

Exhibit E – City of Milpitas Preference Criteria Form (Buyers)

List of Documents

The City of Milpitas has required to give preference in the sale of the Affordable Units according to a point (aka ticket) system that allots points based on the criteria below. Each preference category is assigned a number of additional points based on the weighting for that preference category. The intent of the weighted number of points is to prioritize the selection of a household that meets the most of the City Council’s priorities. Where a household meets all criteria, they will be able to earn up to thirteen (13) points. **Preferences must be current and apply to at least one person who will be living in the household at least 50% of the time.**

BMR PREFERENCE CRITERIA	
1 Point: All applicants	Each applicant receives one point as a baseline for submitting their application. Note: One point per household. One drawing entry/application per household. Multiple accounts per household are not allowed.
5 Point: Live in the City of Milpitas	Milpitas residents (persons that have been residents of the City of Milpitas for at least one year prior to eligibility determination)
3 Point: Displaced Former Milpitas Residents	Former Milpitas residents who have been displaced
3 Point: MUSD students with inadequate housing per MVHAA Act	Households with children enrolled in the Milpitas Unified School District (MUSD) that have inadequate housing as defined in the federal McKinney-Vento Homeless Assistance Act
1 Point: Work in Milpitas	Currently employed within the boundaries of the City of Milpitas and for at least six months.

IMPORTANT: To accrue City Preference Points, you must answer the City Preference questions accurately when you enter the drawing AND submit evidence you qualify for the points by the designated deadline published on the Opportunity Drawing Notice for the property you are applying for. You may enter the drawing and submit documents via your account with www.myhousekeys.com. The Opportunity Drawing Notices are published at <https://www.housekeys24.com/> when opportunities become available. If you don’t have an account, you may create one. Households may not have more than one account.

This form includes the list of supporting documents that you need to submit to your file cabinet www.myhousekeys.com. If you don’t provide clear and substantial evidence by the designated deadline, you will not be eligible for the preference points you claim to meet and lose any preference points for consideration for ranking. Additional proof or clarification cannot be submitted or accepted separately; everything must be included with your file.

Extensions to submit the supporting documents will not be granted. The applicant and administrator are unable to upgrade or correct your answers after you enter the drawing. The administrator can reject your selections if they are not valid or for lack of timely evidence.

Submit these documents depending on the preferences you claimed to your file cabinet at www.myhousekeys.com.

Preferences	Supporting Documents Needed
1 Point – All Applicants that Enter the Drawing	HouseKeys will verify if you entered the drawing and give you a point automatically. No Document is needed to accrue this point.
5 Point: Live in the City of Milpitas	<p>If yes, provide proof of the address by submitting the following:</p> <p><input type="checkbox"/> Copy of a current utility bill (e.g. PG&E, water, internet, cable) showing your name and your physical home address. “Current” is within 30 days of submission, if monthly, and 90 days, if quarterly.</p> <p><input type="checkbox"/> Copy of a utility bill from 12 months ago (e.g. PG&E, water, internet, cable) showing your name and your physical home address.</p> <p>OR</p> <p><input type="checkbox"/> Copy of a signed lease covering the last 12-month period WITH a receipt of the most current rent payment (or verification of rent from your landlord) AND one from 12 months ago.</p>
3 Point: Displaced Former Milpitas Residents	<p>Provide proof of the address you were displaced from by submitting of following:</p> <p><input type="checkbox"/> Copy of a utility bill (e.g. PG&E, water, internet, cable) showing the displaced person’s name and physical home address.</p> <p><input type="checkbox"/> Copy of a signed lease with the displaced person(s) names and Milpitas address</p> <p><input type="checkbox"/> Letter of Explanation to indicate which is the address you were displaced from in Milpitas and the name of the person that was displaced.</p>
3 Point: MUSD students with inadequate housing per MVHAA Act	<p>Provide proof they meet this preference by submitting the following:</p> <p><input type="checkbox"/> A current verification letter (not more than 30 days old) from the Milpitas Unified School District (MUSD) indicating that your child is enrolled in MUSD AND indicates that the child has inadequate housing as defined in the federal McKinney-Vento Homeless Assistance Act. The letter must include the student’s full name, birthdate (for ID purposes), current enrolment period, School name, parent or guardian’s name and a MUSD staff signature and date.</p>
1 Point: Work in Milpitas	<p>Provide proof of work address by submitting the following:</p> <p><input type="checkbox"/> Letter from your employer on company letterhead showing your City of Milpitas work address. It must be signed and dated within the last 90 days by the HR Manager. It should Indicate your start date to show you’ve been employed for the last 6 months.</p> <p>AND</p> <p><input type="checkbox"/> Copy of your most recent paystub showing your CITY of Milpitas work address (must be dated within 30 days of submission).</p> <p><input type="checkbox"/> If you are self-employed, submit a copy of your Milpitas business license for the current year and a signed Year to Date Profit and Loss.</p>