



**Opportunity Drawing Notification – Drawing #552, 553, 554, 555**  
**City of Santa Clara**  
**Program Type – Rental**  
**Development: Sofia**

**Index # / Unit specs**

**Property Address:** 3580 Rambla Place, Santa Clara, Ca 95051

OD	Unit #	Income Category	Bed / Bath	Approx. Sq. Ft.	Floor Level	Monthly Rent*	Holding Deposit	Total Security Deposit
552	312	Low	1 Bedroom, 1 Bath	770	3	\$2,488	\$250	\$500
552	458	Low	1 Bedroom, 1 Bath	713	4	\$2,488	\$250	\$500
552	557	Low	1 Bedroom, 1 Bath	754	5	\$2,488	\$250	\$500
552	619	Low	1 Bedroom, 1 Bath	653	6	\$2,488	\$250	\$500
553	205	Low	2 Bedroom, 2 Bath	1044	2	\$2,794	\$250	\$750
554	215	Moderate	1 Bedroom, 1 Bath	653	2	\$2,699	\$250	\$500
554	219	Moderate	1 Bedroom, 1 Bath	653	2	\$4,097	\$250	\$500
554	221	Moderate	1 Bedroom, 1 Bath	752	2	\$4,097	\$250	\$500
554	229	Moderate	1 Bedroom, 1 Bath	820	2	\$4,097	\$250	\$500
554	241	Moderate	1 Bedroom, 1 Bath	820	2	\$4,097	\$250	\$500
554	259	Moderate	1 Bedroom, 1 Bath	763	2	\$4,097	\$250	\$500
554	313	Moderate	1 Bedroom, 1 Bath	653	3	\$2,699	\$250	\$500
554	317	Moderate	1 Bedroom, 1 Bath	653	3	\$2,699	\$250	\$500
554	321	Moderate	1 Bedroom, 1 Bath	706	3	\$2,699	\$250	\$500
554	331	Moderate	1 Bedroom, 1 Bath	813	3	\$2,699	\$250	\$500
554	341	Moderate	1 Bedroom, 1 Bath	813	3	\$4,097	\$250	\$500
554	346	Moderate	1 Bedroom, 1 Bath	713	3	\$4,097	\$250	\$500
554	368	Moderate	1 Bedroom, 1 Bath	770	3	\$4,097	\$250	\$500
554	369	Moderate	1 Bedroom, 1 Bath	763	3	\$4,097	\$250	\$500
554	413	Moderate	1 Bedroom, 1 Bath	653	4	\$2,699	\$250	\$500
554	419	Moderate	1 Bedroom, 1 Bath	653	4	\$2,699	\$250	\$500
554	429	Moderate	1 Bedroom, 1 Bath	813	4	\$2,699	\$250	\$500
554	439	Moderate	1 Bedroom, 1 Bath	915	4	\$4,097	\$250	\$500
554	444	Moderate	1 Bedroom, 1 Bath	763	4	\$4,097	\$250	\$500
554	455	Moderate	1 Bedroom, 1 Bath	763	4	\$4,097	\$250	\$500
554	459	Moderate	1 Bedroom, 1 Bath	763	4	\$4,097	\$250	\$500
554	512	Moderate	1 Bedroom, 1 Bath	770	5	\$2,699	\$250	\$500
554	513	Moderate	1 Bedroom, 1 Bath	653	5	\$2,699	\$250	\$500
554	516	Moderate	1 Bedroom, 1 Bath	763	5	\$2,699	\$250	\$500
554	519	Moderate	1 Bedroom, 1 Bath	653	5	\$2,699	\$250	\$500
554	526	Moderate	1 Bedroom, 1 Bath	713	5	\$2,699	\$250	\$500
554	529	Moderate	1 Bedroom, 1 Bath	813	5	\$2,699	\$250	\$500

554	569	Moderate	1 Bedroom, 1 Bath	763	5	\$4,097	\$250	\$500
554	615	Moderate	1 Bedroom, 1 Bath	653	6	\$2,699	\$250	\$500
554	626	Moderate	1 Bedroom, 1 Bath	713	6	\$2,699	\$250	\$500
554	629	Moderate	1 Bedroom, 1 Bath	813	6	\$2,699	\$250	\$500
554	637	Moderate	1 Bedroom, 1 Bath	763	6	\$4,097	\$250	\$500
554	643	Moderate	1 Bedroom, 1 Bath	820	6	\$4,097	\$250	\$500
554	669	Moderate	1 Bedroom, 1 Bath	763	6	\$4,097	\$250	\$500
555	211	Moderate	2 Bedroom, 2 Bath	1,044	2	\$4,604	\$250	\$750
555	225	Moderate	2 Bedroom, 2 Bath	1,044	2	\$4,604	\$250	\$750
555	247	Moderate	2 Bedroom, 2 Bath	1,044	2	\$4,604	\$250	\$750
555	307	Moderate	2 Bedroom, 2 Bath	1,044	3	\$3,500	\$250	\$750
555	325	Moderate	2 Bedroom, 2 Bath	1,044	3	\$4,604	\$250	\$750
555	404	Moderate	2 Bedroom, 2 Bath	1,044	4	\$3,500	\$250	\$750
555	407	Moderate	2 Bedroom, 2 Bath	1,044	4	\$3,500	\$250	\$750
555	430	Moderate	2 Bedroom, 2 Bath	1,094	4	\$3,500	\$250	\$750
555	447	Moderate	2 Bedroom, 2 Bath	1,044	4	\$4,604	\$250	\$750
555	467	Moderate	2 Bedroom, 2 Bath	1,105	4	\$4,604	\$250	\$750
555	507	Moderate	2 Bedroom, 2 Bath	1,044	5	\$3,500	\$250	\$750
555	525	Moderate	2 Bedroom, 2 Bath	1,044	5	\$3,500	\$250	\$750
555	570	Moderate	2 Bedroom, 2 Bath	1,044	5	\$4,604	\$250	\$750
555	573	Moderate	2 Bedroom, 2 Bath	1,230	5	\$4,604	\$250	\$750
555	605	Moderate	2 Bedroom, 2 Bath	1,044	6	\$3,500	\$250	\$750

\*The rent amount can change when the annual income limits and utility allowance schedules are updated on an annual basis.

**Occupancy Standard:**

Occupancy Standards	Minimum Occupancy (Number of People)	Maximum Occupancy (Number of People)
1 Bedroom	1	3
2 Bedroom	2	5

**Income Limit:**

**Maximum Income Limits** - 80% Low Income and 120% Moderate Income AMI. Please see the chart above for additional details.

**Minimum Income Limits** – 2 times the net rent per month. The dollar amount may be different if using a housing voucher.

Income Category	Percentage of AMI	Household Size: 1	Household Size: 2	Household Size: 3	Household Size: 4	Household Size: 5
Low	80%	\$96,000	\$109,700	\$123,400	\$137,100	\$148,100
Moderate	120%	\$152,300	\$174,050	\$195,800	\$217,550	\$234,950

Source: County of Santa Clara [2023 HCD Income Limits 2023](#) Effective 6/6/2023, updated annually.

**Drawing Release Timeline:**

Release Date	Deadline to Enter Drawing	(Appox.) Date Drawing Results Published	File Submission Deadline
3/1/2024	3/15/2024 by 5pm	03/20/2024	03/27/2024 by 5pm

**FILE SUBMISSION DEADLINE:**

In addition to entering the drawing, you must submit a complete file with all the supporting documentation. The application forms and supporting documents must be received by Housekeys by **5:00 PM on 03/27/2024**.

Ranked applicants who miss the File Submission Deadline will be skipped and lose their ranking number. Please go to “Packaging a Renter File” at <https://www.housekeys.org/renterfile> to access the program application forms, exhibits, and document checklists. Start preparing your file now and submit it. File Submission options are listed on this form.

### **ADDITIONAL INFORMATION:**

**Parking Spaces Assigned to This Unit:** One

**Guest Parking:** First come, first serve

**Elevator:** Yes

**Renters Insurance:** Yes, required

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

**Utilities included with the rent:** N/A

**Utilities that need to be paid by the Tenant separately:** Gas, Electric, Water, Sewer, Trash, Conservice Fee, and Pest Control

**Washer and Dryer:** Machines provided in the unit

**Other amenities:** Elevated open-air terraces including multiple rooftop decks, Two-story club style fitness center, individual private work stations and co-working areas, Olympic sized pool and spa/tub, Resort style courtyard with BBQ grills and fireplace, Club room, Game room, Pet spa, Bike room storage and rentable storage.

**Application Fee for credit and background:** \$35 per adult

**Open House:** Yes, date is to be determined

**Guarantors:** Yes, must make 5 times the rent

**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.

### **Property Manager's/Leasing Agent Contact Information:**

**1<sup>st</sup> Point of Contact** – Community Manager - [livesofiamgr@greystar.com](mailto:livesofiamgr@greystar.com) (408) 461-7000

### **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](http://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.
  - c. PLEASE NOTE - Entries dated AFTER the drawing entry deadline for the opportunity will be considered as a backup.
3. Upload all documents requested for a complete file by the File Submission Deadline.
  - a. All documents must be uploaded to your file cabinet in PDF format. You can find instructional videos and best practices for document uploading [here](#).

- b. To view the full complete file document checklist. Click [here](#).

## 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 the applicant's placement on the City's waiting list followed by a final ranking with city preferences applied.
    - i. *To view these drawings city preferences and form Exhibit E, click [here](#).*
  - b. Applicants who did not enter by the entry deadline will be considered as a backup.
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 and file submission.
  - a. Applicants must receive a pre-screening approval from the property staff and then a final approval from HouseKeys.
    - i. Once the property management staff has pre-screened an applicant (credit, background, minimum income requirements, etc.) then the applicant is sent to HouseKeys to determine program eligibility.
    - b. An Approved or Denied determination for the program eligibility will be then sent to the property management staff for next steps.
3. We will release all applicants once an applicant has been selected.

## File Submission Options:

### MyHouseKeys File Cabinet Submission:

1. Upload PDF documents using FILE CABINET within your HouseKeys account profile:
  - a. **Submit ONLY PDF format file. (No JPEG, SVG / screenshots, pictures, etc. will be accepted)**
  - b. **Online File cabinet submission Instructions:** *All documents must be uploaded and submitted by the deadline.*
2. Log into your profile (MyHouseKeys acct)
3. Click Menu, select FILE CABINET, drag, and drop all documents or click upload in **PDF FORMAT**

### Mail Submission:

- **ATTN: HOUSEKEYS - 409 Tenant Station #495, Morgan Hill, CA 95037**
  - We highly recommend using a service with tracking/ delivery service confirmation (USPS, FED EX, UPS, Etc.)

### MAIL SUBMISSION DISCLOSURE:

- HouseKeys will use the date/ time stamp of receipt for submissions and NOT the date/ time documents were mailed.
- HouseKeys will not return any original documents or documents submitted.
- Send only single-sided copies.
- Call/ Email Housekeys to provide your mail submission tracking number to document your profile. Otherwise, we have no way of knowing you mailed documents.

### FILE SUBMISSION DISCLOSURES:

- All information and documentation submitted must be accurate, valid, and currently dated 15-30 days of the Drawing entry.
- If your file is incomplete, your file will be closed, and Housekeys will proceed to the next applicant with a complete file.

## OTHER RESOURCES:

- [HouseKeys Learning Library](#)
- [Property webpage](#)
- [City program page](#)
- [HouseKeys Event Calendar](#)

**Disclaimer:** HouseKeys Orientations provide general information only and may be subject to change at any time without notice. HouseKeys Orientation does not constitute financial advice. You should obtain independent advice before making any financial decisions. HouseKeys Inc. does not give any warranty or representation as to the accuracy, reliability, or completeness of the information. To the extent permitted by law, HouseKeys Inc. and its employees, shall not be liable for any loss or damage arising in any way (including by way of negligence) from or in connection with any information provided or omitted or from any one acting or refraining to act in reliance on this information.

## CONTACT INFORMATION:

- Email Questions: [customerservice@housekeys.org](mailto:customerservice@housekeys.org)
- Call Toll-Free: 1-877-460-KEYS (5397)
- Schedule an appointment for assistance [here](#).