developer or leasing agent or indicate you are eligible for election Criteria.
		true and accurate, and ac lication will result in a disc	cknowledge that any misst qualification.	atement fraudulently or
SIGNATURE		PRINTED NA	AME	 Date



City and County of San Francisco





Director





SAN FRANCISCO BELOW MARKET RATE (BMR) **RENTAL HOUSING PROGRAM APPLICATION FORM**

If you need help filling this form out, please contact HomeownershipSF. Call 415.202.5464 or email at info@homeownershipsf.org

BMR applications must be submitted with all required attachments

ΓΟDΑΥ	'S DATE:							
ВМЕ	R UNIT ADDRE	SS	Please e	nter one:				
			Unit #					
Ctroo	t No Ctroot Nam	ne Street Type Zip Code	- Prefer	Preferred Size				
31166	i No. Street Nun	ile Street Type Zip Code	# of be	edrooms				
	Primary Appli	cant/ Head of Household (Household Me	ember 1)					
	7 7 11	LEGAL NAME	,	DATE OF BIRTH				
	HOUSEHOLD							
	MEMBER	First Middle Last		Month Day Year				
	#1	EMAIL ADDRESS:		CELL NUMBER:				
	Primary	OCCUPATION:						
	Applicant	MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHOOL?				
		Yes □ No □	Yes □ No □	Yes □ No □				
O	Household Me	ember 2						
IATI		LEGAL NAME		DATE OF BIRTH				
RN								
Ä	HOUSEHOLD	First Middle Last		Month Day Year				
ERI	MEMBER	EMAIL ADDRESS:		CELL NUMBER:				
HOUSEHOLD MEMBER INFORMATION	#2	OCCUPATION:						
Ξ		MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHOOL?				
OLE		Yes □ No □	Yes □ No □	Yes □ No □				
SEH		RELATIONSHIP TO HEAD OF HOUSEHOLD:						
<u>0</u>	Household Me			T				
		LEGAL NAME		DATE OF BIRTH				
		First Middle Last		Month Day Year				
	HOUSEHOLD	EMAIL ADDRESS:		CELL NUMBER:				
	MEMBER	CLLL INUIVIDEN.						
	#3	OCCUPATION:						
				IN SCHOOL?				
		Yes No	Yes 🗆 No 🗆	Yes □ No □				
		RELATIONSHIP TO HEAD OF HOUSEHOLD:						



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

	LEGAL NAME				DATE O	F BIRTH		
HOUSEHOLD	First	Middle	Last		Month	Day	Year	
HOUSEHOLD MEMBER	EMAIL ADDRESS:				CELL NU	IMBER:		
#4	OCCUPATION:							
	MARRIED OR DOI	MESTIC PARTNE	RED?	DEPENDENT?	IN SCHO	OCL?		
	Yes □ No □			Yes □ No □	Yes □	No □		
	RELATIONSHIP TO HEAD OF HOUSEHOLD:							
Household Me	ember 5							
	LEGAL NAME				DATE O	F BIRTH		
	First	Middle	Last		Month	Day	Year	
HOUSEHOLD MEMBER	EMAIL ADDRESS:				CELL NU	IMBER:		
#5	OCCUPATION:				L			
	MARRIED OR DOI	MESTIC PARTNE	RED?	DEPENDENT?	IN SCHO	OL?		
	Yes □ No □			Yes □ No □	Yes □	No 🗆		
	RELATIONSHIP TO	HEAD OF HOU	SEHO	.D:				
Household Me	ember 6							
	LEGAL NAME				DATE O	F BIRTH		
	First	Middle	Last		Month	Day	Year	
HOUSEHOLD MEMBER	EMAIL ADDRESS:				CELL NU	MBER:		
#6	OCCUPATION:							
	MARRIED OR DOI	MESTIC PARTNE	RED?	DEPENDENT?	IN SCHO	OCL?		
	Yes \square No \square			Yes \square No \square	Yes □	No \square		
	RELATIONSHIP TO	HEAD OF HOU	SEHOI	.D:				
(If you need to	add more househo	old members, ple	ease a	•			n)	
				Total	Household	l Síze		



HOUSEHOLD ASSETS – NON RETIREMENT

Mayor's Office of Housing and Community Development

City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

"HH#" = Using the first two pages, enter the number for the corresponding Household Member

НН#	Type of Income Received		Employer Name & Occupation or Title	Employer Address	Start Date	End Date	Gross Annual Income
	☐ Self-Employment ☐ Socia	rement/Pension al Security lic Assistance er text.					\$
	☐ Employment ☐ Retire ☐ Self-Employment ☐ Socia	rement/Pension al Security lic Assistance					\$
	☐ Employment ☐ Retire ☐ Self-Employment ☐ Socia	rement/Pension al Security lic Assistance					\$
	☐ Self-Employment ☐ Socia	rement/Pension al Security lic Assistance er text.					\$
	☐ Self-Employment ☐ Socia	rement/Pension al Security lic Assistance er text.					\$
	☐ Self-Employment ☐ Socia☐ Unemployment ☐ Public	rement/Pension al Security lic Assistance er text.					\$
		lic Assistance		TOTAL GR	ROSS ANNUA	AL INCOME	\$

INCOME FROM LIQUID ASSETS

Important: You must list every cash account that shows a household member as an account holder including joint accounts, custodial accounts for minors, and other accounts on which a household member's name appears. Liquid asset accounts include, but are not limited to, checking and savings accounts, Certificates of Deposit, Mutual Funds, stocks, bonds, trust funds, limited liability investments, and any other account in which money is saved. If money is not saved in an institution (e.g. it is saved at home), applicants must list this amount, as well. Do not include material assets such as cars or boats. Failure to list all accounts will disqualify your household. Attach additional sheets if necessary.

"HH #" = Using the first two pages, enter the number for the corresponding Household Member

HH #	Name of Institution (bank name, etc.)	Last 4 Digits of Account Number	Type of Asset (e.g: bank account, savings account, CD, mutual fund, trust fund, gift, etc.)	Current Cash Value of Asset
				\$
				\$
				\$
				\$
				\$
				\$
	Total	\$		



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

THE FOLLOWING QUESTIONS APPLY TO ALL HOUSEHOLD MEMBERS:

	1.	1. What is the household's total current rent amount? If "0", please explain:							
	2.	From the asset accordist Name of Institution							
	3.	From the asset accounts listed on page 3, which account do you pay your utilities from? (list Name of Institution plus the last 4 digits of the account number)							
	4.	Does any household member receive income from the ownership of a business entity, commercial property, or vacant land? If yes, how much per month:							
ноизеного disclosures	5.	Has any household member appeared on title for a residential housing unit in the past 3 years from the date of this application? If yes, enter name(s): Property Address: City and State: County:							
	6.	or any other form of information.	f housing subsidy/ass	• • • • • • • • • • • • • • • • • • • •	□ Yes □ No				
		Frequency: Amount:	(☐ Deposit only f this assistance is temporary, please provide the expiration date:					



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

HOUSEHOLD CERTIFICATION AND SIGNATURES

"HH#" = Household Member Number

All statements made in this application are true and made for the purpose of applying for an Inclusionary Affordable Housing Program Below Market Rate unit, through the City and County of San Francisco ("City"). Verification may be obtained from any source named in this application. I/we fully understand the City may terminate my/our participation in the Program at any time if it finds that I/we have knowingly provided false, misleading or inaccurate information and documents or withheld information or documents. In such case, I/we understand that I/we may be prohibited from participating in the Program for a minimum of one (1) year, or a longer period of time in the City's sole discretion. For purposes of this Certification, "knowingly" means that an applicant, with respect to any information provided to MOHCD, does any of the following: (1) Has actual knowledge of the information; (2) Acts in deliberate ignorance of the truth or falsity of the information; (3) Acts in reckless disregard of the truth or falsity of the information. Proof of specific intent is not required and reliance on my/our information by MOHCD is also not required. If the City cannot verify a housing lottery preference that you have claimed, you will not receive the preference but will not be otherwise penalized.

The information on this form will be used to determine income eligibility. I/we have listed all persons in my/our household. I/we have provided each household member's acceptable verification of current annual income. I/we have also disclosed ALL assets held by each person listed on the application, and have provided documentation thereof. Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud.

Public Records Act: The City is subject to the requirements of the California Public Records Act, Government Code Section 6250, et seq. The Public Records Act provides that virtually all documents held or used by the City in the course of conducting the public's business are public records which the City, subject to certain limited exemptions, must make available for inspection and copying by the public. All information provided by the applicant(s) which is covered by this ordinance (as it may be amended) will be made available to the public upon appropriate request. MOHCD will not disclose personal sensitive information including dates of birth, social security numbers and bank account numbers.

I/We understand and authorize the Mayor's Office of Housing and Community Development, its participating nonprofit housing counseling agencies, HomeownershipSF, alternate contacts designated on the lottery application, and the project's leasing agent or representative to exchange documentation and information provided as part of my/our application.

Must be signed by all applicants 18 years or older.

1 Applicant's Signature Applicant's Printed Name

2 Applicant's Signature Applicant's Printed Name Date 3 Applicant's Signature Applicant's Printed Name Date 4 Applicant's Signature Applicant's Printed Name Date 5 Applicant's Signature Applicant's Printed Name Date

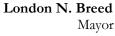




6

Date

City and County of San Francisco



Mayor



SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM **APPLICATION FORM**

Eric D. Shaw Director

	R RENTAL PROGRAM DOCUMENTATION CHECKLIST g documentation is due for each household member who is 18 years old or older.			
Item	Description (check at least one box per item)			
1. Application	Completed, signed and dated San Francisco BMR Rental Housing Program Application (this form) (one for the entire household)			
2. Tax Information Year 1	Signed and Dated copies of last 2 years of Federal Income Tax Returns (IRS Form 1040 or 1040EZ or 1040A form ONLY) Include ALL schedules and attachments required by the IRS Include ALL W-2s, 1099 form(s), etc PLEASE NOTE: WE DO NOT ACCEPT TAX TRANSCRIPTS IN LIEU OF TAX RETURNS			
Year 2 Year 3	☐ If you did not file a recent Federal Income Tax form, complete the attached Income Tax Declaration and submit with supporting documents as specified in the form.			
TW-2	If you are applying between February 1st and April 15th, submit the most recent Federal Income Tax Form filed and W-2 form(s) for the year you are about to file.			
a. Berefoller	☐ Copies of the 3 most recent and consecutive paystubs and/or income statements.			
3. Proof of Income	☐ Most recent benefits or award letter stating your income.			
\$ Paystub 1 \$ Paystub 2	If you are Self-Employed, complete the attached Self-employed Declaration form and attach your Year to Date Profit and Loss statement plus the past 3 years of federal income tax returns.			
Paystub 3	If you are Unemployed and have ZERO income, complete the attached Unemployment Declaration			
4. Bank Statements Statement 1 Statement 2 Statement 3	Copies of 3 most recent and consecutive bank or asset statements from ALL bank or other liquid asset accounts listed on page 3 of this application. Must be official statements. Please include All pages. If you have deposits totaling \$500 or more in one month, complete the Explanation of Deposits Declaration. Please attach any supporting documentation and do NOT include deposits from verifiable income.			
5. Housing Assistance	If you receive a subsidy or have a housing voucher, submit most recent document stating eligibility for housing assistance voucher or subsidy			
6. Demographic Information	Please help ensure we are meeting our goal to serve all people. This optional form is to be filled out by each adult over the age of 18 in the household.			



City and County of San Francisco

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INCOME TAX DECLARATION

If you were not required by law to file Federal Income Tax returns, complete this form. I/We (enter name(s) here) hereby certify that I/we was/were not required by law to file a Federal Income Tax Return for the following year(s) for the reason(s) below: Please note you may be asked to fill out the Federal form 4506-T, the Request for Transcript of Tax **Return from the Internal Revenue Service.** By signing below, I/(we) certify, under penalty of perjury, that the information presented in this Declaration is true and accurate to the best of my knowledge and belief. I further understand that providing false representations herein constitutes an act of fraud. I/(We) acknowledge and understand that this declaration will be used to determine my/(our) household's initial or recertification income and asset eligibility for a restricted MOHCD BMR unit. Dated: _____ Signature of Applicant Dated: _____ Signature of Applicant



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

SELF-EMPLOYED DECLARATION

If you are self-employed, complete this form.

I (name here)
am currently self-employed. Attached to this declaration is my Year-To-Date Profit and Loss
Statement which is a true and accurate reflection of my income.
I have been self-employed since (month and year):
This declaration must be accompanied by a signed and dated Year-To-Date Profit and Loss Statement. The Profit and Loss Statement must be modeled on Schedule C of the most currently available federal income tax form. If you need help creating a Profit and Loss Statement, please contact HomeownershipSF for application assistance at 415.202.5464 or at info@homeownershipsf.org .
By signing below, I certify, under penalty of perjury, that the information presented in this Declaration n true and accurate to the best of my knowledge and belief. I further understand that providing fals representations herein constitutes an act of fraud. I acknowledge and understand that this declaration we be used to determine my household's initial or recertification income and asset eligibility for a restricted MOHCD BMR unit.
Dated:
Signature of Applicant



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

UNEMPLOYMENT DECLARATION

If you are currently unemployed or do not work, complete this form.

This Declaration is to be sign employment income.	ned by each household	d member 18 years of age and older	with no
I (name here) am not presently employed unemployment benefits as	•	receiving any income. I am NOT eligilype of compensation.	ole to apply for
Please read carefully and co	mplete all statements th	hat apply:	
☐ I am not presently 6 (12) months.	mployed and do not an	iticipate becoming employed within th	ne next twelve
		king employment. Based on my pastn \$ yearly.	work experience,
Please atta		oloyment opportunity soon. nts, such as a job offer letter or cont ne if available.	ract for future
Please prov	ride the following inforr	mation.	
Expected	Start Date		
Hourly Ra			
Number o	f hours per week		
Annual Sa	ary		
and accurate to the best representations herein con	t of my knowledge a stitutes an act of fraud.	, that the information presented in th and belief. I further understand t . I acknowledge and understand that ecertification income and asset eligib	hat providing false this declaration will
Dated:		Signature of Applicant	
		Signature of Applicant	



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

EXPLANATION OF DEPOSITS DECLARATION

Please use this form to explain deposits (other than your regular income) if the deposits total more than \$500 in one month.

DATE OF DEPOSIT	AMOUNT OF DEPOSIT	BANK NAME & LAST 4 DIGITS OF ACCOUNT #	EXPLANATION/SOURCE OF DEPOSIT:
12/12/2020	\$565	Chase – 0101	Federal Tax Refund



City and County of San Francisco

SAN FRANCISCO BELOW MARKET RATE (BMR) RENTAL HOUSING PROGRAM APPLICATION FORM

Help us ensure we are meeting our goal to serve all people

These questions are OPTIONAL and will <u>not</u> affect your eligibility for housing in any way. Your individual answers are kept completely confidential and used only for statistical purposes.

Which primary language is spoke at home? ☐ Chinese – Cantonese ☐ Chinese – Manda ☐ Russian ☐ Spanish				Filipino Other Language Spoken at Home
☐ Ne	lid you hear about this listing? ewspaper			Flyer Email Alert Other
нн #	Race and Ethnicity (Please use the key below to describe each adult household member)	What is yo (Choose one to current gende	that best describes your	How do you describe your sexual orientation or sexual identity?
1		Female Male Not listed Genderqu	☐ Trans Female ☐ Trans Male neer/Gender Non-binary	☐ Bisexual ☐ Gay/ Lesbian/Same- Gender Loving ☐ Straight/ Heterosexual ☐ Questioning/Unsure ☐ Not listed
		Female Male Not listed Genderqu	☐ Trans Female ☐ Trans Male seer/Gender Non-binary	☐ Bisexual ☐ Gay/ Lesbian/Same- Gender Loving ☐ Straight/ Heterosexual ☐ Questioning/Unsure ☐ Not listed
			eer/Gender Non-binary	☐ Bisexual ☐ Gay/ Lesbian/Same- Gender Loving ☐ Straight/ Heterosexual ☐ Questioning/Unsure ☐ Not listed
		Female Male Not Listed Genderqu	☐ Trans Female ☐ Trans Male I Ieer/Gender Non-binary	☐ Bisexual ☐ Gay/ Lesbian/Same- Gender Loving ☐ Straight/ Heterosexual ☐ Questioning/Unsure ☐ Not listed
A1. Asi A2. Asi A3. Asi A4. Asi A5. Asi A6. Asi A7. Asi A9. Asi B1. Bla B2. Bla B3. Bla B4. Bla	est describes your race and ethnicity? (select all that apply) an - Chinese an - Filipino an - Japanese an - Korean an - Mongolian an - Central Asian an - South Asian an - Southeast Asian an - Other Asian ck - African ck - African ck - African American ck - Caribbean, Central American, South American or Mexicar ck - Other Black genous - American Indian/Native American genous - from Mexico, the Caribbean, Central America or Sou	1	L1. Latino - Caribbean L2. Latino - Central American L3. Latino - Mexican L4. Latino - South American L5. Latino - Other Latino M1. Middle Eastern/West As M2. Middle Eastern/West As or North African P1. Pacific Islander - Chamori P2. Pacific Islander - Native H P3. Pacific Islander - Samoan P4. Pacific Islander - Other Pa	iian or North African - North African iian or North African - West Asian iian or North African - Other Middle Eastern ro lawaiian
	genous - from Mexico, the Caribbean, Central America or Sou genous - Other Indigenous	ith America	W1. White - European W2. White - Other White	

