

## Request To Be Placed On The BMR Interest List

Stanford West Apartments participates in a Below Market Rate Housing Program. Although the BMR waiting lists are currently full, this information will be used to place qualified applicants on an interest list. The order will be first by eligibility category, and then by the date and time this letter is received at the Stanford West leasing office.

**This form is for use by current Stanford University employees only who are employed 30 hours a week or more by Stanford University or SLAC (eligibility categories 1A through 1C only).** This form does not in any way serve as a commitment for a BMR apartment. If you think you might qualify based on the following guidelines and would like to be considered for this program, please fill out the following information and return it to the Stanford West Leasing Office at 700 Clark Way Palo Alto, Ca. 94304 or fax to 650-725-2500.

The current limits are as follows:

Household Size	Maximum Gross Household Income
1	\$ 58,800
2	\$ 67,200
3	\$ 75,600
4	\$ 84,000
5	\$ 90,700
6	\$ 97,400
7	\$104,200

Occupancy Requirements:	Minimum Household Size	Maximum Household Size
1 Bedroom	1 Person	3 People
2 Bedroom	2 People	5 People
3 Bedroom	3 People	7 People

Eligibility Category, Circle one:

- 1A.** Faculty and N11 Staff employed by Stanford University, including SLAC and VA, and Senior Fellows at Special Policy Centers and Institutes (e.g. Institute for International Studies and Hoover Institution). Also includes acting and visiting faculty.
- 1B.** Public Safety Officers employed by Stanford University.
- 1C.** Other Staff. Staff employed by Stanford University or SLAC.

Circle one: I (am, am not) currently qualified.

If not currently qualified, when do you expect to become qualified? \_\_\_\_\_

Position Title at Stanford: \_\_\_\_\_ Start Date: \_\_\_\_\_

Stanford Department: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Desired Apartment Size(s): 1 Bedroom, 2 Bedroom, 3 Bedroom

Household Size: \_\_\_\_\_ Annual Household Income: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## **BMR Frequently Asked Questions**

### **1. What are the current BMR guidelines?**

The current annual household income must be below the following limits:

Household Size	Maximum Gross Household Income
1	\$ 58,800
2	\$ 67,200
3	\$ 75,600
4	\$ 84,000
5	\$ 90,700
6	\$ 97,400
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Occupancy Requirements:	Minimum Household Size	Maximum Household Size
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### **2. What are the current BMR rents?**

	1 Bedroom	2 Bedroom	3 Bedroom
Below Market Rate (BMR) rent	\$914	\$1,127	\$1,546

These rates may be increased in accordance with BMR regulations.

### **3. Once I have expressed an interest in the BMR program, what is the next step?**

Your name will be placed on the interest list in the following priority order:  
by eligibility category, then the date the leasing office receives notification of your interest in the BMR program.

Openings at the bottom of the waiting list will be filled from the top of the interest list.  
Once your name moves to the top of the waiting list and we have an available apartment, you will be contacted to complete and submit a verification and financial documentation packet.

After receipt, review and approval of the documentation packet, an Approval Notification letter will be sent to you and a BMR unit assigned upon availability.

### **4. What documentation will be used to verify my eligibility and for the BMR program?**

- Six months of most current checking account statements.
- Current tax return.
- Current savings, stock, bond, IRA, money market or other investment or asset account statements.
- Three months of most current pay stubs.
- Documentation of any penalties that would be incurred if these aforementioned asset accounts were liquidated.

- Proof that any child over age 18 is a full time student.
- A written explanation of any and all large or irregular deposits (over \$500) into checking or savings accounts, which must be signed and notarized.
- Copy of Social Security Card and Birth Certificate for each occupant, and picture ID for all occupants age 18 and over.
- Documentation of any other income received.

**5. What if my financial situation has changed from the time I initially expressed interest?**

We will qualify you based on the requirements in place at the time of move-in using all the information we have at that time. This will include, but is not limited to, information from previous months as well as any information we have about future months.

**6. What defines household size? I share custody of my two children with my ex-spouse. Can I count them in my total household size?**

You must have 50% legal custody and documentation for a child to be counted in your household size.

**7. Can I refuse a raise or cut my hours in order to meet the BMR requirement?**

No. It is not permissible to adjust your hours or pay in order to meet the BMR requirements. We do not encourage you to accept a pay cut in order to move into a BMR unit. We cannot manipulate the guidelines and requirements. Income is re-certified annually. When you exceed the income limit during tenancy, you will no longer be eligible for a BMR unit.

**8. What if I no longer qualify for the BMR unit to which I was assigned?**

Subject to eligibility and availability, you may be offered a Stanford rate unit. There is no guarantee, however, that a unit will be available to rent.

**9. What if my income rises during the lease term?**

We will re-certify you prior to the expiration of your lease, at which time you will be required to provide updated documentation. If we find that your income and eligibility meet the requirements in place at that time, we will offer a renewal. If your income no longer qualifies, subject to eligibility and availability, you may be offered a Stanford rate on your unit.

**10. What if I leave Stanford or retire?**

You may be offered a non-Stanford rate unit subject to availability.

**11. Can my name drop lower on the waiting/interest list?**

Yes, if a member from an eligibility category higher than yours submits a request to be placed on the waiting/interest list, your position on the waiting/interest list may drop.