682 Page Street

Tenant Selection Criteria

Purpose Statement

This resident selection criteria outlines the procedures to establish a fair and equitable process for selecting applicants to occupy the BMR unit at 682 Page Street, San Francisco, CA 94117. The 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 also complying with the provisions of any federal, state, or local laws prohibiting discrimination in housing on the basis of race, religion, sex, color, family status, national origin, marital status, ancestry, gender identity or sexual orientation, source of income, or HIV/AIDS status.

All applicants must complete the application via the Mayor's Office of Housing and Community Development San Francisco Housing Portal (DAHLIA), provide initial certification of income and assets, and meet the resident selection criteria outlined below. These criteria apply to all applicants.

Description of Property

The property consists of 3 residential units. The property has three-3-bedroom apartments, including one BMR unit. The building is located in a neighborhood with a lot of public transportation, 682 Page Street, San Francisco, CA 94117.

Application and Lottery Process

Applying: Applications are available online through DAHLIA. The application period will remain open for twenty-one (21) calendar days and the property listing will specify the due date for the completed application. Applications may be submitted online or paper copies can be downloaded and submitted by mail to the following address: 682 Page P.O. Box 420847, San Francisco, CA, 94142. In the event an application is not completed in its entirety, it will be considered incomplete and not entered into the lottery.

Preferences: All individuals and households may enter the lottery for a unit. However, certain households will receive preferences according to the following criteria (more information can be found on the MOHCD Lottery Preferences webpage):

> Certificate of Preference: 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.
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> Live/Work in San Francisco: Households that submit acceptable documentation that at least one member lives or works in the City of San Francisco will be given the second highest preference in the lottery ranking process.

If the number of units available exceeds the number of qualified applicants in the above listed preferences, 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 rental.

If an applicant claims a preference, they must provide documentation for that preference or the application will be included in the general lottery. For more information about the lottery process and housing preferences, please refer to the MOHCD Housing Preferences and Lottery Procedures Manual.

Lottery: Lotteries for City Affordable Housing Units shall be held in a public, accessible location. Applicants are invited to attend lotteries in person, but attendance is not mandatory. A representative from MOHCD will conduct the lottery in tandem with the Project Sponsor. MOHCD will use a publically available computer program to generate a random lottery rank for each and every applicant with no regard for the preferences described above. All applicants with lottery ticket numbers shall be assigned a lottery rank. Please see Housing Preferences and Lottery Procedures Manual for more information on the lottery process.

Final Lottery List: No later than seven (7) days after the date on which the lottery is held, MOHCD and the Project Sponsor will publish the final lottery list including the lottery rank assigned to each applicant ticket number and the resulting rank for each preference pool. Lottery Results shall be posted on DAHLIA and will not include the names of applicants (only the application ticket numbers).

Application Review: The Project Sponsor will contact applicants in lottery rank order and request a Post-Lottery Application and income documentation, application fee of $50. The Project Sponsor will income and asset qualify applicants, run a credit report and a criminal background check in accordance with the San Francisco Fair Chance Ordinance. An applicant who has been approved and notified in writing by the project sponsor shall have at least seven (7) calendar days to enter into a lease agreement for the available unit. If the applicant fails to respond, the application shall be considered "disqualified" by the applicant. Written notices will be provided to applicants whose applications are closed due to lack of response. Applicants may "disqualify" units with no consequences for their eligibility for future City Affordable Housing Units.

Ability to pay rent standard – Household's gross monthly income at 2x monthly rent

Credit History Standard – Credit reports, which may include an investigative consumer report, will be run on each applicant 18 and over and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community or result in Approval with Conditions, such as payment of an increased security deposit or requirement of a Guarantor. An unsatisfactory credit report is one that reflects bad debts, late payments or unpaid bills, liens, judgments or bankruptcies equaling $2500 or more. If an applicant is declined, or conditionally approved for poor credit history, the applicant will be given the report. All declined applications will initially be reviewed internally for any of the mitigating circumstances outlined below and as necessary, the decline will be overridden.

> Approved – 620+ credit score
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> Approved with Conditions – 600-620 credit score; none or limited credit experience (May be subject to an additional deposit at 1x monthly rent)

Disqualified – Credit score of 599 or lower; an eviction within the past 3 years, bankruptcies in the past 3 years or tax liens

A credit score of 600+ is required for approval. Applicants are responsible for certifying accuracy of their credit reports.

Negative credit history due to outstanding medical or student loan debt or unpaid balances below $2500 shall not be taken into consideration.

Rental History Standard – Any evictions within the past 3 years, bankruptcies in the past 3 years or tax liens will result in a rejection. No Fault or Dismissed evictions will not be held against the household.

Pet Policy – No pets allowed. Service and companion animals are welcome with proper documentation and pet fees do not apply.

Criminal History Standard – Qualified applicants with criminal history will be considered for housing in compliance with Article 49 of the San Francisco Police Code: Fair Chance Ordinance.

Occupancy – Maximum Household Size Standard – Three Bedroom 3-7-person household. Children under six do not count towards occupancy limits.

Reasonable Accommodation – At any stage in the housing process (including application process, during tenancy, and during termination), Applicant may request a reasonable accommodation if he/she has a disability and as a result of the disability requires:

- A change in rules, policies or practices that would give the Applicant an equal chance to live at The Project and/or make use of the housing facilities or take part in programs on the site;
- A second chance if Applicant/tenant has violated a housing, or application process, rule or policy as a result of Applicant's disability and has a reasonable plan for complying with the rules and policies in the future; or
- A change in the way that Owner (or managing agent) communicates with Applicant or gives Applicant information.