

BELOW MARKET RATE WAITING LIST APPLICATION

Community Development
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6614



Head of household information					
Applicant name:					
Today's date:			Year initial application was submitted:		
Citizenship status: <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien <input type="checkbox"/> Other: _____					
Address:					
City:		State:		Zip:	
Mailing address (if different from above):					
City:		State:		Zip:	
Home phone:			Alternate phone:		
Email:					
Applicant objective					
<input type="checkbox"/> Rent a BMR unit only (no application fees apply) <input type="checkbox"/> Purchase a BMR unit only (please include \$15.00 application fee) <input type="checkbox"/> Purchase and/or rent a BMR unit (please include \$15.00 application fee)					
Applicant's household size					
For the purposes of this program, a household is defined as a single person, or two or more persons sharing residency whose income resources are available to meet the household's needs. To be considered a household, persons must currently live together in a home that is their primary residence. To be included as members of the household, children under the age of 18 must reside in the home at least part-time, or the parent/guardian must have at least partial (50%) custody of the child/children. In determining your household size, below, include ONLY persons who currently live with you and will live with you in a BMR unit.					
1. How many adults (including yourself – the applicant), are in your household? Include children 18 years of age and older:					
2. How many children (under 18 years of age) are in your household:					
3. TOTAL (Add line 1 and 2):					
Household composition (please attach a separate sheet for additional household members). List yourself as the applicant and first family member. Use a separate line for each member.					
	Name	Relationship	Date of birth	Age	Sex
1		Head of household			
2					
3					
4					
5					
6					
7					
8					

Unit criteria

Number of bedrooms desired for which household qualifies:

1-Bedroom 2-Bedrooms 3-Bedrooms 4-Bedrooms

- Only households of 2 or more persons are eligible to purchase 2-bedroom BMR units
- Only households of 3 or more persons are eligible to purchase 3-bedroom BMR units
- Only households of 4 or more persons are eligible to purchase 4-bedroom BMR units

Household seeking 2008 displacement eligibility (optional)

Only complete this portion if you no longer reside in Menlo Park and you meet the following conditions of the City of Menlo Park Below Market Rate Housing Program Guidelines § 7.1:

A person residing in Menlo Park in 2008 who was subsequently displaced from such housing shall not be disqualified based on current lack of residency, provided they can show their displacement was due to economic conditions beyond their control (including but not limited to job loss, rent increase, eviction, foreclosure or other form of economic hardship resulting in loss of housing). Evidence of such economic displacement shall be in the form of direct evidence (i.e. job termination letter) or declarations submitted under penalty of perjury.

All applicants who meet the above requirements must complete the Household Displacement Affidavit form and submit all necessary declarations.

Check this box if you are submitting a Household Displacement Affidavit form certifying your 2008 Menlo Park residency in 2008. See Household Displacement Affidavit form located online at menlopark.org/bmr

Unhoused person(s) residency eligibility (optional)

Only complete this portion if you meet the following conditions of the City of Menlo Park Below Market Rate Housing Program Guidelines § 7.1:

Unhoused persons may show local residency by providing evidence that their last permanent residence was located in Menlo Park and/or documentation from a case manager or homeless services provider demonstrating current residency in Menlo Park, including places or structures other than a bona fide dwelling unit (i.e. vehicle or tent).

Check this box if you will be submitting evidence (e.g. case manager or homeless services documentation)

Employment information for all household members

Provide employment information for yourself (the applicant) as well as all other members of your household who currently live with you and will live with you in a BMR unit. If someone works more than one job, please list all the jobs that person works. Work includes any of the following: employment for wages or salary, owning and operating a business, contract employment, and/or commission work. Do not include volunteer or unpaid work.

Applicant or household member's name:	Employer name and address where work is performed:	Hours worked per week:	Job position or title:

First-time homebuyer status			
Do you (the applicant) or any other members of your household (who intend to purchase and reside in a BMR unit with you) currently own the home that you live in as your primary residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you or any other member of your household owned a home as your primary residence within the last three (3) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you and/or other household members completed a homebuyer education workshop, class, or counseling session within the last twelve (12) months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what is the name of the organization that provided this workshop, class, or counseling session? _____			
Income for adult household members			
Please identify sources of income for all adult (18 years of age and older) household members who currently reside with you and will reside with you in a BMR unit. Include all stable sources of household income including employment (wages, salaries, commissions, bonuses, tips), investments (dividends, interest, annuities), and any other sources of income such as retirement funds, child support payments, social security, disability, etc. Do not include the incomes of household members who are full-time students or under the age of 18.			
In the chart below, please identify ALL adult members of your household who earn income as well as ALL sources of income for each member. Include yourself (the applicant) and all household members who currently live with you and will live with you in a BMR unit.			
	Adult household member's name	Source of income: (employment, disability, child/spousal support, pension, etc.)	Gross (pre-tax) amount earned per year:
1			
2			
3			
TOTAL gross annual household income from all sources			
Miscellaneous information			
Is a member of your household confined to a wheelchair:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a member of your household a veteran of the U.S. Armed Services:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to be contacted about opportunities for below market rate/affordable housing in Menlo Park that are not developed through the City's BMR Program:			<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about the City's BMR Program:			
<input type="checkbox"/> Word-of-mouth		<input type="checkbox"/> City of Menlo Park Activity Guide	
<input type="checkbox"/> Web/internet research		<input type="checkbox"/> Church or community group	
<input type="checkbox"/> Ad or article in newspaper		<input type="checkbox"/> Community or neighborhood meeting	
<input type="checkbox"/> San Mateo County or housing organization		<input type="checkbox"/> City Council or Commission meeting	
<input type="checkbox"/> Phone call to city staff		<input type="checkbox"/> Other _____	

I certify under penalty of perjury that this information and any attachments are correct.

Signature

Date

Mail your completed form to: Hello Housing
1242 Market St., 3rd Floor
San Francisco, CA 94102