



City of San Luis Obispo
The Summit Apartments

Exhibit E - Preference Confirmation Form (Rentals)

The City of San Luis Obispo has established a tiered Preference System for allocating the limited number of affordable rental units located at 790 E. Foothill Blvd. known as The Summit Apartments. First preference shall be given to applicants or co-applicants who reside in the County of San Luis Obispo OR are employed in the City 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 live or work. **While an applicant who resides in the County of San Luis Obispo OR is employed in the City of San Luis Obispo will have preference over an applicant who does not, meeting the Tier 1 Preference status is not a requirement for the Program, and all individuals and households may apply.**

BMR PREFERENCE CRITERIA	
<i>Tier/Preference 1 must be met by the applicants and co-applicants that sign the rental agreement to the subject property.</i>	
Tier/Preference 1: Live in the County of San Luis Obispo OR employed in the City of San Luis Obispo	<ul style="list-style-type: none"> • Applicants or Co-applicants who reside in the County of San Luis Obispo • Applicants or Co-applicants who are employed in the City of San Luis Obispo
No Tier: All Other Households	<ul style="list-style-type: none"> • Applicants that don't meet Tier/Preference 1 may still apply.

IMPORTANT: To properly prioritize the applicants per the City's requirements, HouseKeys requests documents/materials supplemental to the items listed on the Program Application Document Checklist to verify if the applicants meet the preference criteria. The applicants must submit the supplemental materials with the Program Application. If the documentation requested on this form is not sufficient to prove you meet the Preference/Tier category, 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 Confirmation Form with your Program Application Package you will not be eligible for the Preference/Tier 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 (the primary applicant or co-applicants) certify that I/we meet the following preference:

PRIMARY APPLICANT: 1st Tier/Preference none

Co- APPLICANT: 1st Tier/Preference none

Additional CO- APPLICANT: 1st Tier/Preference none



City of San Luis Obispo
790 E. Foothill Blvd. Apartments
Exhibit E - Preference Confirmation Form (Rentals) – Continued

	Questions	Answers	Supplemental Documentation Needed
Tier/Preference 1: Live in the County of San Luis Obispo	<p>Does the applicant or co-applicant currently reside in the County of San Luis Obispo?</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"/> Submit last month's bills for two different utility bills with your physical address and name (e.g., Electric, 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>
Tier/Preference 1: Employed in City of San Luis Obispo	<p>Is the applicant or co-applicant currently employed in the City of San Luis Obispo?</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"/> Submit a letter from your employer, on company letter head verifying that you work within (inside) the city limits. It must be signed and dated by the Human Resource Manager. It should reflect your start date and hours worked per week. If you are self-employed submit a copy of your business license for the current year.</p>

I/we certify under penalty of perjury that all 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 _____

Additional Applicant Name: _____ Signature _____

Additional Applicant Name: _____ Signature _____