City and County of San Francisco



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

London N. Breed

Mayor

Daniel Adams
Director

YOUR NAME			PRIMARY NUMBER
First Name	Middle Name	Last Name	Phone Number
YOUR CURRENT ADDRESS If you are homeless, provide		an address close to where yo	u stay.
YOUR RESIDENCE ADDRI We cannot accept a PO box he		YOUR MAILING ADDRE	
Street No. Street Name	Street Type Unit	Street No. Street Name	Street Type Unit
City	State Zip Code	City	State Zip Code
Street No. Street Name	ast Name Street Type \lambda		mail State Zip Code
Street No. Street Name	Street Type U	Jnit City	State Zip Code
HOW DO YOU KNOW THIS	S PERSON?		
Family Member	Friend Other		
Social Worker or Housi	ing Counselor NAME OF A	GENCY:	
IS ANYONE IN YOUR HOU  ☐ Yes ☐ No	SEHOLD A VETERAN?		
TERMS			
information that you provide required supporting docume listing. Completing this appli	will be verified and your elig nts. For more information, pl cation does not entitle you t	t come, first-served basis untigibility confirmed. Please fill of lease contact the developer of to housing or indicate you are Resident Selection Criteria.	ut the application and provider leasing agent posted in the eligible for housing; all
I declare that the foregoing is made on this application will		nowledge that any misstateme	ent fraudulently or negligently
SIGNATURE	PRINTED NAM	E	DATE



City and County of San Francisco



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

London N. Breed Mayor

Daniel Adams
Director

If you need help filling this form out, please contact HomeownershipSF.

Call 415.202.5464 or email at <a href="mailto:info@homeownershipsf.org">info@homeownershipsf.org</a>

\*\*\*BMR applications must be submitted with all required attachments\*\*\*

AY'S DATE:							
MR UNIT ADDF	ESS	Please e	nter one:				
		Unit #					
eet No. Street N	ame Street Type Zip Code		red Size edrooms				
Primary App	licant/ Head of Household (Household Me	ember 1)					
HOUSEHOL	LEGAL NAME		DATE OF BIRTH				
HOUSEHOL MEMBER	First Middle Last		Month Day	Year			
#1	EMAIL ADDRESS:		CELL NUMBER:				
Primary	OCCUPATION:						
Applicant	MARRIED OR DOMESTIC PARTNERED? Yes □ No □	<b>DEPENDENT?</b> Yes □ No □	IN SCHOOL? Yes □ No □				
Household I	Household Member 2						
	LEGAL NAME		DATE OF BIRTH				
HOUSEHOL	First Middle Last		Month Day	Year			
HOUSEHOL MEMBER	EMAIL ADDRESS:		CELL NUMBER:				
#2	OCCUPATION:		•				
	MARRIED OR DOMESTIC PARTNERED? Yes □ No □	<b>DEPENDENT?</b> Yes □ No □	IN SCHOOL? Yes □ No □				
	RELATIONSHIP TO HEAD OF HOUSEHOL	D:					
Household I	Member 3 LEGAL NAME		DATE OF BIRTH				
	LEGAL NAIVIE		DATE OF BIRTH				
HOUSEHOL	First Middle Last		Month Day	Year			
MEMBER	EMAIL ADDRESS:	EMAIL ADDRESS:					
#3	OCCUPATION:		•				
	MARRIED OR DOMESTIC PARTNERED?		IN SCHOOL?				
	Yes No RELATIONSHIP TO HEAD OF HOUSEHOL	Yes \( \text{No } \( \text{D} \)	Yes □ No □	Yes  No			
	MELATIONSHIP TO HEAD OF HOUSEHOL	. <b>.</b> .					



City and County of San Francisco

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

	LEGAL NAME		DATE OF	ВІКІН						
HOUSEHOLD	First Middle Last		Month	Day	Year					
HOUSEHOLD - MEMBER	EMAIL ADDRESS:		CELL NUI	MBER:						
#4	OCCUPATION:									
	MARRIED OR DOMESTIC PARTNERED?		IN SCHO	OL?						
	Yes □ No □	Yes □ No □	Yes □	No 🗆						
	RELATIONSHIP TO HEAD OF HOUSEHOL	D:								
Household Me	ember 5									
	LEGAL NAME		DATE OF BIRTH							
				_						
HOUSEHOLD	First Middle Last		Month	Day	Year					
MEMBER	EMAIL ADDRESS:		CELL NUI	MBER:						
#5	OCCUPATION:		-							
	MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHO	OL?						
	Yes □ No □	Yes $\square$ No $\square$	Yes □	No 🗆						
	RELATIONSHIP TO HEAD OF HOUSEHOLD:									
Household Me	Member 6									
	LEGAL NAME		DATE OF	BIRTH						
	· · · · · · · · · · · · · · · · · · ·									
HOUSEHOLD	First Middle Last		Month	Day	Year					
MEMBER	EMAIL ADDRESS:		CELL NUMBER:							
#6	OCCUPATION:									
	MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHO	OL?						
	Yes □ No □	Yes $\square$ No $\square$	Yes □	No 🗆						
	RELATIONSHIP TO HEAD OF HOUSEHOL	D:								
· · · · · · · · · · · · · · · · · · ·										
(If you need to	add more household members, please at	tach a separate she	et to this ap	plication	)					
		Total	Household	Sizo [						



# 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

☐ Employment ☐ Ret		Occupation or Title	Employer Address	Start Date	End Date	Gross Annual Income
, ,	tirement/Pension cial Security blic Assistance ter text.					\$
☐ Self-Employment ☐ Soc ☐ Unemployment ☐ Pul	cial Security blic Assistance					\$
☐ Self-Employment ☐ Soc ☐ Unemployment ☐ Pul	cial Security blic Assistance					\$
☐ Employment ☐ Ref ☐ Self-Employment ☐ Soo ☐ Unemployment ☐ Pul	tirement/Pension cial Security blic Assistance					\$
☐ Employment ☐ Ref ☐ Self-Employment ☐ Soo ☐ Unemployment ☐ Pul	tirement/Pension cial Security blic Assistance					\$
☐ Employment ☐ Ret ☐ Self-Employment ☐ Soo ☐ Unemployment ☐ Pul	tirement/Pension cial Security blic Assistance					\$
	Employment	Employment	Employment	Employment	Employment	Employment

### **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.		old's total <b>current</b> ren	nt amount?	\$ per month			
	2.			3, which account do you pay your rent from? of the account number)				
	3.		rom the asset accounts listed on page 3, which account do you pay your utilities rom? (list Name of Institution plus the last 4 digits of the account number)					
	4.	commercial propert	ty, or vacant land?	ome from the ownership of a business entity,	☐ Yes ☐ No			
HOUSEHOLD DISCLOSURES	5.	past 3 years from the lif yes, enter name(s). Property Address: City and State:	n title for a residential housing unit in the ation?	□ Yes □ No				
	6.	or any other form of information.	of housing subsidy/as	, , , , , , , , , , , , , , , , , , , ,	□ Yes □ No			
		Frequency:	☐ Monthly	☐ Deposit only				
		Amount:	•	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**

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. 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 strives to protect your personally identifiable information (PII) from loss, theft, misuse and unauthorized access and disclosure. PII includes your name, address, birthdate, race and ethnicity, gender, sexual orientation/identity, and household size and income. Also, PII is never included in reports, public documents or public websites, and can only be seen by authorized persons when it's necessary.

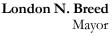
I/We understand and authorize the Mayor's Office of Housing and Community Development, its participating nonprofit housing counseling agencies, HomeownershipSF, alternate contacts designated on the lottery application, and the project's leasing agent or representative to exchange documentation and information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

### Must be signed by all applicants 18 years or older.

"HH#" = Household Member Number 1 Applicant's Signature Applicant's Printed Name Date 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 Applicant's Signature Applicant's Printed Name Date

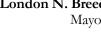


City and County of San Francisco



**Daniel Adams** 

Director





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

BMR RENTAL PROGRAM DOCUMENTATION CHECKLIST The following documentation is due for each household member who is 18 years old or older. **Item Description** (check at least one box per item) **Application** Completed, signed and dated San Francisco BMR Rental Housing Program Application (this form) (one for the entire household) Signed and Dated copies of last 1 year of Federal Income Tax Returns (IRS Form 1040) or 1040EZ or 1040A form ONLY) 2. Tax Information Include ALL schedules and attachments required by the IRS Include ALL W-2s, 1099 form(s), etc.... Year 1 PLEASE NOTE: WE DO NOT ACCEPT TAX TRANSCRIPTS IN LIEU OF TAX RETURNS 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. 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. Copies of the 2 most recent and consecutive paystubs and/or income statements. 3. Proof of Income Most recent benefits or award letter stating your income. \$ Paystub 1 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 2 П Paystub 2 vears of federal income tax returns. If you are Unemployed and have ZERO income, complete the attached Unemployment Declaration П Copies of 2 most recent and consecutive bank or asset statements from ALL bank or **Bank Statements** other liquid asset accounts listed on page 3 of this application. Must be official Statement 1 statements. Please include All pages. Statement 2 **Housing Assistance** If you receive a subsidy or have a housing voucher, submit most recent document stating eligibility for housing assistance voucher or subsidy **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

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

### **INCOME TAX DECLARATION**

Signature of Applicant

Signature of Applicant



Dated:

Dated: \_\_\_\_\_

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 Statemen The Profit and Loss Statement must be modeled on Schedule C of the most currently available feder 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 <a href="mailto:info@homeownershipsf.org">info@homeownershipsf.org</a> .	
By signing below, I certify, under penalty of perjury, that the information presented in this Declaration true and accurate to the best of my knowledge and belief. I further understand that providing representations herein constitutes an act of fraud. I acknowledge and understand that this declaration be used to determine my household's initial or recertification income and asset eligibility for a rest MOHCD BMR unit.	false on will
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.

	•	member 18 years of age and older with no
employment in	come.	
•	·	receiving any income. I am <b>NOT</b> eligible to apply for ype of compensation.
Please read care	efully and complete all statements th	at apply:
☐ I am not (12) mo		icipate becoming employed within the next twelve
	t presently employed, but I am seek nd income history, I expect to ear	ing employment. Based on my past work experience, n \$ yearly.
*	t working, but will begin a new emp Please attach supporting documen employment and anticipated incon Please provide the following inform Expected Start Date Hourly Rate Number of hours per week Annual Salary	ts, such as a job offer letter or contract for future ne if available.
and accurate representations	to the best of my knowledge as sherein constitutes an act of fraud. ermine my household's initial or re	that the information presented in this Declaration is true nd belief. I further understand that providing false I acknowledge and understand that this declaration will certification income and asset eligibility for a restricted
Dated:		 Signature of Applicant
		Signature of Applicant



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.

Ch Ch	n primary language is spoke at home?  inese – Cantonese		_	Filipino Other Language Spoken at Home
☐ Ne	did you hear about this listing? ewspaper		. =	Flyer
НН #	Race and Ethnicity (Please use the key below to describe each adult household member)	current gende	that best describes your er identity)	How do you describe your sexual orientation or sexual identity?
1			ueer/Gender Non-binary	☐ Bisexual ☐ Gay/ Lesbian/Same- Gender Loving ☐ Straight/ Heterosexual ☐ Questioning/Unsure ☐ Not listed
		Female Male Not listed Genderqu	☐ Trans Female ☐ Trans Male  ueer/Gender Non-binary	☐ Bisexual ☐ Gay/ Lesbian/Same- Gender Loving ☐ Straight/ Heterosexual ☐ Questioning/Unsure ☐ Not listed
		Female Male Not listed Genderqu	☐ Trans Female ☐ Trans Male ueer/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	est describes your race and ethnicity? (select all that apply) ian - Chinese ian - Filipino ian - Japanese ian - Korean ian - Mongolian		L1. Latino - Caribbean L2. Latino - Central American L3. Latino - Mexican L4. Latino - South American L5. Latino - Other Latino	
A6. Asian - Central Asian A7. Asian - South Asian A8. Asian - Southeast Asian A9. Asian - Other Asian			M2. Middle Eastern/West As	ian or North African - North African ian or North African - West Asian ian or North African - Other Middle Eastern
B2. Bla B3. Bla B4. Bla	ack - African ack - African American ack - Caribbean, Central American, South American or Mexican ack - Other Black	ı	P1. Pacific Islander - Chamorr P2. Pacific Islander - Native Ha P3. Pacific Islander - Samoan P4. Pacific Islander - Other Pa	awaiian
I2. Indi	igenous - American Indian/Native American igenous - from Mexico, the Caribbean, Central America or Sout igenous - Other Indigenous	th America	W1. White - European W2. White - Other White	

