



Opportunity Drawing Notification – Drawing #538 and #539
City of Burlingame
Program Type: Rental
Development: The Village at 150 Park Road

Index # / Unit specs

OD	Unit Type	Bed / Bath	Income Level	Monthly Rent*	Holding Deposit	Total Security Deposit**
538	Workforce	Studio, 1 Bath	50% - 120%	\$1,555 - \$3,506	\$500	Up to 1 Months Rent
538	Workforce	1 Bedroom, 1 Bath	50% - 120%	\$1,657 - \$4,376	\$500	Up to 1 Months Rent
538	Workforce	2 Bedroom, 1 Bath	50% - 120%	\$1,971 - \$4,899	\$500	Up to 1 Months Rent
539	Senior	1 Bedroom, 1 Bath	50% - 80%	\$1,657 - \$2,703	\$500	Up to 1 Months Rent
539	Senior	2 Bedroom, 1 Bath	50% - 80%	\$1,971 - \$3,226	\$500	Up to 1 Months Rent

*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.

Occupancy Standard:

Occupancy Standards	Minimum Occupancy (Number of People)	Maximum Occupancy (Number of People)
Studio	1	2
One Bedroom	1	2
Two Bedroom	2	4

Income Limit:

Maximum Income Limit: 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
Very Low	50%	\$65,250	\$74,600	\$83,900	\$100,700	\$108,150
Low	80%	\$104,400	\$119,300	\$134,200	\$149,100	\$161,050
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
10/27/2023	11/6/2023 by 5:00pm	11/08/2023	This date will be set by the Property Management Staff

FILE SUBMISSION DEADLINE:

- The file submission deadline with instructions will be set by **The Village's Staff**.
- They will start contacting households starting as early as 11/09/2023.
- You will not submit a file to HouseKeys. You will submit it to **The Village'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.

Parking Spaces Assigned to This Unit: Each apartment is assigned one parking space, in a parking garage with a parking stacker used.

Guest Parking: None

Elevator: Yes

Renters Insurance: No

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

Utilities included with the rent: Water, Sewer, and Trash

Utilities that need to be paid by the Tenant separately: Electric, Internet, and Phone

Washer and Dryer: Community Laundry Room

Other amenities: Computer Room, Central Courtyard, Fitness Center, Controlled Access, and more.

Application Fee for credit and background: \$45 per adult household member

Open House: No, will be shown to final candidate

Guarantors: No

Property Manager's/Leasing Agent Contact Information:

villageatburlingame@cresapts.com

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 Workforce City preferences and form Exhibit F, click [here](#).*
 - ii. *To view these drawings Senior 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](#).