



Below Market Rate Programs: Establishing Waiting Lists

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Recommendations to improve BMR application process

- Alta Housing, our role
- Establishing BMR Waiting Lists
 - Current Procedure (Interest List) vs. Recommended (Waiting Lists)
 - Advantages of Waiting Lists
 - Procedure to Launch Waiting Lists
- Q&A

Our Role

AH, day-to-day:

- Manages AH-owned 700+ affordable housing rental units
- Provides on-site residential services
- Acquires and/or develops affordable housing projects
- Provides **BMR consultation and administrative services** to cities
(current clients - Los Altos and Palo Alto)

Establishing BMR Waiting Lists

Current Los Altos BMR Procedure:

- BMR Ownership - with every new sale a 30-day ad is placed in Los Altos Town Crier
- Email is sent to the City of LA Housing Director & the LA school district contact
- Ownership applicants submit an application packet consisting of 75+ pages
- BMR Rentals - individual vacancies require marketing efforts similar to above administered by individual site staff/developer
- One informal “interest” list w/ names and e-mail addresses, does not replace ads
- Los Altos priority ranking applied to applications turned in before deadline

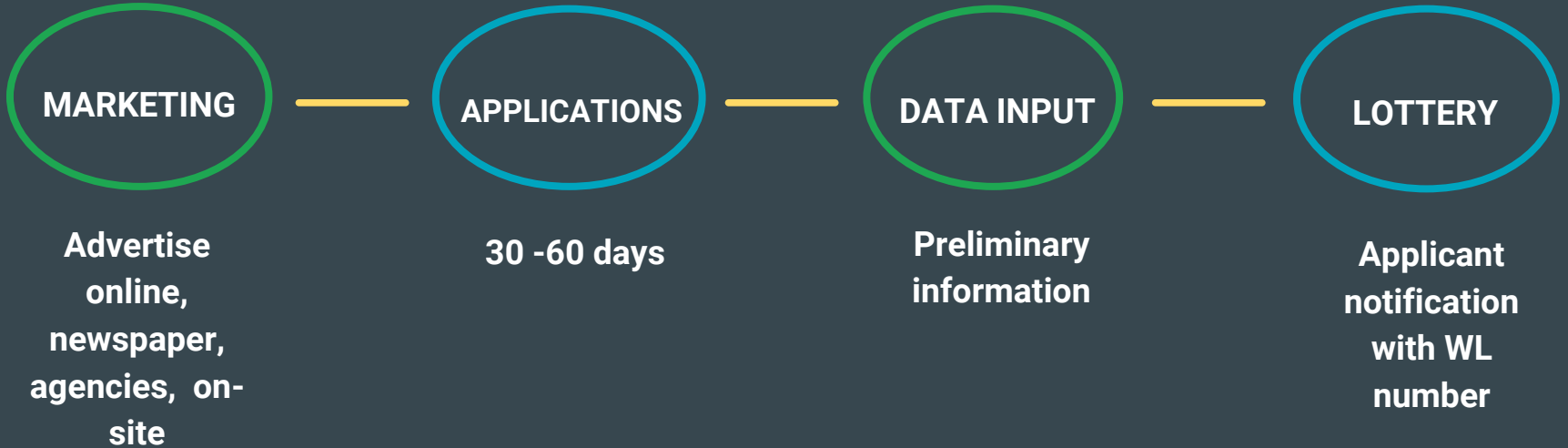
Recommended:

- Establish/Implement separate waiting lists for ownership and rental program
- Replace priority ranking with one live/work preference

Advantages of Waiting Lists

- Saves on cost of ad - \$750.00 for 30 days
- Saves on staff time
- Minimizes rental vacancy loss + arbitrary resident selection
- Saves on applicant time compiling application packet
- Eliminates paper waste
- No lag time vs. 30 days to start processing applications
- Establishes centralized database and ensures units are assigned fairly
- Decreases the chance that applicants will drop-out due to lack of knowledge

Procedure to Launch Waiting Lists



Questions?

Additional questions can be e-mailed to:

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