



City of Menlo Park

Exhibit E – City Preference Confirmation Form

Note: If the Ownership Unit you are applying for is considered an accessible unit, please use the Accessible Unit Preference Criteria Form instead of this one.

The City has established a tiered priority system for allocating a limited number of affordable **Ownership units**. Priority shall be given to income-eligible households who meet the **City of Menlo Park Preference Criteria** below.

BMR Purchase Legacy List Members: (First Priority)

Households that enter the Opportunity Drawing that are members of the “BMR Purchase Legacy List”, the list created from the previous BMR Purchase Waiting List, will have priority over households that are not on this list. Legacy applicants that enter the drawing will be ranked based on their waitlist number and the City’s preference criteria. The preference criteria are further described below. Households that do not qualify under one of the preferences will receive a Final Ranking Number lower than persons or households meeting preference criteria. If there are no eligible BMR Purchase Legacy List candidates for the unit, then we will start reviewing households that entered the drawing that are not on the Legacy List.

Please note: Households on the **BMR Purchase Legacy List** must enter the drawing by logging into their accounts via www.myhousekeys.com to be considered. By entering the drawing, you are indicating that you are interested in the unit. If you do not enter the drawing, we will assume that this unit did not interest you and you will remain on the Legacy List for future opportunities.

Drawing Participants that are not on the BMR Purchase Legacy List: (If needed) Income-qualified households must enter the drawing via www.myhousekeys.com. **A random drawing (lottery) will be held by the City or the City’s designee IF an eligible buyer is NOT identified from the Legacy List Participants (drawing entries).** The lottery will rank applicants at random followed by a final ranking to account for households meeting the City’s preference criteria. All income-eligible persons and households that do not qualify under one of the preferences will receive a Final Ranking Number lower than persons or households meeting preference criteria.

City Preferences: Preference criteria will be utilized at the time of a BMR unit drawing submission and verified during the application process. If an applicant does not meet a preference or cannot provide sufficient evidence establishing they meet a preference, that applicant will lose their preference ranking. In no circumstances shall the preference criteria and/or eligibility requirements of these Guidelines be applied in a manner that is contrary to State and/or Federal fair housing laws.

The City of Menlo Park reserves the right to establish other criteria to give preference to certain categories of eligible participants (Sec. 8 of the City Guidelines).

- Condominium Conversions
- Accessible Unit Preference

Preference criteria are set forth below. All preferences, aside from the accessible unit preference, shall be given the same weight and/or ranking significance in formation of the final lottery ranking list.

City of Menlo Park Preference Criteria	
Tier 1	A person or household meeting an existing Menlo Park preference such as live and/or work, unhoused or displacement preference
None	A person or household not meeting an existing Menlo Park preference may still apply

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Please review the live and/or work, unhoused or displacement preference details:

Preference criteria are set forth below. All preferences, aside from the accessible unit preference, shall be given the same weight and/or ranking significance in formation of the final ranking list.

Live and/or Work Preference: The applicant household's primary residence is within incorporated Menlo Park or a member of the applicant household currently works or volunteers within incorporated Menlo Park.

- Criteria for residing within incorporated Menlo Park. To qualify as living in Menlo Park, the applicant household's primary residence must be within incorporated Menlo Park.
- Criteria for working within incorporated Menlo Park. To qualify as a household that works in Menlo Park, a member of the applicant's household must currently work in Menlo Park at least 20 hours per week, or (if currently less than 20 hours per week) hours worked over the course of the one year prior to application averages a minimum of 20 hours per week.
 - Types of work. Work is defined as (1) owning and operating a business at a Menlo Park location; (2) employment for wages or salary by an employer located at a Menlo Park location; (3) contract employment where the actual work is conducted at a Menlo Park location for one year; (4) commission work, up to and including a 100% commission arrangement, conducted in Menlo Park, or (5) volunteering for a community or civic serving entity located within Menlo Park, without receipt of compensation, wages or salary in exchange for such time and work.
 - Employer-based work. If employed for wages or salary by an employer, working in Menlo Park is defined as the employer is located in Menlo Park and the employment/actual work is performed within incorporated Menlo Park.
 - Owning (either wholly or in part) a residential or commercial property for investment purposes only shall not qualify as working within incorporated Menlo Park.

Unhoused Preference: For purposes of these Guidelines, unhoused persons may show local residency by providing evidence that their last permanent residence was located in Menlo Park and/or documentation from a case manager or homeless services provider demonstrating current residency in Menlo Park, including places or structures other than a bona fide dwelling unit (i.e. vehicle or tent). (Submit the [Unhoused Affidavit](#) with your application file)

Displacement Preference: A person or household residing within incorporated Menlo Park for three or more years that was subsequently displaced from such housing and does not reside in Menlo Park at the date of submission of application, shall not be disqualified based on current lack of residency, provided they can show their displacement was due to economic conditions beyond their control (including but not limited to job loss, rent increase, eviction, foreclosure or other form of economic hardship resulting in loss of housing). Evidence of such economic displacement shall be in the form of direct evidence (i.e. job termination letter) or declarations submitted under penalty of perjury. (Submit the [Displacement Affidavit](#) with your application file)

Accessible Unit Preference: If the unit you are applying for is considered an accessible unit, please use the *Accessible Unit Preference Criteria Form* instead of this one.



IMPORTANT: To properly prioritize the applicants, the Property Manager and/or the Administrator requires the applicant to submit supplemental documentation in addition to the items listed on the Application Document Checklist.

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For the households to be considered for a City Preference you must submit the supplemental materials with the program application. If the documentation requested on the application is not sufficient to prove you meet one of the preference categories, please make sure you include additional evidence/documentation. **If you do not provide clear and substantial evidence/documentation with the application along with the Preference Criteria Form when you submit your Program Application Package you will not be eligible for the Preference 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.

Sample of items you should submit (if applicable) and not limited to the items on the document checklist:

Unhoused Affidavit / Displacement Affidavit / Business license / letter from the employer or agency on company letterhead with details (location where work is performed, # of hours, hire date, contact info, etc.) that help prove you meet a preference, signed by a HR manager / signed Lease / Utility bills / evidence of displacement / evidence of last permanent residence in Menlo Park / documentation from a case manager or homeless provider / Any other documents you feel would help substantiate the preference you claim /

City of Menlo Park Preference Criteria	
Tier 1	A person or household meeting an existing Menlo Park preference such as live and/or work, unhoused or displacement preference
None	A person or household not meeting an existing Menlo Park preference may still apply

Certification:

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 to be considered. No proof - No form - No Preference.

Based on the Preferences tier listed on this form and the City Guidelines, I/We, certify that I/we meet the following preference tier:

- 1st Preference Tier none – you may still apply

Enter BMR Purchase Legacy List Number: _____ (if applicable)

Applicant Name: _____ Signature _____ Date _____

Co- Applicant Name: _____ Signature _____ Date _____

Adult Household Member Name: _____ Signature _____ Date _____