

Exhibit E - Preference Confirmation Form

Bayswater Apartments

City of Burlingame Below Market Rate (BMR) Rental Program

Priority of eligibility for tenants shall be ranked as set forth in the following list to the maximum extent permitted by law. Except as otherwise specified, the rankings will be based on individual or family status as of the date of application. Priority status must be maintained through the date(s) of commencement of lease and lease renewal. Rankings for a family shall be determined based on the family members with the highest priority. Where different qualifications are used within a priority, all shall have equal priority.

IMPORTANT: The City's Preferences may vary for each apartment complex or affordable housing Unit.

Preference/Tier	BMR PREFERENCE CRITERIA
	<i>Note: Applicants that don't meet a City Preference may still apply.</i>
Tier 1	Persons who are employed in the City of Burlingame at the time of application
Tier 2	Persons who live in the City of Burlingame at the time of application

	Questions	Answers	Supplemental Documentation Needed
Tier 1 Persons who are employed in the City of Burlingame at the time of application	Are you (or a person in your household) currently employed in the City of Burlingame (and at the time of application)? If yes, who does? <input type="checkbox"/> Household member's (name): _____ _____	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide: <input type="checkbox"/> Submit a letter from your employer, on company letterhead verifying that you work within (inside) the city limits of the City of Burlingame. It must be signed and dated by the HR Manager. It should reflect: <ol style="list-style-type: none"> 1. The location in Burlingame where you work 2. Your position and start date 3. Your pay rate and year-to-date income 4. If you are self-employed submit a copy of your business license for the most current year
Tier 2 Persons who live in the City of Burlingame at the time of application	Do you currently live in the City of Burlingame (and at the time of application)? If yes, who does? <input type="checkbox"/> Household member's (name): _____ _____	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide: <input type="checkbox"/> Submit the last month's bills for two different utility bills with your physical address and name (e.g. PG&E, Water or Cable). NOTE: If your documentation has a PO Box and not your physical address you must also submit a copy of the application you filled out to obtain a PO BOX from the Post Office.

Exhibit E - Preference Confirmation Form Bayswater Apartments - Continued

IMPORTANT: To properly prioritize BMR applicants, HouseKeys requests documents/materials supplemental to the items listed on the BMR application Document Checklist. For the primary applicant or co-applicants to be considered for a City Preference, you must submit the supplemental materials with the BMR application. If the documentation requested on this application is not sufficient to prove you meet one of the Preferences categories, please make sure you include additional evidence/documentation. If you don't provide clear and substantial evidence/documentation with the application along with the Preference Criteria Form when you submit your BMR Application Package you will not be eligible for the Preference you claim to meet. Additional proof or clarification cannot be submitted or accepted separately; everything must be included in the packet when you submit it for review.

I/We certify that I/we meet the following preference:

APPLICANT:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> I do not meet a preference
Co- APPLICANT:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> I do not meet a preference
Household Member:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> I do not meet a preference
Household Member:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> I do not meet a preference

I/we certify under penalty of perjury that all of the information stated on this form is true and complete. I/we have made no misrepresentations, nor did I omit any pertinent information. I/we also understand that I/we must submit clear and substantial evidence with the application and the preference criteria form in order to be considered. No proof - No form - No Preference.

Date _____

Applicant Name: _____ Signature _____

Co- Applicant Name: _____ Signature _____

Household Member Name: _____ Signature _____

Household Member Name: _____ Signature _____