Opportunity Drawing Notification – Indexes 404, 408, 409, 449
City of Alameda
Program Type: Rental Housing
Development: Alta Star Harbor Apartments

Property Address: 1501 Buena Vista Avenue, Alameda, CA 94501

OD	Construction # Number	Unit Number	Bedroom(s) / Bathroom(s)	Approx. Square Footage	Floor Level	Monthly Rent*	Holding Deposit	Total Security Deposit
404	2251	2240	Studio, 1 Bath	540	2	$2,645	$500	$500
408	1101	1150	1 Bed, 1 Bath	792	1	$3,025	$500	$750
408	1201	1250	1 Bed, 1 Bath	792	2	$3,025	$500	$750
408	1222	1203	1 Bed, 1 Bath	792	2	$3,025	$500	$750
408	2216	2205	1 Bed, 1 Bath	792	2	$3,025	$500	$750
408	2225	2260	1 Bed, 1 Bath	792	2	$3,025	$500	$750
408	2242	2233	1 Bed, 1 Bath	795	2	$3,025	$500	$750
408	2440	2431	1 Bed, 1 Bath	858	5	$3,025	$500	$750
408	3110	3102	1 Bed, 1 Bath	792	1	$3,025	$500	$750
408	3206	3206	1 Bed, 1 Bath	792	2	$3,025	$500	$750
408	3227	3226	1 Bed, 1 Bath	795	2	$3,025	$500	$750
408	3239	3238	1 Bed, 1 Bath	795	2	$3,025	$500	$750
408	3333	3332	1 Bed, 1 Bath	683	3	$3,025	$500	$750
408	3431	3430	1 Bed, 1 Bath	858	4	$3,025	$500	$750
408	3434	3435	1 Bed, 1 Bath	858	4	$3,025	$500	$750
408	3529	3528	1 Bed, 1 Bath	795	5	$3,025	$500	$750
408	3530	3531	1 Bed, 1 Bath	858	5	$3,025	$500	$750
408	4121	4102	1 Bed, 1 Bath	792	1	$3,025	$500	$750
408	4217	4201	1 Bed, 1 Bath	792	2	$3,025	$500	$750
409	3220	3221	2 Bed, 2 Bath	1269	2	$3,775	$500	$1000
409	4241	4240	2 Bed, 2 Bath	1007	2	$3,775	$500	$1000
409	1247	1236	2 Bed, 2 Bath	1107	2	$3,775	$500	$1000
409	2353	2342	2 Bed, 2 Bath	1269	3	$3,775	$500	$1000
449	4249	4238	3 Bed, 3 Bath	1677	2	$4,188	$500	$1250

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

Occupancy Standards: These units have a minimum and maximum occupancy standards

Bedroom Count	Minimum People Required*	Maximum Number of People
Studio	1	2
1 bedroom	1	3
2 bedrooms	2	5
3 bedrooms	3	7

*If you don't meet the occupancy standards and attempt to enter the drawing, your entry will be rejected for not meeting the City's Program requirement. The City must approve a live-in aide if needed as a reasonable accommodation. A live-in aide is a member of the household, not the family, and the income of the aide is not considered in income calculations.

Maximum Income Limit: Maximum 120% AMI – Moderate Income

Alameda County HCD Income Limits Effective 5/13/2022

Maximum Income Limits	Percentage %	Household Size 1	Household Size 2	Household Size 3	Household Size 4	Household Size 5	Household Size 6	Household Size 7
Moderate	120%	$119,950	$137,100	$154,200	$171,350	$185,050	$198,750	$212,450

Minimum Gross Annual Income: Applicants must earn at least 2 times the rent.
The dollar amount may be different (or less) if using a housing voucher.

Bedroom Count	Rent	Minimum Gross Annual Income
Studio	$2,645	$63,480
1 bedroom	$3,025	$72,600
2 bedrooms	$3,775	$90,600
3 bedrooms	$4,188	$100,512

Parking Spaces: Tenants can rent parking spaces; the unit does not come with an assigned parking space.

Parking is $150/month for assigned, permitted garage parking. It is $50/month for outside, permitted parking

on a first-come, first-park basis. Guest parking would be on Buena Vista Avenue, Clement Avenue and

Entrance Road.

Elevator: Yes

Renters Insurance: It's required. Current cost $6.00/month approx.

Is Section 8 accepted or other housing assistance programs accepted? YES

Guarantors: Yes

Utilities included with the rent: none

Utilities that need to be paid by the Tenant separately: All the utilities need to be paid by the tenant separately from the rent.

Washer and Dryer: Machines provided in the unit

Other amenities: Onsite maintenance, gym, yoga, package acceptance, events, rooftop lounges, clubhouse

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.

Subletting Prohibited. Affordable rental housing units shall not be sublet. Subletting shall be grounds for immediate termination of lease and sublease, as well as eviction of any tenant and subtenant.

Application Fee for credit and background: The fee is $49.00 PER adult household member - Fees are NOT refundable.

Open House: No Open House - only showed to final candidates

Property Manager's/Leasing Agent Contact Information:

Phone Number: (341) 234-4100

HouseKeys Contact Information:
Questions: customerservice@housekeys.org Toll-Free Line: 1-877-460-KEYS (5397)
https://www.housekeys17.com/altastarharbor

==Important Dates and Deadlines==: All deadlines are based according to the Pacific Time Zone (California)

Opportunity Drawing Index #	Deadline to Enter Drawing	(Approx.) Date Drawing Results Published	File Submission Deadline
404, 408, 409, 449	03/31/2023 by 5:00 pm	04/05/2023	04/14/2023 by 5:00 pm

Opened to the public to enter the drawing: 3/10/2023

Drawing Entry Deadline: by Monday, 03/31/2023 by 5:00 PM. Enter a drawing by logging into your account at myhousekeys.com. If you don't have an account, you can create one and apply for an Application ID for the **City of Alameda Rental Program** to view and enter the drawings. Do not create multiple accounts. You may

only be in one drawing at a time. You may opt out of one and enter another; be cautious, Opt-out requests are final.

Opportunity Drawing Method:

Drawing Entries received **by the published deadline date before 5:00 PM** will be ranked according to a random drawing and the City Preference Criteria. City Preferences and Initial Ranking Numbers will be used to determine the final order (Final Ranking) in which applicants will have the opportunity to apply for the apartment rental. All households may apply.

Drawing Entries received after 5:00 PM on the published deadline date, will NOT be accepted and will be considered invalid.

City Preferences/Priorities: City Preference Form (Point based): Click HERE - make sure to review this form BEFORE applying so you can answer the questions regarding the city's preferences correctly or it may impact your ranking. This form will need to be submitted with our file.

The results will be posted at https://www.housekeys17.com/altastarharbor **approximately by 04/05/2023**

File Submission Deadline: (This is a file request) by 04/14/2023 5:00pm
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 the published deadline date. 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.**

<mark>Note: Applicants must enter the drawing AND submit a complete application file (application forms and supporting documents) on time to be considered.</mark>

Application Process

<mark>Part 1</mark> **of the Application Process:**
- Review all the information and follow the instructions found on the websites and this notice

- All those that will be listed on the lease (responsible for paying the rent) must complete the **orientation** (to register, click HERE) and pass the quiz.

- **BEFORE you enter the drawing:** Please ensure that your household profile at www.myhousekeys.com is complete and updated. Double-check that your income and household size are accurate; otherwise, it will impact your eligibility. **Occupancy Standards: These units have a minimum and maximum occupancy standard; please refer to page 1 of this notice for information.**

- **Enter one (1) opportunity drawing** at www.myhousekeys.com

- While you wait for the ranking results, please click HERE to access, complete, and gather the **program application forms, exhibits, and document checklists and upload them**.

- Exhibit E must be summited with your application file to confirm if you meet a city preference tier.
    - Exhibit E- City Preferences Form – Alta Star Harbor - Rental Program

- **A complete file must be received by Housekeys by the File Submission Deadline.** This is an official file request and it's a separate task from entering the drawing. Prepare your application forms and supporting documents and upload/**submit your COMPLETE File to the File Cabinet by the File Submission Deadline** previously mentioned. If you have problems downloading the forms, please contact customerservice@housekeys.org immediately. Toll-Free Line: 1-877-460-KEYS (5397). **File Submission options are listed on this form.**

PART 2 BELOW STARTS AFTER THE DRAWING

Part 2 of the Application Process:

- After the Opportunity Drawing is held, HouseKeys will publish the ranking results on the website.

- **Tenant Screening:** AFTER the File Submission Deadline passes, the Property Managers will start contacting the applicants who submitted a complete file to HouseKeys (by ranking order) to complete the credit and background checks (aka **Tenant Screening**) and move down the list.

    - You will need to complete the tenant screening for all the adult members of your household (credit, background, etc.) by the Property Manager/Leasing agent. Fees are not refundable.

- **Program Eligibility Screening:** HouseKeys will start contacting the applicants based on the top-ranking numbers first (who submitted a complete file by the File Submission Deadline **and** passed the Tenant Screening) and move down the list until an eligible tenant is identified.

File Submission Options:

- **Upload using FILE CABINET:** We will give you access to upload your documents under your MyHouseKeys account under profiles. The documents you upload need to be **in PDF format ONLY**, with **no screenshots or pictures.**
  Instructions: log into your profile (MyHouseKeys acct) Click on Menu, select FILE CABINET, drag, and drop your documents, and click upload in **PDF FORMAT ONLY**. All documents must be uploaded and submitted by the deadline.

- **By Mail (with tracking number): ATTN: HOUSEKEYS - 409 Tenant Station #495 – Morgan Hill CA 95037** We recommend you use a service that can deliver and track your package (USPS, FED EX, UPS, Etc.). **Caution:** We will use the date and time that it was received at this location, not the date you sent the package. **We will not be able to return original documents; please send single-sided copies. Call us to give us the tracking number as soon as you send it otherwise, we will not know you sent it.**
    Questions: customerservice@housekeys.org **Toll-Free Line: 1-877-460-KEYS (5397)**

If you <u>do not</u> submit a complete file by the "file submission deadline" mentioned, you will be skipped.

The information on all the forms and the documentation must be current as indicated on the Program Document checklists for this specific opportunity and dated 15-30 days of Drawing entry. If you are not ready or your file is incomplete, your file will be closed and the next complete file on the list will be reviewed.

Note: Applicants must obtain two (2) approval letters; one from the Property Manager demonstrating the household passed the <u>tenant screening</u> (e.g., credit, background checks, etc.) for the property and the second from HouseKeys passing the <u>Program's eligibility criteria</u>.

A file cannot be selected to be processed by HouseKeys unless the applicant can demonstrate they have property management approval (tenant screening).

This form is a summary of the process and does not contain all the steps or qualification criteria.

Websites You Need to Know

Below is a table that lists the location of information per website

http://www.housekeys17.com/ https://www.housekeys17.com/altastarharbor	https://www.myhousekeys.com/
Information Listed on Website Above	**Information Listed on Website Above**
Orientation and FAQ Session Registration	Register to open an account, obtain a password, reset password • Please do not use multiple emails to set up more than one account, you may be disqualified
Property Pictures and Amenities (if available, find them under the rental opportunities tab)	Complete and update your Household Profile (add members, income, household size, etc.)
Application Forms and Document Checklist are needed for your File. These forms are separate from completing your MyHouseKeys profiles. Please print, fill out and submit by the deadline	Obtain an Application ID to enter Drawings (unless you already have one)
Guidelines and Process	View Opportunities and Property Information
Ranking Results (look under the rental opportunities tab)	Enter Drawings
Quiz (if online orientation is an option)	Opt-Out of Drawings
Announcements and deadlines	Submit your complete file to "FILE Cabinet"
Opportunity Drawing Notice	Announcements and deadlines
Other information	Other Information

Questions: customerservice@housekeys.org **Toll-Free Line: 1-877-460-KEYS (5397)**

-------------------- Office Notes------------------

Date Drawing Opportunity Notification was published: 03/10/2023