City and County of San Francisco

**Mayor’s Office of Housing and Community Development (MOHCD)**

**Marketing and Tenant Selection Plan for Existing Rental Units**

This marketing and tenant selection plan is subject to City review within 15 business days from the date it is received and complete. **Please set all advertising dates in this plan so that no date commences sooner than 45 calendar days from the date of your plan submission.**

At the start of each marketing effort, please request the latest Marketing and Tenant Selection Plan template from MOHCD.

**Please complete and return this form as a “Word” document so that our office may track changes directly onto the document**. The approval process typically involves a back-and-forth process between MOHCD and the developer’s representative. Please do not submit incomplete plans. The developer representative must sign off on the completed Marketing and Tenant Selection Plan and certifications contained throughout this document *in italics.*

**I. General Information**

MOHCD’s goal is to ensure that all applicants are screened using consistently applied, fair criteria, to provide a desirable, well-maintained and affordable place to live for an economically, racially, and ethnically integrated resident population, while complying with the provisions of any federal, state, or local law prohibiting discrimination in housing on the basis of race, religion, sex, color, family status, disability status, national origin, marital status, ancestry, gender identity or sexual orientation, source of income, or HIV/AIDS status.

*In order to inform the public, owners, and prospective tenants about federal fair housing laws and affirmative fair marketing procedures per MOHCD/former San Francisco Redevelopment Agency (SFRA), and Office of Community Investment and Infrastructure (OCII) Loan Agreements, we, [insert developer name here], will include the Equal Housing Opportunity logotype and/or slogan, and a logotype indicating accessibility to the disabled, in all press releases, solicitations, and program information materials.*

|  |  |
| --- | --- |
| Today’s Date |  |
| Proposed Marketing Launch Date (Must be no sooner than 45 days from the date of first marketing plan submission)  |  |
| Name of Building  |  |
| Property Address (Street address used for marketing and mailing to renters)  |  |
| Property Address as Stated in Planning Approval  |  |
| Loan Agreement Name & Date | If multiple MOHCD/ former SFRA or OCII loan agreements, list all agreement names and dates.  |
| Name of City and Co. of SF Planner  |  |

The following developer contact information for is for internal use only.

|  |  |
| --- | --- |
| Property Owner  |  |
| Property Owner Address |  |
| Property Owner Phone |  |
| Property Owner Email |  |

|  |  |
| --- | --- |
| Name of Property Management Company  |  |
| Property Agent Name |  |
| Property Agent Address |  |
| Property Agent Phone |  |
| Property Agent Email |  |

|  |  |
| --- | --- |
| Date Affordable Unit(s) Will be Available (if vacant)  |  |

|  |  |
| --- | --- |
| List all Current Sources of Government Financing for the Project (e.g. MOHCD, SFRA, OCII, CDLAC, TCAC, HUD Loan, Infill Grant, etc.)  |  |
| For each funder listed above that requires affordability restrictions, please provide the following  | Funder name, % AMI restriction(s), Number of units restricted at each income level Date when restrictions end |

**II. Overall Building Composition**

|  |  |
| --- | --- |
| Total # Units in Building  |  |
| Number of Residential Floors in the Building |  |
| Number of Commercial Floors in the Building |  |

**III. Market Rate Units** (*if applicable*)

|  |  |  |
| --- | --- | --- |
| **Unit Type**  | **Total #** | **Rent Range of Market Rate Units**  |
| SRO |  |  |
| Studio  |  |  |
| 1 Bedroom  |  |  |
| 2 Bedroom  |  |  |
| 3 Bedroom  |  |  |
| 4 Bedroom  |  |  |

#### IV. Affordable Units

|  |  |
| --- | --- |
| Total # of affordable units in building |  |
| Total # of manager/staff units  |  |

# Affordable Units by Bedroom Size

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Type** | **Total #** | **Minimum Household Occupancy Size** | **Maximum Household Occupancy Size** |
| SRO |  |  |  |
| Studio  |  |  |  |
| 1 Bedroom  |  |  |  |
| 2 Bedroom  |  |  |  |
| 3 Bedroom  |  |  |  |
| 4 Bedroom  |  |  |  |
| 5 Bedroom |  |  |  |

DETAILED DESCRIPTION OF AFFORDABLE Units by Bedroom Size

Refer to Current Rent Levels Set by MOHCD for Table Below.

Please list all of your affordable units regardless of current vacancy status.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit #** | **# Bdrm**  | **# Bath**  | **Square Feet** | **Unit** **Accessibility Features (including Visually or Hearing Impaired)** | **Gross Rent** | **Total Utility****Allowance**  | **Net Rent** | **% Area Median Income Limit** | **Rental Subsidy Program, if applicable** | **Max. House-hold Income Allowed** | **Min. Monthly Household Income Required** | **Deposit****Required****(List amount)** | **Monthly Parking Price** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**V. Renter Qualifications**

*We understand that it is our responsibility to read and understand the rules of the Regulatory Agreement(s) for this development as well as the marketing and outreach policies set forth by the City and County of San Francisco Mayor’s Office of Housing and Community Development.*

Resident Selection Criteria

Please attach the project’s resident selection criteria document in addition to completing the section below. The resident selection criteria must also specify any preferences or program-specific resident selection criteria applicable to the project, such as lottery preferences, and/or Access Point referrals from the Human Services Agency or Department of Public Health for Local Operating Subsidy Program units, etc. The resident selection criteria should also include the following information as applicable:

1. Applicant Eligibility Criteria

All applicants must qualify based upon:

* Commitment to use the unit as the principal residence.
* Commitment to participate in rental restrictions and compliance recertification.
* Insert project specific eligibility information (household size, income, age, etc.)
1. Occupancy Preferences

Insert, project-specific preference chart, per the project’s MOHCD/former SFRA or OCII Loan Documents and/or Ground Lease:

SAMPLE BELOW:

|  |  |
| --- | --- |
| **Preference** | **Applicant Category** |
| **1** | **Persons Displaced by Project Activity** |
| **2** | **Certificate of Preference Holders:**1. **Western Addition**
2. **Hunters Point**
3. **Residential G**
 |
| **3** | **Displaced Tenant Housing Preference (DTHP)** |
| **4** | **Neighborhood Resident** **Housing Preference (NRHP)** |
| **5** | **Live or Work in** **San Francisco Preference**  |
| **5** | **All Others – General Public** |

For more information about the lottery process and housing preferences, please refer to the MOHCD Housing Preferences and Lottery Procedures Manual.

1. Local Operating Subsidy Program

If your project received Local Operating Subsidy Program (“LOSP”) funds from either the Department of Public Health or Human Services Agency for designated LOSP units, then describe the total number of units and number of units receiving LOSP subsidy along with the referral process for those units. Please insert the following language:

“Certificate of Preference Holders who meet eligibility for (Insert City department providing LOSP funds) LOSP units will have priority status over other LOSP applicants. Certificate holders will be required to apply for the LOSP units by going through the (Insert DPH or HSA) designated Access Sites/Points for LOSP eligibility screening.”

1. Basis of Denial for Lottery Winners:

Please list the reasons for which a household could be denied. Please note that you must abide by the Article 49 of the San Francisco Police Code (Fair Chance Ordinance): <http://sf-hrc.org/fair-chance-ordinance>.

Please complete for each reason for denial. Be specific.

|  |
| --- |
| Ability to pay rent standard – Credit Standard – Rental History Standard – Criminal History Standard – Maximum Household Size Standard – Other -  |

1. Mitigating Circumstances

Please describe your mitigating circumstances policy and procedures.

1. Reasonable Accommodations

Please include instructions on filing a Request for Reasonable Accommodation; guidelines for considering and evaluating a Request for Reasonable Accommodation, and the appeal process.

1. Grievance Policy

Your Grievance Policy must be available to all applicants. Please review the sample language and list your Grievance Policy below:

SAMPLE GRIEVANCE POLICY:

“If, at any time during the application process, you feel that your rights, duties, welfare, or status are or may have been adversely affected by (“Developer’s Name and/or Service Provider’s”) action or failure to act, you may submit your grievance for informal or formal review. You may call (insert phone #) and leave a voicemail if necessary, and your call will be returned as soon as possible, but no later than 3 business days after your call date. If your grievance is not resolved at that point, you may request an informal hearing, which is a meeting with the (“Developer’s Name and/or Service Provider”) Staff and Director. The goal of the informal hearing is to settle the problem without the need for a formal hearing. In the event the problem is not settled, you are entitled to request a formal hearing. A formal hearing is between you and (“Developer’s Name and/or Service Provider”), and a designated member of MOHCD. To request a formal hearing, you must already have attempted to resolve the issue with the (“Developer’s Name and/or Service Provider”) and through an informal hearing described above. All requests for informal or formal meetings must be in writing, and must contain specific grounds for complaint.  Hearing requests should be mailed to: (insert “Developer’s Name and/or Service Provider” & contact info).

If you have a grievance with any entity related to the project, including MOHCD, please contact the (“Developer’s Name and/or Service Provider”) to advise you on pursuing the appropriate next steps.”

#### VI. Marketing Strategy

Advertising

*We understand that our affordable units must be advertised over a period of at least three (3) weeks in five (5) local newspapers that outreach to minority and low-, median-, and moderate-income communities in San Francisco and in one (1) citywide paper for a period of 2 weekends on a Saturday or Sunday. The marketing must occur during the first 3 weeks of the 28 day required marketing period. Ads must appear in the “housing,” ”real estate” or “community” sections of the publications. I understand that we must save copies of our ads and make them available to MOHCD at the culmination of our marketing period.*

We will post in the following five (5) local venues throughout a 3-week period at least one time each week:

|  |  |
| --- | --- |
| **Newspaper or publication** | **Exact Advertisements Dates** |
| *Suggestion: Craig’s List* |  |
| *Suggestion: Bayview or Sun Reporter (African American audience)* |  |
| *Suggestion: El Mensajero or El Tecalote (Spanish speaking audience)* |  |
| *Suggestion: Philippine News or Asian Journal (Filipino audience)* |  |
| *Suggestion: Asian Weekly or Singtao Daily (Chinese audience)* |  |
| *Suggestion: Publication targeting the LGBT community* |  |
| *Suggestion for Other: Choose a paper that is local to the building* |  |

We will announce the affordable housing opportunity in at least three of the following non-print electronic media outlets throughout the marketing period.

|  |  |
| --- | --- |
| **Social Media Activity** | **Exact Advertisement Dates**  |
| *Suggestion: Facebook, Twitter, etc.*  |  |
| *Suggestion: website* |  |
| *Suggestion: email blast* |  |

Website

*I will create a website for the affordable units or create a link for the units on our existing website at \_\_\_\_\_\_\_\_\_\_\_\_\_.*

I will announce the affordable housing opportunity at least twice to the Board of Supervisors District Office where the project is located by providing a copy of the flyer.

|  |  |
| --- | --- |
| **Board of Supervisor’s Name** | **Notification Dates**  |
|  |  |

All newspaper ads and postings must state income maximums by household size; renter qualifications; rental team contact information as the primary contact; and identify MOHCD as the monitor of the affordable rental program. Ads may refer applicants to the MOHCD website at [www.sfmohcd.org](http://www.sfmohcd.org) but will not list MOHCD telephone numbers or email addresses. A copy of the wording to be used in all advertising must be sent to MOHCD for initial review and copies of all placed ads must be sent to MOHCD upon the completion of the marketing period. All postings must display an “Equal Housing Opportunity” symbol on all marketing materials, advertisements and notices at the rental office:



SAMPLE AD LANGUAGE:

|  |
| --- |
| Affordable Rental Units available at 333 Birch Street. Rents range from $800 - $950 per month. Households must earn no more than the maximum income levels below: **55% of Median Income** One person - $41,450; 2 persons - $47,400; 3 persons - $53,300; 4 persons - $59,250 etc. Applications are due by 5pm on DATE. Please contact the Green Company for an application and more information at: (415) xxx-xxxx or 333birchaffordable@green.com or download at [www.green.com](http://www.green.com). Units available through the San Francisco Mayor’s Office of Housing and Community Development and are subject to monitoring and other restrictions. Visit [www.sfmohcd.org](http://www.mohcd.org) for program information.  |

Provide the ad language to be used when advertising the affordable rental units.

|  |
| --- |
|  |

Outreach Materials

*We understand that our project must provide (1) a flyer and (2) a COP postcard* ***as a part of this submission*** *for the affordable unit(s) available that includes the following information. (Please see sample COP postcard below).*

* All applicable lottery preferences (must appear on flyer only, not COP postcard)
* Maximum and minimum income qualifying levels
* Rental Rates
* Description of Units
* Exterior and interior photo of the development
* Information Session date, time and location
* Information on how to obtain an application
* Open house date(s)
* Fair housing logo
* Equal Opportunity Logo
* Sponsoring organization’s website for information about the available affordable unit(s).

Outreach to Certificate of Preference Holders

##### *We understand that we are responsible for marketing our affordable units to Certificate of Preference (COP) holders. Certificate of Preference holders are primarily households displaced in Redevelopment Project Areas during the 1960’s and 1970's, but may also include other persons displaced by Agency action. For more information, applicants may contact 415-701-5613.*

*We understand that we shall provide postcards for the mailing of an affordable housing announcement to all Certificate of Preference holders. We are responsible for printing the post cards using the information provided by MOHCD. MOHCD shall coordinate the mailing and invoice the developer for the full cost of the first class mailing, including postage and labels.*

##### Strategy for Marketing to Residents of the Immediate Neighborhood

*I/We understand we must present a strategy for reaching out to the local community surrounding the building.*

Suggestions include posting flyers in local community meeting places, posting the units in local papers, and reaching out to local community groups. This strategy is above and beyond ad placements. At a minimum, list 10 local venues in which the approved flyer will be posted or otherwise distributed.

##### Describe the Strategy for Marketing to Residents of the Immediate Neighborhood Here:

|  |
| --- |
|  |

##### Strategy for Language Access

*We understand we must be able to provide assistance to applicants who may not speak English.*

More information about the Language Access Ordinance can be found here: <http://sfgov.org/oceia/language-access-services>. Please list the languages spoken by your staff. Describe how language assistance in Cantonese, Tagalog and Spanish will be provided and include your strategy for reviewing applications submitted in these languages (i.e., translation service used, in house assistance available, etc.).

Throughout the marketing period, the SF Housing Resource Guide must be made available in all four languages for applicants who require additional assistance or referrals to housing counseling. The SF Housing Resource Guide is available at: <http://sfmohcd.org/san-francisco-housing-resource-guide>.

Furthermore, assistance in these languages must be provided at the lottery. Please indicate whether you have the capacity to provide this service.

##### *Describe the Strategy for Providing Language Access Here:*

|  |
| --- |
|  |

**VII. Application/Selection Process and Timeline**

Please complete the following timeline as part of your Marketing Plan. Add additional milestones/line items as need.

Timeline of Entire Marketing Process

|  |  |
| --- | --- |
| **Task Name** | **Date** |
| Submittal of Marketing Plan to MOHCD |  |
| Marketing period (XX Days) |  |
| Copy of Advertisements to required media outlets |  |
| Applications Available to public |  |
| Additional Community Outreach  |  |
| Application or Wait-List Application Deadline |  |
| Final Applicant List due to MOHCD |  |
| Lottery (which includes wait-list opportunities) |  |
| Application Review / Approval Process- start date |  |
| Lease-up process / timeline |  |
| Initial approvals |  |
| Wait-List Expiration - projected date |  |

**VII. Review of Program Documents**

*We certify that we and all agents involved in the process of renting affordable units have read and reviewed the following documents at* [*www.sfmohcd.org*](http://www.sfmohcd.org)*:*

* MOHCD Housing Preferences and Lottery Procedures Manual
* Rental program application
* City and County of San Francisco Fair Chance Ordinance (FCO) <http://sfgsa.org/index.aspx?page=6599>

*I have included the following documents with my request: (Please check)*

\_\_\_ A copy of your building’s rental application

\_\_\_ A copy of your Resident Selection Criteria

\_\_\_ A copy of your building’s lease agreement, including any and all addendums

\_\_\_ Marketing flyer

\_\_\_ COP postcard

Representative (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOHCD Web Posting

*We understand that marketing materials for affordable units must be posted on the MOHCD website for at least 28 calendar days prior to the application deadline.*

The following template will be posted on the MOHCD website during the marketing period. Please complete this template thoroughly. **Please remove red sections once complete.**

|  |  |
| --- | --- |
| **Posting Date** | Must be at least 45 days from the date of your submittal of a complete marketing plan to MOHCD. |
| **Type of Unit** | For example: Senior Housing; Affordable Housing |
| **Name of Building** |  |
| **Address** |  |
| **Number of Units**  | Total number of affordable units in the project ANDCurrent number of vacant units, if applicable |
| **Number of Bedrooms**  | Total number of affordable units in the project ANDCurrent number of vacant units, if applicable |
| **Number of Bathrooms** |  |
| **Square Footage** | Please indicate range of square footage by unit size |
| **Year Built** |  |
| **Supervisorial District** |  |
|  |  |
| **Rent**  | Use the most restrictive rent levels as required by all funders.Show rents net of utility allowance. |
| **Maximum Allowable Annual Income Level of Households** | Please indicate the maximum income limits by household size as restricted by the most restrictive funder. If multiple AMI levels apply, please indicate maximum household income for all household sizes. Please remove from the list any household sizes that do not apply to your project, based on unit occupancy standards. See the following link for the most current income levels: [www.sfmohcd.org](http://www.sfmohcd.org)**\_\_\_\_\_\_\_% of Area Median Income - Income Limits by Household Size derived from the Unadjusted Area Median Income (AMI) for HUD Metro Fair Market Rent Area (HMFA) that contains San Francisco YEAR**A one person household can make no more than $\_\_\_\_\_\_\_A two person household can make no more than $\_\_\_\_\_\_\_A three person household can make no more than $\_\_\_\_\_\_ A four person household can make no more than $\_\_\_\_\_\_\_A five person household can make no more than $\_\_\_\_\_\_\_A six person household can make no more than $\_\_\_\_\_\_\_A seven person household can make no more than $\_\_\_\_\_\_\_(Please visit [www.sfmohcd.org](http://www.mohcd.org) for larger households.) |
| **Minimum Allowable Annual Income Level of Households**  | Studio unit(s) – Household income must equal at least $\_\_ a month. One-bedroom unit(s) – Household income must equal at least $\_\_ a month. Two-bedroom unit(s) – Household income must equal at least $\_\_ a month. Three-bedroom unit(s) – Household income must equal at least $\_\_ a month.  |
| **Deposit Required for Move-in** |  |
| **Monthly Parking Fee** |  |
| **Which, if any, utilities are paid by the building?** |  |
| **How are utilities paid by the renter?** | Renter pays own utility bills directly.-OR- Renter is charged a flat rate of $\_\_\_ by a third party vendor for the following utilities: \_\_\_\_\_\_on a monthly basis.-OR- All utilities are paid by the building.  |
| **Other fees and/or building rules**  | Please list any fees for pets, etc. here.  |
| **Building Selection Criteria** | (Please complete according to your guidelines)Applicants must qualify under the rules of the building. **Building Selection Criteria:** Ability to pay rent standard – must complete (we encourage you to require no more than 2 times the monthly rent)Credit Standard – must complete Rental History Standard – must completeCriminal History Standard – must complete Please note, in compliance with Article 49 of the San Francisco Police Code, qualified applicants with criminal history will be considered for housing in compliance with Article 49 of the San Francisco Police Code, “The Fair Chance Ordinance.”Minimum Household Size Rule - Households must be at least as many people as there are bedrooms in the unit to apply. Maximum Household Size Standard – must completeOther – must complete You may also include a link to additional selection criteria documents or info for consumer review. |
| **Contact Person** | Developer’s marketing contact person |
| **Phone** |  |
| **Email** |  |
| **Website** |  |
| **How to obtain an application**  | (We suggest posting the application to your website. You must also make applications available in hard copy form, in all four languages, for applicants who wish to pick them up in person. Please also include the link to applications available through our website below.) Applications are also available in English, Traditional Chinese, Spanish and Tagalog on the MOHCD website at <http://sfmohcd.org/bmr-rental-application> If you need application assistance or information about available housing resources, please refer to the organizations listed in the SF Housing Resource Guide by clicking here: <http://sfmohcd.org/san-francisco-housing-resource-guide> |
| **Address to which applications should be mailed or delivered** | Please include full address. All applications must come through the agent.Also include office hours and days of the week you are open for applicants who wish to submit applications in person.Office hours must be at least five days a week, for at least five hours each day throughout the marketing period. |
| **Application deadline** | Set the application deadline no sooner than 28 calendar days form the posting date.\_\_\_\_\_, 5pmApplications must be received in paper form (no faxes or emails) by 5pm on the date of the deadline. Please indicate whether postmarks will be accepted. **Applications received after the deadline will not be accepted.** |
| **Open House Date(s) (if applicable)** | Date: Time: Date: Time: Date: Time:  |
| **Information Session** | Enter date, time and locationWe suggest renting the Koret Auditorium at the main library if you do not have the capacity to hold such a large event: <http://sfpl.org/index.php?pg=2000090901> |
| **Lottery** | Lottery can be held no sooner than 21 calendar days after application deadline. Enter date, time and location. Please do not hold lottery on a Monday or a Friday.(Consider renting Koret Auditorium at the main library if you do not have the capacity to hold such a large event: <http://sfpl.org/index.php?pg=2000090901>) Applicants do not need to be present at the lottery. Lottery results will be posted here and at (place your website here) within one week of the lottery. |
| **Lottery Preferences** | All individuals and households may enter the lottery. However, those households in which one member holds a Certificate of Preference (COP) from the former San Francisco Redevelopment Agency will be given highest preference in the lottery ranking process. More information about the COP Program can be found here: <http://sfmohcd.org/certificate-preference>Households in which one member holds a Displaced Tenant Housing Preference (DTHP) Certificate from the Mayor’s Office of Housing and Community Development will be given second highest preference in the lottery ranking process, for up to 20% of the units in this project (insert number of units here). DTHP certificate holders will also be included in the live/work preference regardless of their current live/work location. More information about the DTHP Program can be found here: <http://sfmohcd.org/displaced-tenant-housing-preference-program-0>Note: The DTHP only applies to projects with 5 or more units. Please delete the DTHP information listed above if your project has less than 5 units.Households that submit acceptable documentation that at least one member lives or works in San Francisco will be given the third highest preference in the lottery ranking process. If the number of units available exceeds the number of qualified applicants in the above listed preference, the units will become available to other qualified applicants outside of San Francisco. Applicants in each preference category must meet program requirements in order to complete the sale or rental. For more information about the lottery process and housing preferences, please refer to the MOHCD Housing Preferences and Lottery Procedures Manual. |
| **Special Note(s)**  |  |

**Sample** **COP Postcard Template**

**(Please Make Room For Address Label and Postage**)

Side One:

**Affordable Homes for Rent in San Francisco**

|  |  |
| --- | --- |
| Exterior Photo | Interior Photo |

**3 two-bedroom “Below Market Rate” rental units available**

**Homestead Village, 123 Jones Street, San Francisco**

* (3) Two-bedroom units for \_\_\_\_ available to households at or under 55% of median income
* Buyers households must earn no more than the income levels listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Household Size** | **One Person** | **Two Person** | **Three Person** | **Four Person** |
| **55% of Median Income**  | $ | $ | $ | $ |

*Please contact 415-701-5613 for more information about the COP program.*



**Side Two:**

|  |
| --- |
| Return Address: Reserved for PostageMayor’s Office of Housing & Community Development1 South Van Ness, 5th FloorSan Francisco, CA 94103**Applications must be received by 5pm on Friday, April 10, 2015 to:**ABC Real Estate123 Church St.Reserved for address labelSan Francisco, CA 94114**For more information & to apply contact ABC Real Estate:**(415) 555-1212 or victor@jmrentals.com or view the full posting at [www.sfmohcd.org](http://www.sfmohcd.org). **Information session**Tuesday, June 2, 2015, 6pm123 Hyde Street**Open House Dates**SPACE RESERVED FOR USPSJune 3, 5-6pm; June 12, 12-1pm; June 20, 5-6pm |

**Sample Flyer Template**

**Affordable Homes for Rent in San Francisco**

|  |  |
| --- | --- |
| Exterior Photo | Interior Photo |

**3 two-bedroom + 3 three-bedroom affordable rental units available**

**Bayside Village, 1125 Laurel Court, San Francisco**

* New Units with Modern Design + Amenities
* (2) Two-bedroom or Wait-List units for \_\_\_\_ available to households at or under 55% of median income
* Renter households must earn no more than the income levels listed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Household Size** | **One Person** | **Two Person** | **Three Person** | **Four Person** | **Five Person**  |
| **55% of Median Income**  | $ | $ | $ | $ | $ |

**Applications must be received by 5pm on Friday, April 13, 2014** to Smith Rentals, 300 Church St., San Francisco, CA 94114.

Contact Smith Rentals at (415) 282-1000 or john@smithrentals.com for application and information on the units and view the full unit posting at [www.sfmohcd.org](http://www.sfmohcd.org).

Units are monitored through the San Francisco Mayor’s Office of Housing and Community Development and are subject to monitoring and other restrictions. Visit [www.sfmohcd.org](http://www.sfmohcd.org) for program information.

**Information session**

**Monday, June 2, 2013, 6pm**

**123 Hyde Street**

**Open House Dates**

**June 2, 5-6pm; June 12, 12-1pm; June 25, 5-6pm**

**Lottery Date, Time and Location**

**Monday, June 2, 2013, 6pm**

**123 Hyde Street**

All applicants are encouraged to apply. Please see the project posting at [www.sfmohcd.org](http://www.sfmohcd.org) for applicable lottery preferences.

