Quick Guide to the Application Process for Renters

HouseKeys — Unlock Opportunity

Step 1 — Opportunity Notification

HouseKeys releases an Advertisement for a New Housing Opportunity. This notice will include:

- **Bedroom Count**
- **Income Level**
- **Deadlines**
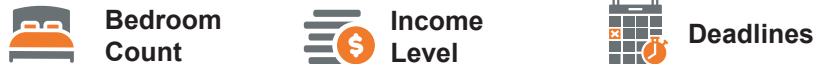
The notifications go out to Application ID holders and email subscribers.

Step 2 — Package Your File

Go to https://www.housekeys.org/renterfile for details
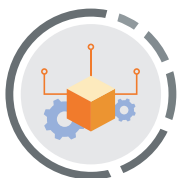
A — Application Packet

includes:

- Initial Action Items
- Info on Members, Income Sources and Debts
- Intent to Follow Rules and Certification that you understand what you're signing up for.

B — Tenant Screening

Performed by the Property Management Company who is managing the apartment complex or rental project. There is a fee for the screening.

C — Document Checklist

Contains a list of supporting documents to verify your household size, income, and other information that you have stated on your application and in the screening questions. It is important to be honest, truthful, and start on this Document Checklist right away.

Step 3 — Attend an Orientation

Attend a **Live Orientation** or View one of the Pre-Recorded Videos. There is a Homebuyer Quiz that is available and each applicant in the household must complete the quiz. HouseKeys also holds **FAQ Sessions** on Fridays and Saturdays, and these are posted on our Event Calendar.

Step 4 — Setup your MyHouseKeys Account

Set up an account at MyHouseKeys.com and complete the Household Profile with:

1 — Household Member Profiles

UserName (Email)*:
Password*:
First Name*:
Last Name*:

Have an account? Sign in — **Create Accounts**

2 — Household Income Profiles

INFORMATION PROFILES

- Name
- Email
- Role
- Total Household Members
- Total Income
- AMI%
- Income Category
- Country

Members (4)

Name	Email	Address	Action

3 — Household Asset Profiles (coming soon)

Your MyHouseKeys Account allows you to apply for any Program that HouseKeys manages.

Step 5 — Get an Application ID

Go to the "**Program Center**" to find the list of Programs. You will see a "**Request Application ID**" button that leads to a set of pre-application screening questions that will issue an Application ID if you pass the screening.

SALE — **RENT**

Santa Clara BMP Ownership Program
City of Santa Clara
(Home Ownership)
Request Application ID

Santa Clara Affordable Rental Program
City of Santa Clara
(Rental)
Request Application ID

Hayward Affordable Homeownership Program
City of Hayward
(Home Ownership)
View Application

Burlingame Ownership Program
Burlingame
(Home Ownership)
View Application

Lafayette Homeownership Program
City of Lafayette
(Home Ownership)
Request Application ID

Morgan Hill Affordable Rental Program
City of Morgan Hill
(Rental)
Request Application ID

Step 6 — Enter an Opportunity Drawing

Programs   Opportunities   Drawings   FAQ

Santa Clara BMP Program
$651,001.00
Drawing Date: _____
Drawing Deadline: _____
Target Delivery: _____
Enter Drawing

Santa Clara Affordable Rental Program
$1,657.50
Drawing Date: _____
Drawing Deadline: _____
Target Delivery: _____
Enter Drawing

Hayward Affordable Homeownership Program
$112,657.50
Drawing Date: _____
Drawing Deadline: _____
Target Delivery: _____
Enter Drawing

Hayward Affordable Homeownership Program
$131,425.00
Drawing Date: _____
Drawing Deadline: _____
Target Delivery: _____
Enter Drawing

Programs   Opportunities   Drawings   FAQ

Santa Clara BMP Rental Program 5
Drawing Date: _____
Drawing Deadline: _____
Drawing Type: _____
14 Other applicant in this drawing
Enter Drawing

Santa Clara Affordable Rental Program 12
Drawing Date: _____
Drawing Deadline: _____
Drawing Type: _____
22 Other applicant in this drawing
Enter Drawing

Hayward Affordable Rental Program 21
Drawing Date: _____
Drawing Deadline: _____
Drawing Type: _____
11 Other applicant in this drawing
Enter Drawing

Hayward Affordable Rental Program 21
Drawing Date: _____
Drawing Deadline: _____
Drawing Type: _____
Other applicant in this drawing
Enter Drawing

Go to the "**Program Center**" and look at the Opportunities List or the Opportunity Drawing List. Available Homes in the Inventory that we present are called "**Opportunities**" and each Opportunity is placed into an Opportunity Drawing. An Opportunity Drawing is how HouseKeys connects applicants to available homes. You "**Enter**" a Drawing by pressing the entry button and answering an additional set of screening questions and you will be assigned an entry number if you pass the additional screening.

Step 7 — Upload File to the File Cabinet

Home
Manage your Household
• Information Profiles
• Tools and Planning
• Community Center
Program Center
• Programs
• Drawings
• Opportunities
• FAQ
• Market Place
File Cabinet

Drag and drop your file here. Or click to browse

All Files (3)

Name	Owner	Added
Text Document1.docx	Me	09/04/2021 19:36
Buyer Packet Inserts.PDF	Me	03/04/2021 11:13
Text Document2.PDF	Me	07/03/2021 21:01

Upload

Upload files
filename.doc
filename.jpg
filename.png
filename.pdf

All the items in Step 2 are what make up a "**file**." When timelines are posted, the file submission deadline is the deadline to submit the items described in Step 2. The File Cabinet is accessible from the User Menu.

Step 8 — Get Your Ranking

Each Opportunity Drawing that you entered in Step 6 has a timeline that includes:

1. **Entry Deadline**
2. **File Submission Deadline**

After the Entry Deadline, all entrants are ranked using either a randomly assigned number or timestamp, and some form of program preference for applicants who meet special criteria. Applicants who submitted their file by the deadline will be reviewed first according to ranking order.

Welcome, Sonya

Applicants 25
Drawing ID 166(78)
Published 2021-04-06 16:32 PM
Drawing Method General Randomizer Ranking

Opportunities (2)   Preferences
Income Level: Very Low
Income Level: Very Low

Drawing Results for (166)

Applicant ID	Final Rank	Preference Tiers
92-1-App-2020-1992	1	Tier1, Tier 2
92-1-App-2021-2143	2	Tier1, Tier 2
92-1-App-2020-4178	3	Tier1, Tier 2
1-App-2021-5417	4	Tier1, Tier 2

your are **#25** out of 100

Application ID **166(78)**
Preference Tier **Tier1, Tier 2**
Final Rank: **25**

HouseKeys
Unlock Opportunity