

## **RINCON GREEN BMR RESIDENT SELECTION CRITERIA**

Thank you for your interest in applying to live at one of Emerald Fund's communities.

This Resident Selection Criteria will help you understand the guidelines used to determine eligibility for residency at Rincon Green Apartments.

Rincon Green Apartments was developed to provide safe, clean and comfortable housing at rental rates appropriate for low-income residents. One of the processes necessary to achieve these goals is to define our selection and occupancy policies for our prospective and current residents. This publication outlines occupancy requirements and procedures.

Rincon Green Apartments and Emerald Fund intend to administer these selection criteria in a fair and consistent manner and in accordance with the Fair Housing guidelines and regulations administered by DFHEO.

The processing of your application does not assure, nor does it imply, that your application is approved or that management will offer you an apartment. If your application fails to meet the Basic Program Requirements, credit and/or criminal background checks, you will be notified in writing as to why your application is being denied.

### **General Qualification Process Guidelines**

Residency is open to:

- ✚ All qualified eligible persons in accordance with The Fair Housing Act Amendments of 1988 which prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status.
- ✚ All qualified eligible persons in accordance with any State recognized protected classes.

**Rincon Green** will make "Reasonable Accommodations" to individuals whose disabilities in accordance with the Rincon Green Reasonable Accommodation Policies and Procedures, fair housing guidelines as dictated by DFHEO regulations. This includes the application process and residency period.

A person, in order to be a resident at **Rincon Green**, must be capable of fulfilling the lease requirements. This means that the applicant must be able to meet all of his/her personal needs and be able to fulfill the lease obligations with or without assistance.

### **Age Restriction**

All household members age 18 years or older and emancipated minors must sign the appropriate consent forms and comply with the verification process.

### **Application Acceptance**

Applications will be accepted from persons who are aged 18 years and older or emancipated minors.

Applicants who attest that they are emancipated minors will be required to provide management with written proof that he or she is legally emancipated. Legal proof is identified as one of the following:

1. A court order of emancipation;
2. A marriage certificate;
3. Proof of active duty military service.

Applications will be screened. When it is determined that the applicant meets the Basic Program Requirements listed below, the applicant will be invited to attend a personal interview.

In addition to providing income and asset documents, each household/applicant will be required to pay a \$35.00 application fee to cover the cost of obtaining credit report(s) and criminal background check(s) for all household members who are 18 years or older.

Third party payments for application fees will be accepted. .

### **Assets**

In accordance with the Mayor's Office of Housing Guidelines, we will apply an asset test to all applicants, including all custodial accounts held for minors.

Assets include all liquid asset accounts, including but not limited to Checking Accounts, Certificates of Deposit, Gifts, Savings Accounts and stocks.

We will not count qualified retirement income toward an applicant's asset.

10% of all assets between \$30,001 and \$130,000 will be added to the total household income; and 35% of assets above \$130,000 will be added to the total household income.

### **Causes for Rejection**

An applicant will only be rejected after consideration of the Mitigating Circumstances Policy, including but not limited to successful rent payment history over the past 36 months and The Mayor's Office of Housing BMR Renter Qualifying Criteria as noted in Qualifying Household Section noted below. The causes for rejection are further outlined in each of the sections noted below.

### **Certification Process**

If the applicant is employed, three months of consecutive paychecks must be provided. Letters from Social Security and/or Public Assistance, etc. will be accepted and used as back up documents. All verification documents, award letters, etc. cannot exceed an age of 120 days.

Upon initial occupancy, household income cannot exceed the income restriction for the respective unit size as determined by the area median income which is adjusted for household size.

Third-party income verification will be required from all sources, including, but not limited to:

- Child/Spousal/Family support;
- Disability;
- Employment;
- Government Assistance, SSI, TANIF, AFDC, GA, etc.;
- Pensions/Retirement/Annuities;
- Property, Home, Stocks, Bonds, Annuities, IRA, etc.;
- Savings and Checking;
- Social Security;
- Unemployment Benefits

Income calculations are based on the household's annual anticipated gross income for the following 12 (twelve) months. Annual gross income includes income from any and all assets.

### **Credit**

A credit reference will be required for all adult household members and emancipated minors. **Lottery winners selected for an interview will pay a credit check fee of \$35.00 to cover the cost of performing a credit and criminal background check.** Third party payment of application fee will be accepted. Credit standards are set forth below.

Applicant passes review by credit agency and/or by direct contact with banks and other financial sources. Lack of credit history in itself does not justify rejection. Past credit problems may be explained by the applicant so that credit judgment is made on current information.

Credit reports are pulled for all adult household members. Each member must meet the same requirements. Although there are some exceptions listed below in the Reasons to Overturn a Rejection upon Appeal Section, reasons for rejection of an application due to information contained on applicant's credit report include the following factors that have affected applicant's ability to pay rent in prior tenancies:

**Bankruptcy/Repossessions**

1. Any personal bankruptcy within the past thirty six months that has not been remedied;

**Charge-Offs/Collections**

1. "Charge-Off" of delinquent debt
2. Two or more credit or installment accounts that have been past due for more than 120 days within the past twelve months.
3. Unpaid collections, judgments or liens exceeding \$1,000.00, excluding medical bills and student loans;
4. Unpaid utility bills (cable, electric, gas, water/sewer and garbage) that are in the applicant's name;
5. Unpaid balance due a current or prior landlord;
6. A significant number (3) of Non Sufficient Funds (NSF) checks within the past thirty six month period;

**Evictions/Prior Landlords/ Unlawful Detainers**

1. A negative Unlawful Detainer Report indicating repeated failure to meet financial obligations in past tenant history
2. An eviction for cause

**Lawsuits**

1. Any suit pending or not remedied which is deemed to affect financial ability;  
Examples of the type of lawsuits which would fall into this category include:

- Bankruptcy That Has Not Been Discharged
- Check Fraud
- Embezzlement
- Eviction
- Welfare Fraud

**Repossessions**

1. Repossessions, excluding voluntary repossessions within the past thirty-six months except when part of a bankruptcy, divorce or legal separation;

**Tax Liens**

1. Current tax liens

**Reasons to overturn a rejection upon appeal include:**

1. Applicant lacks credit history, since lack of a credit history does not constitute negative credit.
2. Applicant can prove that a prior eviction or poor credit is the result of a divorce or the result of the applicant having been a victim of domestic violence and that it was determined in a court settlement that the applicant's spouse was solely responsible for such poor credit or eviction and such spouse will not be living with applicant at Rincon Green Apartments; or,
3. Proof of adherence to a payment plan for past due collections; or,
4. The unlawful detainer was caused by non-payment of rent and that any future rent payment be guaranteed by third party payment; or

## **Criminal**

A criminal background check will be required for all household members aged eighteen [18] years and older and emancipated minors. Criminal standards are set forth below.

Facts regarding behavior of one or more members of the household and prior conduct requiring police and/or court action will be considered.

A criminal background reference check is conducted to determine if applicants and/or members of an applicant's household have any criminal background. During the admissions screening process, Rincon Green Apartments must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided;

Applicant households will be reviewed to determine that they have not had any of the following:

1. No record of felony convictions for the Manufacture or Distribution of a Controlled Substance;
2. No record of misdemeanor drug-related convictions;
3. No record of felony conviction for Burglary/Larceny/ Robbery;
4. No record of felony or misdemeanor convictions for Burglary/ Robbery/ Larceny;
5. No record of felony conviction for Homicide/Murder;
6. No record of felony or misdemeanor conviction for Destruction of Property;
7. No record of a felony or misdemeanor conviction for Assault/Fighting/Physical Violence;
8. No record of conviction of sex crime(s) or listing on the National Sex Offender Registry;
9. No record of felony or misdemeanor convictions for Prostitution related offenses
10. No record of felony convictions for Bad Check Related Offenses
11. No record of felony or misdemeanor convictions for Crimes Against A Person
12. No record of felony convictions for Weapons Related Offenses
13. No household member has been evicted from federally-assisted or non-federally assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, Rincon Green Apartments may, but is not required to, admit the household;
14. No household member is currently engaging in illegal drug use;

In addition, the following circumstances may also be grounds for denial of an applicant:

15. Rincon Green Apartments determines that there is reasonable cause to believe that a household member's current illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.);
16. Rincon Green Apartments determines that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Applicants have an opportunity to explain all adverse references. Individuals with such records will not be admitted even if other eligible family members are admitted. Any applicant or household member who has been arrested for any of the above-described offenses will have their application suspended until the case has been legally resolved.

In the event of a single arrest where no conviction occurred or charges were later dropped (e.g. participating in a political demonstration), we will take that into consideration”.

### **Employment**

If applicant is scheduled to begin employment, but has not yet received his or her first paycheck, applicant must provide an Offer Letter from employer submitted on employer’s letterhead. This letter must include the following information:

- a) Hire Date
- b) Rate of Pay
- c) Number of Hours Worked Per Week
- d) Number of Overtime Hours Per Week
- e) Number of Shift Differential Hours Per week
- f) Bonuses Scheduled
- g) Commissions Anticipated
- h) Raises Within Next 12 Months
- i) Tips

### **Falsification of Application**

All information provided on the application will be verified. False, inaccurate or incomplete information may result in disqualification of an application. Intentionally providing false information on any part of the application is considered fraud and may result in failure of the applicant to obtain a unit, or if discovered after an applicant becomes a resident, may result in loss of the assigned housing unit. All income will be verified by management via third party verification from employers and/or other sources of income.

### **Identification**

In order for household background check to be performed, all household members age 18 and above must provide one form of identification from the list below:

- Birth Certificates- for household members under age 6
- Driver’s License
- Government Issued Photo Identification Card
- Passport
- State Identification Card
- Visa

### **Income Documentation**

Failure to provide required income documentation will result in a denial the application. Applicants must have 2.5 times the monthly rental amount. We will consider additional sources of verifiable income. These sources may include: Child Support, Family Support, Grants, GI Benefits, Disability Income, Trust Funds, Social Security, Veteran’s Benefits and Savings Accounts.

We will consider Gift/Family Support from a family member as “other” income if the family member can show proof of 12 times the amount of monthly subsidy in a bank account and complete our “Gift/Family Support Affidavit Form” (which must be notarized) for those households with incomes that fall below our minimum income requirements.

### **Income Eligibility:**

1. Minimum Income – While there is no minimum income, the intent is not to place the resident at risk of being excessively rent burdened. Person’s spending more than 50% of the household’s combined monthly income for rent may not be accepted. Exceptions may be made if the applicant(s) can satisfactorily demonstrate an ability to pay higher rent. This will require verification from the landlord or housing provider where applicant(s) paid the higher rent on a consistent basis, for a period of at least 6 consecutive months immediately prior to applying with Rincon Green.

2. California Department of Housing and Community Development (HCD) - Meets all California Department of Housing and Community Development occupancy criteria. Income is not more than 30% of median income in the area ("Very Low Income"), for the 49 BMR apartments. Income and rent computations, documentation requirements and verification procedures are explained in California Department of Housing and Community Development Manual.
3. Maximum Income - Applicant's household income limit cannot exceed the maximum income limits for the household size as set forth in the attached income eligibility chart (per the California Tax Credit Allocation Committee as stated in the **San Francisco County LIHTC Income Limit and Rents Schedule, Housing and Community Development's (California Department of Housing and Community Development) Income Limits and Rent Schedule or San Francisco City Income Limits and Rent Schedule published by the Mayor's Office of Housing (MOH), whichever of the three is most restrictive**).
4. Mayor's Office of Housing - Meets all Mayor's Office of Housing Residential Inclusionary Affordable Housing Program criteria. Income is not more than 30% of median income in the area ("Very Low Income"), for the 49 BMR apartments. Income and rent computations, documentation requirements and verification procedures are explained in the MOH Residential Inclusionary Affordable Housing Program Manual.

**Income**



Household must have a verifiable monthly income that equals at least 2.5 times the rent each month.

Household must have a verified household income which is below the Maximum Income Limits allowed by program regulations.

Bedroom Size	Minimum Monthly Household Income Required
Studio	<b>\$1375.00</b>
1	<b>\$1453.00</b>
2	<b>\$1735.00</b>

**Maximum Income:**

Applicant's household income limit cannot exceed the maximum income limits for the household size as set forth by the California Department of Housing and Urban Development and the Mayor's Office of Housing Inclusionary Housing Program **(See Below)**:

San Francisco, CA HUD Metro FMR Area		
LIHTC Income Limits for 2012 (Based on 2012 MTSP Income Limits)	Charts	30.00%
1 Person 		23,310
2 Person 		26,640
3 Person 		29,970
4 Person 		33,300
5 Person 		35,970

**Non-Homeowner Requirement**

“No member of the qualifying household must own any interest in a dwelling unit, any commercial real estate or a land upon applying to qualify for the rental of a BMR unit”.

This definition is a legal requirement and includes, among other properties, those in which an applicant’s name appears on title regardless of whether or not that interest results in a financial gain, is in another state or country, or if they have ever used the property as a primary residence.”

**Occupancy Standards**

Must be at least as many people in the household as there are bedrooms in the unit to apply. Household size must be appropriate for the unit. The size of the unit that an applicant qualifies for is dependent on the size of the household and any verifiable special needs of the household. In general, maximum occupancy is calculated as two persons per bedroom, plus one additional household member per apartment. Children under age 6 do not count towards the maximum occupancy levels. Household must meet occupancy standards. The minimum and maximum standards are as follows:

<b>Unit Size</b>	<b>Minimum Number Of Persons in Household</b>	<b>Maximum Number of Persons in Household</b>
Studio	1	2
1 Bed	1	3
2 Bed	2	5

**Pet Policy**

There are no pets allowed at Rincon Green Apartments.

**Preferences**

**A. Local Preferences**

In accordance with the City and County of San Francisco’s Residential Inclusionary Housing Affordable Housing Program policies and procedures, preference will be given in the lottery ranking process to those households as follows:

1. Applicant households that live or work in San Francisco
2. Applicant households in which one member holds a \*Certificate of Preference from the San Francisco Redevelopment Agency
3. All other applicant households.

At least one applicant in each BMR household must live or work in San Francisco in order to apply for a BMR unit per Section 315.4 of the planning code. This household member must have lived or worked in San Francisco by the application deadline.

**Primary Residence**

Household must live in unit as their primary residence within 60 days of signing lease for the unit.

**Rental History:**

The following criteria will be considered in conjunction with the Mitigating Circumstances Policy.

1. References from applicant’s current and previous landlords for a period of three years will be reviewed.
2. All applicants must have positive prior landlord references indicating ability to care for the property and pay rent on time, as well as the ability to peacefully cohabitate with other residents. A history of violent or criminal behavior may be cause for denial of application.
3. Demonstrated ability and willingness to keep lease agreements, including: pay rent on time, maintain the unit in good condition, respond to recertification requirements, cooperative occupancy habits (noise, trash, etc), no family member uses illegal drugs. This information is obtained from prior landlords, personal and credit references.

4. A landlord reference check of an applicant's rental history for the past 36 months is conducted to determine the following:
  - a) Demonstrated ability to pay rent on time and in full;
  - b) Demonstrated ability to live peacefully with others
  - c) Followed the rules and regulations of rental companies;
  - d) Kept rental unit in a manner which did not create an unsafe or unhealthy environment or pose a health danger to other residents;
  - e) Kept rental unit undamaged;
  - f) No history of receiving notices for lease violations;
  - g) Gave sufficient notice of intent to vacate;
  - h) No noise complaints;
  - i) No disturbances or illegal activities;
  - j) No unpaid Non-Sufficient Funds (NSF) checks;
  - k) No unauthorized household members
  - l) No blatant disrespectful, disruptive or antisocial behavior toward the management or staff , the property, or other applicants/residents
  - m) No sales of narcotics
  - n) No eviction for cause
  - o) No destruction or theft of property
  - p) No acts that threaten the health, safety or welfare of other residents
  
5. Section 8 Certificate Vouchers Holders are welcome to apply and must meet all other eligibility requirements for the unit. Section 8 Certificate Vouchers Holders are welcome to apply and must meet all other eligibility requirements for the unit. The rent standard for Section 8 holders will be based on the amount of rent that tenant pays under Section 8.
  
6. To protect the residents from undue rent burden which could cause rent loss or delinquency, persons spending **more than 50%** (fifty percent) of the household's combined monthly income on rent may not be accepted. This requirement may be waived if the applicant can prove that his or her current rent is at least equal to or greater than, the rent the resident would be paying at Rincon Green Apartments or if applicant is a Section 8 voucher holder. At least twelve consecutive months of rent payments immediately prior to applying at Rincon Green Apartments must be verified at such level.
  
7. Applicants who have past evictions or negative landlord references strictly for non-payment of rent, but who now have a verified payee to guarantee timely rent payment, will not be automatically declined under the eviction or rental history criterion described above. However, subject to reasonable accommodations, applicants will be declined for evictions for other causes.
  
8. In cases where applicants do not have any previous landlord, or if no previous landlord is available, staff will request personal references from someone not related to the applicant, such as a counselor or caseworker. However, lack of such references is not an automatic basis for denial.

**Retired or Unemployed Individuals**

Retired or Unemployed Individuals must supply the previous year's signed tax returns.

**Security Deposit**

Household must be able to pay a deposit equal to one month's rent.



**Seasonal Employment**

Individuals who receive income from seasonal employment will need to provide the previous years signed tax returns.

**Self-Employed Individuals**

Self-employed individuals must be able to provide last two years of signed tax returns; past, present and projected Profit and Loss Statements. Self-employed individuals must also sign a Self-Employment Affidavit which must be notarized.

**Smoke Free Building**

Rincon Green Apartments is an entirely smoke-free building.

**Student Status**

There are no student status restrictions for the property.

**Supporting Documentation**

Each household member age 18 and above must be able to provide the following supporting documentation:

- a) Past one (1) year IRS Tax Return
- b) Past one (1) year W-2
- c) Three current and consecutive pay stubs or equivalent
- d) Three (3) recent and consecutive statements from every liquid asset account and personal cash savings, including all custodial accounts held for minors
- e) Verification of San Francisco employment or residency

**Qualifying Household**

A qualifying household is one who meets the following BMR Rental Criteria per the Mayor's Office of Housing Inclusionary Housing Program:

- a) Household is income qualified.
- b) Household is a non-homeowner household.
- c) The household must live in the unit as their primary residence within 60 days of signing the lease or the unit.
- d) The household includes one member who has lived or worked in San Francisco by the application deadline for the BMR unit.
- e) The household must be of a size that is equal or greater than the number of bedrooms in the BMR unit.
- f) The household is defined in terms of financial relationships and can include any rental partnerships as long as the combined household meets the eligibility requirements.
- g) All non-dependents must appear on the lease for the unit.

### **Statement of Non-Discrimination**

It is the policy of **Rincon Green Apartments** to comply fully with 24 CFR, Part 1 Title VI of the Civil Rights Act of 1964 Title VIII and Section 3 of the Civil Rights Act of 1968 (As amended by the Community Development Act of 1994), Executive Order 11063, 24 CFR, Part 8 Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act; 24 CFR, part 100 et seq Fair Housing Amendments Act; Subpart M of 24 CFR, Part 108 Affirmative Fair Housing Marketing Plan for the property, 24 CFR Part 146 Age Discrimination Act of 1975 and any legislation protecting the individual rights of residents, applicants or staff members, which may subsequently be enacted.

**Non-discrimination and accessibility.** Rincon Green Apartments provides equal housing opportunity for all eligible persons. There is no actual or implied placement based on race, ethnic origin, religious affiliation, sexual preference or marital status. All units are specially designed for accessibility. Rincon Green Apartments will provide reasonable additional accommodation for disabled persons including permission to use assistive animals when needed.

**Rincon Green Apartments** will not discriminate because of race, color, sex, religion, age, disabled, disability, marital status, familial status or national origin in the rental of housing or in its use or occupancy. **Rincon Green Apartments** will not on account of race, color, sex, religion, age, disabled, disability, marital or familial status or national origin:

#### **Rincon Green will not:**

- 1) Deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to rent housing suitable to their needs.
- 2) Provide housing, which is different than that provided for others; subject a person to segregation or different treatment.
- 3) Restrict a person's access to any benefit enjoyed by others in connection with the housing program
- 4) Treat a person differently in determining eligibility or other requirements for admission.
- 5) Deny a person Access to the same level of services.
- 6) Deny a person the opportunity to participate in Planning or Advisory group, which is an integral part of the housing program.
- 7) Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons.
- 8) Discriminate against someone because of that person's relation to or association with another individual; or retaliate against, threaten, or act in any manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

**Rincon Green Apartments** will not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

**Rincon Green Apartments** will seek to identify and eliminate situations or procedures, which create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, Rincon Green Apartments will provide reasonable accommodation for individuals with disabilities (applicants or residents). Such accommodations may include changes in the method of administering policies, procedures or services.

### **Statement of Privacy Policy**

It is the policy of Rincon Green Apartments to guard the privacy of individuals in accordance with the Federal Privacy Act of 1994 and to ensure the protection of individual records.

Rincon Green Apartments management staff will not disclose any personal information contained in Resident records to any person or agency unless the individual about whom the information is requested has given written consent to such disclosure.

This privacy policy in no way limits the management's capacity to collect such information as it may need to determine eligibility, compute rent or determine an applicant's suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on disabled or disability will be treated in the same confidential manner.

***Rincon Green Apartments*** complies with all Federal, State and local fair housing and civil rights laws, as well as with all equal opportunity requirements.

**Rincon Green Apartments does not discriminate against prospective residents on the basis of race, color, religion, sex, national origin or ancestry, familial status, handicap or disability, marital status, sexual orientation, age, source or income, or any arbitrary basis.**

***Rincon Green Apartments*** also does not discriminate against prospective residents on the basis of their receipt of, or eligibility for, housing assistance under any Federal, State or local housing assistance program or on the basis that prospective residents have minor children. A holder of a certificate of family participation under 24 CFR Part 887 (Rental Certificate Program) or a rental voucher under 24 CFR Part 887 (Rental Voucher Program) or a holder of a comparable document evidencing participation in a HOME resident-based assistance program shall not be refused for leasing because of the status of the prospective resident as a holder of such certificate, voucher or comparable HOME resident-based assistance document.

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## **DEFINITIONS**

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### **AFFORDABLE HOUSING PROJECT**

A housing project or mixed use project, whether new construction or conversion of use, which contains units satisfying affordable housing requirements imposed by the Inclusionary Housing Ordinance, planning approvals or other use restrictions.

### **BMR RENTAL UNIT**

Below Market Rate (“BMR”) Rental Unit. A BMR unit rented and occupied by a qualifying household.

### **CITY**

The City and County of San Francisco.

### **DWELLING UNIT**

A room or suite of two or more rooms that is designed for, or is occupied, one family doing its own cooking therein and having only one kitchen.

### **GROSS INCOME**

All income from whatever source derived as provided in the Internal Revenue Code (26 USC Section 61), whether or not exempt from federal income tax. Such income includes, but is not limited to, the following:

- Alimony and separate maintenance payments
- Annuities
- Compensation for services, including fees, commissions, and similar items
- Distribution share of partnership gross income
- Dividends
- Gross income derived from business
- Gains derived from dealings in property
- Income from assets
- Income from discharge of indebtedness
- Income from an interest in an estate or trust
- Income in respect of a decedent
- Income from life insurance and endowment contracts
- Interest
- Pensions
- Public Benefits including but not limited to Cal Works, Disability, SSI and SSA Income
- Rents
- Royalties

### **HUD AREA MEDIAN INCOME**

Unadjusted income levels derived from the department of Housing and Urban Development (“HUD”) on an annual basis and used to calculate income levels of qualifying BMR households and to price BMR units.

### **IMPUTED INCOME**

Gross income plus a percentage of the value of allowable assets. Ten percent (10%) of allowable assets. Ten percent (10%) of allowable assets between thirty thousand (\$30,000) and one hundred thirty thousand (\$130,000) dollars will be added to a household’s gross income. Allowable assets over one hundred and thirty thousand (\$130,000) dollars will be added to a household’s gross income at a rate of thirty-five percent (35%)

### **INCLUSIONARY PROGRAM**

The Residential Inclusionary Affordable Housing Program.

### **INCOME TABLE**

Income information that is based on a specific federal source and geographic area.

### **MAYOR’S OFFICE OF HOUSING or “MOH”**

Mayor’s Office of Housing (“MOH”) or its successor

**MAXIMUM MONTHLY RENT**

The monthly monetary consideration paid by a qualifying household for use of the designated BMR rental unit as the household’s principal residence; it shall be determined at the time of first occupancy by a qualifying household based on either the income limit established for the percentage of median income specified in the planning approvals or other use restrictions for the BMR unit. Maximum monthly rent, together with a utility allowance in an amount determined by the San Francisco housing Authority, shall not exceed thirty (30) percent of the percentage of the income limit required by the planning approvals or other use restrictions.

The rent at first occupancy of a BMR unit shall not exceed the maximum monthly rent. Subsequent rents may be increased on each anniversary of a tenant’s occupancy of a BMR Rental Unit according to the formula set forth in Section IV (D) (7) of the Residential Inclusionary Affordable Housing Program Manual.

**MEDIAN INCOME**

The income that reflects the halfway point between all incomes for a certain-sized household based on a sample representation of the population. The income table used to determine the median income is determined by the date on which a housing development received its first site or building permit.

**QUALIFYING HOUSEHOLD**

A household that satisfies the following criteria:

Annual income at the time of initial occupancy of a BMR unit, adjusted for household size, does not exceed the percentage of median income limits specified in the planning approvals or other applicable use restrictions of the project;

The household must occupy the unit as a principal residence;

The size of the unit must be compatible with the household size, at a minimum of one person per bedroom;

**UNBUNDLED PARKING**

A parking space that is not an amenity included in the price of a residential unit.

**UTILITY ALLOWANCE**

A dollar amount established periodically by the San Francisco Housing Authority based on U.S. Department of Housing and Urban Development (HUD) standards or cost of basic utilities for households.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Agent Signature

\_\_\_\_\_  
Date