



Opportunity Drawing Notification – Drawing #535
City of Burlingame
Program Type: Rental
Development: The Bower at 1095 Rollins Road

Index # / Unit specs

OD	Unit #	Bed / Bath	Approx. Sq. Ft.	Floor Level	Monthly Rent*	Holding Deposit	Total Security Deposit**
535	227	Studio, 1 Bath	598	2 nd	\$3,475	\$500	TBD
535	325	Studio, 1 Bath	598	3 rd	\$3,475	\$500	TBD
535	404	Studio, 1 Bath	501	4 th	\$3,475	\$500	TBD
535	520	Studio, 1 Bath	557	5 th	\$3,475	\$500	TBD
535	111	1 Bedroom, 1 Bath	918	1 st	\$3,983	\$500	TBD
535	203	1 Bedroom, 1 Bath	733	2 nd	\$3,983	\$500	TBD
535	209	1 Bedroom, 1 Bath	763	2 nd	\$3,983	\$500	TBD
535	213	1 Bedroom, 1 Bath	763	2 nd	\$3,983	\$500	TBD
535	305	1 Bedroom, 1 Bath	763	3 rd	\$3,983	\$500	TBD
535	311	1 Bedroom, 1 Bath	763	3 rd	\$3,983	\$500	TBD
535	418	1 Bedroom, 1 Bath	732	4 th	\$3,983	\$500	TBD
535	115	2 Bedroom, 2 Bath	1,456	1 st	\$4,451	\$500	TBD
535	231	2 Bedroom, 2 Bath	1,293	2 nd	\$4,451	\$500	TBD
535	301	2 Bedroom, 2 Bath	1,044	3 rd	\$4,451	\$500	TBD
535	430	2 Bedroom, 2 Bath	1,152	4 th	\$4,451	\$500	TBD

*The rent amount can change when the annual income limits and utility allowance schedules are updated on an annual basis.

**Total security deposit is dependent on screening, may incur one month deposit

Occupancy Standard:

Occupancy Standards	Minimum Occupancy (Number of People)	Maximum Occupancy (Number of People)
Studio	1	2
One	1	3
Two	1	5

Income Limit:

Maximum Income Limit: 120% Moderate AMI. Please see the chart below for additional details.

Source: County of San Mateo [2023 HCD Income Limits](#) Effective 7/1/2023, updated annually.

Income Category	Percentage of AMI	Household Size: 1	Household Size: 2	Household Size: 3	Household Size: 4	Household Size: 5
Moderate	120%	\$147,000	\$168,000	\$189,000	\$210,000	\$226,800

Drawing Release Timeline:

Release Date	Deadline to Enter Drawing	(Approx.) Date Drawing Results Published	File Submission Deadline
09/29/2023	10/10/2023 by 5:00pm	10/12/2023	This date will be set by the Property Management Staff

FILE SUBMISSION DEADLINE:

- The file submission deadline with instructions will be set by **The Bower's Staff**.
- They will start contacting households starting as early as 10/16/2023.
- You will not submit a file to HouseKeys. You will submit it to **The Bower's Staff** upon their request.
- Entering the drawing and submitting a file are two separate processes applicants must complete.

ADDITIONAL INFORMATION:

Minimum Gross Annual Income: 2.5 times the net rent per month, see chart below. *The dollar amount may be different if using a housing voucher.

Bedroom Size	Minimum Gross Annual Income
Studio	\$104,250
One	\$119,400
Two	\$133,530

Parking Spaces Assigned to This Unit: One

Guest Parking: Available on a first come first serve basis

Elevator: Yes

Renters Insurance: Yes, \$18

Is Section 8 accepted or other housing assistance programs accepted? Yes

Utilities included with the rent: None

Utilities that need to be paid by the Tenant separately: All

Washer and Dryer: Machines are provided in the unit

Other amenities: Courtyard with lounge seating, clubhouse, spa deck, dog wash/pet spa, stainless steel appliances, gas range stovetops, Wi-Fi in common areas, and more.

Application Fee for credit and background: \$55 per adult household member

Open House: No

Guarantors: No

Property Manager's/Leasing Agent Contact Information:

1st Point of Contact: The Bower - TheBower-Office@prometheusreg.com (650) 395-2777

2nd Point of Contact: Alex Allgood - aallgood@prometheusreg.com (650) 395-2777

Household and Income Restrictions: These BMR Units have household and income restrictions. Applicants must meet the landlord's/property manager criteria and all the BMR program eligibility and qualification requirements before moving into a BMR rental unit. There will be an annual compliance certification each year to confirm continued program eligibility and qualification. During the annual compliance certification, the tenant/household will have to resubmit a complete application, income, asset documentation, and other information in a timely manner. HouseKeys and the landlord will determine if the household still qualifies for the program. If the household exceeds the income limits and no longer qualifies for the program, a notice to vacate the unit will be issued by the Property Manager/Landlord.

Applicant Application Process

Review all the information and follow the instructions on the websites and this notice.

1. Check that your household account information is complete and current before entering the drawing.
 - a. Verify your income and household size are accurate; otherwise, this can affect your eligibility screening.
2. **Select and enter the opportunity drawing** at www.myhousekeys.com
 - a. The household's account administrator must enter the drawing. Entries submitted by the rest of the household members are null and void.
 - b. You may only enter ONE drawing per program.
 - i. PLEASE NOTE: Entries dated AFTER the drawing entry deadline for the opportunity will be considered as backups.
3. While you wait for the ranking results, please click [here](#) to access, complete, and gather the program application forms, exhibits, and document checklists to complete.

HouseKeys Review Process

1. HouseKeys will publish opportunity drawing ranking results on the Housekeys opportunity drawing website.
 - a. Applicants will be initially ranked based on a random lottery followed by a final ranking with city preferences applied.
 - i. *To view these drawings city preferences and form Exhibit F, click [here](#).*
2. HouseKeys will provide the Applicant Ranked List to the property management staff, and they will start contacting applicants based on the Final Ranked order.
 - a. If you are contacted by the property management staff, they will provide you with a file submission deadline and instructions on where to submit them.
 - b. A tenant screening for all adult household members must be completed (credit, background, etc.) by the property manager.
 - c. You will be skipped if you do not submit a complete file by the deadline set by The Bower staff.
3. All applicants will be released from the drawing once an applicant has been selected.

OTHER RESOURCES:

- [HouseKeys Learning Library](#)
- [Property webpage](#)
- [City program page](#)

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CONTACT INFORMATION:

- Email Questions: customerservice@housekeys.org
- Call Toll-Free: 1-877-460-KEYS (5397)
- Schedule an appointment for assistance [here](#).