

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

The City’s Inclusionary Housing Ordinance establishes a priority system for allocating the limited number of affordable homeownership units. First priority shall be given to income eligible individuals who are employed by employers that are located in geographic areas that are within city limits, including the following zip codes 93401, 93405, and 93407, and employees working within the City’s corporate limits and areas outside the City limits for employers such as Cal Poly, California Men’s Colony, Cuesta College, employers on agricultural lands with the Edna Valley area and business parks on South Broad Street. Second priority is given to income eligible individuals employed full-time by employers located in County of San Luis Obispo. Upon exhausting all Local Employees and County Employees on the interest list for the available Product Type, the unit may be offered to individuals who are employed outside 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. While an applicant who works within the city limits will have priority over an applicant who does not, residency/employment status is not a requirement for the Program, and all individuals and households may apply.

The City of San Luis Obispo has a Preference/Priority Requirement for all BMR Units (Preferences/Priorities 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 income-eligible individuals who are employed by employers that are located in geographic areas that are within city limits, including the following zip codes 93401, 93405, and 93407, and employees working within 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 income-eligible individuals who are employed areas outside the City limits for employers 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
Preference/Tier 2: Employed within San Luis Obispo County (County Employees)	Second priority is given to income-eligible individuals employed full-time by employers located in the County of San Luis Obispo.
Preference/Tier 3: Employed outside the County of San Luis Obispo	Upon exhausting all Local Employees and County Employees on the interest list for the available Product Type, the unit may be offered to individuals who are employed outside the County of San Luis Obispo.

	Questions	Answers	Supplemental Documentation Needed
<p>PREFERENCE/TIER 1</p> <p>Employed Within the City of San Luis Obispo City Limits</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>Employed Within San Luis Obispo County Limits</p>	<p>Do you work within San Luis Obispo COUNTY 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 COUNTY 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 3</p> <p>Employed Outside San Luis Obispo County Limits</p>	<p>Do you work at a business located outside San Luis Obispo County 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"/> Submit a letter from your employer, on company letter head verifying that you work (outside) the COUNTY of San Luis Obispo. It must be signed and dated by the HR Department. It should reflect your start date and hours per week worked. If you are self-employed submit a copy of your business license for the most current year.</p>
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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 Tier 2nd Tier 3rd Tier none

Co- APPLICANT: 1st Tier 2nd Tier 3rd Tier none

Additional CO- APPLICANT: 1st Tier 2nd Tier 3rd Tier 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 _____