

Exhibit E - City of San Luis Obispo AVILA RANCH PROJECT ONLY Below Market Rate (BMR) Housing Program Preference/Priority Criteria Form (for Home Buyers)

The City establishes a priority system for allocating the limited number of affordable homeownership units. First preference shall be given to “Local Employees” also known as “Local Preference (SLO Workers First)”. For the purposes of this program, the term “Local Employees” shall include individuals who are employed in businesses that are located in geographic areas that are customarily included in the city’s annual jobs-housing balance analysis in its General Plan Status Report. These areas include the City’s corporate limits and areas outside the City limits such as Cal Poly, California Men’s Colony, Cuesta College, employers on agricultural lands within the Edna Valley area, or business parks on South Broad Street. New employees to businesses in these geographic areas with bonified employment offers will be considered “local employees” as well. Second preference will be given to those that reside within the County of San Luis Obispo.

The preference system will be used to establish a ranking of applicants. An eligible household will be ranked according to where they work or live. While an applicant who has the “Local Employees” preference will have priority over an applicant who resides in the County of San Luis Obispo, the “Local Employees” and “residing within the County” status is not a requirement for the Program, and all individuals and households may apply.

The City of San Luis Obispo has a Preference Requirement for all BMR Units; the preferences must be met by the applicants and co-applicants that will be on title on the subject property.

BMR PREFERENCE/PRIORITY CRITERIA	
Preference/Tier 1: Employed within City of San Luis Obispo limits (Local Employees)	“Local Employees” shall include individuals who are employed in businesses that are located in geographic areas that are customarily included in the city’s annual jobs-housing balance analysis in its General Plan Status Report. These areas include the City’s corporate limits.
Preference/Tier 1: Employees that work outside the City Limits but are still considered “Local Employees”	“Local Employees” shall include individuals who are employed in areas outside the City limits such as Cal Poly, California Men’s Colony, Cuesta College, employers on agricultural lands within the Edna Valley area, or business parks on South Broad Street. New employees to businesses in these geographic areas with bonified employment offers will be considered “local employees” as well.
Preference/Tier 2: Live within the County of San Luis Obispo	Second preference will be given to those that reside within the County of San Luis Obispo
No Preference/Tier 0	All other applicants may apply

IMPORTANT: In order to properly prioritize BMR applicants, HouseKeys requests documents/materials supplemental to the items listed on the BMR application Document Checklist. In order 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/Priority Category 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.

Please complete this section and include the items listed here with your file.

	Questions	Answers	Supplemental Documentation Needed
<p>PREFERENCE/TIER 1</p> <p>Employed within City of San Luis Obispo limits (Local Employees)</p>	<p>Do you work within the City of San Luis Obispo CITY limits?</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><input type="checkbox"/> A signed letter from Human Resource Department verifying that your employer is within the CITY limits. It should also reflect your start date, hours per week worked, and it should indicate if you passed probation. If you are self-employed submit a copy of your business license for the most current year.</p>
<p>PREFERENCE/TIER 1</p> <p>Employees that work outside the City Limits but are still considered "Local Employees" (See page 1)</p>	<p>Do you work outside the City Limits but are still considered a "Local Employee" by the program?</p> <p>If yes, who does?</p> <p><input type="checkbox"/> The primary applicant (name): _____</p> <p><input type="checkbox"/> The co-applicant (name): _____</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><input type="checkbox"/> A signed letter from Human Resource Department verifying the employer/company name and location of the employer. It should also reflect your start date, and hours per week worked, and it should indicate if you passed probation.</p> <p><input type="checkbox"/> Job Offer Letter with the company's name and the Human Resource Department's contact information. It must include the start date and be signed and dated.</p> <p><input type="checkbox"/> If you are self-employed submit a copy of your business license for the most current year.</p>
<p>PREFERENCE/TIER 2</p> <p>Live within the County of San Luis Obispo</p>	<p>Do you live within San Luis Obispo COUNTY limits?</p>	<p>Please check one:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide:</p> <p><input type="checkbox"/> Submit the last 2 months bills for two different utility bills with your physical address and name (e.g., PG&E, Water or Cable).</p> <p>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.</p>

**Exhibit E - City of San Luis Obispo
AVILA RANCH PROJECT ONLY
Below Market Rate (BMR) Housing Program
Preference Criteria Form Continued**

Check this box if none of the preferences apply to the primary applicant or co-applicant (s).

I/we (the primary applicant or co-applicants) don't qualify for any of the preferences/priority.

I/We (the primary applicant or co-applicants) certify that I/we meet the following preference/priority:

PRIMARY APPLICANT: 1st Preference/Tier 1 2nd Preference/Tier 2 none

Co- APPLICANT: 1st Preference/Tier 1 2nd Preference/Tier 2 none

Additional CO-APPLICANT: 1st Preference/Tier 1 2nd Preference/Tier 2 none

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/Priority.

Date _____

Applicant Name: _____ Signature _____

Co- Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____