



Opportunity Drawing Notification – Drawing #530
City of Alameda
Program Type – Rental
Development: Alta Star Harbor

Property Address: 1501 Buena Vista Avenue

Index # / Unit specs

OD	Construction #	Unit #	Bed / Bath	Approx. Sq. Ft.	Floor Level	Monthly Rent*	Holding Deposit**	Total Security Deposit
530	2251	2240	Studio, 1 Bath	540	2	\$1,568	\$500	\$500
530	1101	1150	1 Bed, 1 Bath	792	1	\$2,186	\$500	\$750
530	1201	1250	1 Bed, 1 Bath	792	2	\$2,186	\$500	\$750
530	1222	1203	1 Bed, 1 Bath	792	2	\$2,186	\$500	\$750
530	2216	2205	1 Bed, 1 Bath	792	2	\$2,186	\$500	\$750
530	2225	2260	1 Bed, 1 Bath	792	2	\$2,186	\$500	\$750
530	2242	2233	1 Bed, 1 Bath	795	2	\$2,186	\$500	\$750
530	2440	2431	1 Bed, 1 Bath	858	5	\$2,186	\$500	\$750
530	3110	3102	1 Bed, 1 Bath	792	1	\$2,186	\$500	\$750
530	3206	3206	1 Bed, 1 Bath	792	2	\$2,186	\$500	\$750
530	3227	3226	1 Bed, 1 Bath	795	2	\$2,186	\$500	\$750
530	3239	3238	1 Bed, 1 Bath	795	2	\$2,186	\$500	\$750
530	3333	3332	1 Bed, 1 Bath	683	3	\$2,186	\$500	\$750
530	3431	3430	1 Bed, 1 Bath	858	4	\$2,186	\$500	\$750
530	3434	3435	1 Bed, 1 Bath	858	4	\$2,186	\$500	\$750
530	3529	3528	1 Bed, 1 Bath	795	5	\$2,186	\$500	\$750
530	3530	3531	1 Bed, 1 Bath	858	5	\$2,186	\$500	\$750
530	4121	4102	1 Bed, 1 Bath	792	1	\$2,186	\$500	\$750
530	4217	4201	1 Bed, 1 Bath	792	2	\$2,186	\$500	\$750
530	3220	3221	2 Bed, 2 Bath	1269	2	\$2,825	\$500	\$1000
530	4241	4240	2 Bed, 2 Bath	1007	2	\$2,825	\$500	\$1000
530	1247	1236	2 Bed, 2 Bath	1107	2	\$2,825	\$500	\$1000
530	2353	2342	2 Bed, 2 Bath	1269	3	\$2,825	\$500	\$1000
530	4249	4238	3 Bed, 3 Bath	1677	2	\$3,314	\$500	\$1250

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

**Holding fees will be collected after an applicant approval from the City of Alameda is received.

Occupancy Standard:

Occupancy Standards	Minimum Occupancy* (Number of People)	Maximum Occupancy (Number of People)
Studio	1	2
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	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.

Income Limit:

Source: County of Alameda [2023 HCD Income Limits 2023](#) Effective 6/6/2023, updated annually.

Minimum Income Limits: Applicants must earn 2 times the rent.

Maximum limit: See the chart below.

Income Category	Percentage of AMI	Household Size: 1	Household Size: 2	Household Size: 3	Household Size: 4	Household Size: 5	Household Size: 6	Household Size: 7
Moderate	120%	\$124,250	\$142,000	\$159,750	\$177,500	\$191,700	\$205,900	\$220,100

Drawing Release Timeline:

Release Date	Deadline to Enter Drawing	(Approx.) Date Drawing Results Published	File Submission Deadline
09/22/2023	10/16/2023 by 5pm	10/18/2023	10/23/2023 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 received by Housekeys by **5:00 PM on 10/23/2023**. Ranked applicants who miss the File Submission Deadline will not be eligible for the opportunity.

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: 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: Available on Buena Vista Avenue, Clement Avenue and Entrance Road.

Elevator: Yes

Renters Insurance: Yes, its required. Current cost is approximately \$6/month

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

Utilities included with the rent: None

Utilities that need to be paid by the Tenant separately: All utilities will need to be paid by the tenant

Washer and Dryer: Machines provided in the unit

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

Application Fee for credit and background: \$49 per adult household member, Fees are NOT refundable

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

Guarantors: Yes

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.

Property Manager's/Leasing Agent Contact Information: (341) 234-4100

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.
 - c. PLEASE NOTE - Entries dated AFTER the drawing entry deadline will not be ranked or considered eligible for the drawing.
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. PLEASE NOTE – applicants who do not submit a completed file will be considered ineligible.
 - c. 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 another ranking with city preferences applied.
 - i. To view these drawings city preferences and form Exhibit E, click [here](#).
2. Housekeys will complete an Initial File Rundown of the documents submitted to determine if preferences were met and initial review of household income eligibility.
3. HouseKeys will provide the Applicant Ranked List to the property management staff, and they will start contacting applicants based on the Final Ranked order, file submission, and Initial File Rundown.
 - a. Applicants must receive a pre-screening approval from the property staff, approval from HouseKeys, and a final approval from the City of Alameda.

- i. Once the property management staff has pre-screened an applicant (credit, background, minimum income requirements, etc.) then the applicant is sent to HouseKeys to determine program eligibility. Lastly, the applicant's file is sent to the City of Alameda for final review.
 - b. An Approved or Denied determination for the program eligibility will be then sent to the property management staff for next steps.
4. 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 - 409 Tenant Station #495, Morgan Hill, CA 95037**
 - 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](#)

Disclaimer: HouseKeys Orientations provide general information only and may be subject to change at any time without notice. HouseKeys Orientation does not constitute financial advice. You should obtain independent advice before making any financial decisions. HouseKeys Inc. does not give any warranty or representation as to the accuracy, reliability, or completeness of the information. To the extent permitted by law, HouseKeys Inc. and its employees, shall not be liable for any loss or damage arising in any way (including by way of negligence) from or in connection with any information provided or omitted or from any one acting or refraining to act in reliance on this information.

CONTACT INFORMATION:

- Email Questions: customerservice@housekeys.org
- Call Toll-Free: 1-877-460-KEYS (5397)
- Schedule an appointment for assistance [here](#).