



Waitlist and Application Compliance Checklist for Property Managers of Below Market Rate programs and Publicly Supported Housing Program
(24 CFR §§1.4, 6.4, 570.904, and Section 808 (e)(5) of Title VIII)

The following checklist is applicable for properties participating in the City of Mountain View's Below Market Rate and publicly supported housing programs. Publicly supported housing programs are defined as properties that have received tax credits or funding from HUD for new construction or rehabilitation, receive rent subsidies, or offer affordable rents to qualified tenants based on income guidelines.

Does your property implement a Live/Work Preference? YES / NO

If **YES**, revise application forms to:

- Ask applicants how they heard about the property / waitlist opening
- Collect home and employment addresses for applicants stating a live or work preference (current and future applicants)
- Collect race and ethnicity data

Waitlist/New Vacancy Compliance Checklist

- Four weeks prior to opening the waitlist, provide the City of Mountain View with a copy of the Affirmative Fair Housing Marketing and Tenant Selection Plan, marketing and outreach materials and the waitlist application form.
- Marketing and outreach material in English and non-English languages should be available for the City to review prior to publication or distribution. The City reserves the right to distribute these marketing materials at a time mutually agreed upon, All marketing and outreach material should be available in both English and Spanish, at minimum. The City of Mountain View would like property managers to make every effort to provide materials in both Mandarin and Russian, if possible.
- Marketing and outreach materials shall include information to access the application for people with disabilities.
- Waitlist opening and outreach material shall include project specific requirements, if any such as elderly, disabled, or population served.
- Income limits for available units: The income limit schedule used for the property must be identified and income limit ranges listed.
- All advertising of residential real estate for sale or rent should contain an equal housing opportunity logotype and an anti-discrimination statement, or slogan as a means of educating the home-seeking public that the property is available to all persons, regardless of race, color, religion, sex, handicap, familial status, or national origin.
- Unless otherwise required by state or federal law, applications should either 1) not request Social Security Numbers, or 2) explicitly allow alternatives to Social Security Numbers in the application. To the extent some units require Social Security Numbers, the requirement should not apply to all applications.
- Upon receiving written approval from the City, the property manager may open the waitlist and begin accepting applications.
- Participate in one drop-in clinic hosted by City's Housing and Eviction Help Center to assist with applications and questions during the application period.
- Close the waitlist, after accepting applicants for up to thirty days.
- Process all applicants on your property's waitlist for eligibility first before processing new applicants on a reopened waitlist.

- Track and report race, ethnicity, and live/work preference data for: Applicants on the waitlist; and Applicants selected from the waitlist

Complete the checklist each time a waitlist is open and send a completed copy to Deanna Talavera, Senior Housing Officer at deanna.talavera@mountainview.gov. Please call 650-903-6459 with any questions.