

## **Mayor's Office of Housing and Community Development (MOHCD)**

# **Displaced Tenant Housing Preference (DTHP) Program**

## **Frequently Asked Questions**

### **What is the Displaced Tenant Housing Preference (DTHP) Program?**

The DTHP Program offers priority certificates to these displaced tenants in 20% of lottery available City-sponsored units.

1. In 2013, displacements by Ellis Act (NOI) evictions.
2. In 2015, displacements by Owner Move-In (OMI) evictions.
3. In 2016, displacements by a damaging fire (unable to return for 6+ months).
4. In 2019, the program expanded to rent-burdened tenants who live in buildings with Expiring Affordability Restrictions.
5. In 2023, displacements from Unlawful Residential Units (illegal units) that were deemed by the Planning Commission.

### **What is an Ellis Act eviction?**

The State of California enacted the Ellis Act in 1986 to require municipalities to allow property owners to go out of the residential rental housing business and evict existing tenants. More information is available on the San Francisco Rent Board website:

<http://sfrb.org/topic-no-205-evictions-pursuant-ellis-act>.

### **What is an Owner Move-in (OMI) eviction?**

In an OMI eviction, a property owner removes a rental unit from the rental market to move into the unit themselves or allow a family member to occupy the unit. More

information is available on the San Francisco Rent Board website: <http://sfrb.org/topic-no-204-evictions-based-owner-or-relative-move>.

## What is an affordability restriction?

Affordability restrictions are used to limit the amount of rent a tenant pays for their apartment. All City-sponsored affordable housing projects have some type of affordability restriction; most continue for the life of the project, but a few expire after a limited period of time. Buildings with affordability restrictions that are for a limited period expire on a date that was agreed upon when the building was first built. Current project: The Fillmore Center.

## What is an unlawful residential unit (illegal unit) displacement?

In an unlawful residential unit (illegal unit) displacement, a property owner removes a rental unit from the rental market after the Planning Commission instructs to remove the residential unit through demolition, conversion, or merger of residential units or the Planning Commission denies an application to legalize the unlawful unit.

## How does a DTHP certificate help me get housing?

A DTHP certificate gives you priority consideration in most City-funded or inclusionary housing development affordable housing lotteries. The Certificate holder must still meet the program eligibility rules for any particular housing unit including maximum and minimum income requirements.



### Islais Place

4840 Mission St, San Francisco, CA 94112

#### Available Units & Open Waitlist

Includes Priority Units for:

- Adaptable
- Mobility Impairments
- Hearing Impairments

UNITS	INCOME RANGE	RENT
1 Bedroom 49 available	\$1,464 to \$9,729 per month	\$732 to \$2,306 per month
2 Bedroom 41 available	\$1,604 to \$13,358 per month	\$802 to \$3,175 per month
3 Bedroom 10 available	\$1,742 to \$15,337 per month	\$871 to \$3,655 per month

After the lottery, all applicants are ranked and then sorted by preference. The list of applicants will then be ordered by preference priority. Applicants with a preference will be processed by preference priority, lottery rank order, and before applicants without a preference.

#### Right after lottery

Unfiltered lottery list	
1	Julia
2	Lee
3	George
4	Shawn
5	Maria
6	Tyler
7	Shondra
8	Robert
9	Stephanie
10	Dan



#### After filtering

Preference List A		Preference List B	Remaining lottery list
1	Maria	George	Julia
2	Robert	Shondra	Lee
3		Dan	Shawn
4			Tyler
5			Stephanie

1	2	3
Application process order		

### \*How many preferences for City-sponsored affordable housing exist?

The following lottery preferences are provided in order of priority in City-sponsored affordable housing:

1. Certificate of Preference (COP).
  - a. All available lottery units can be set aside for applicants with COP.
  - b. Displaced households by the former SF Redevelopment Agency in the 1960s and 1970s and direct descendants.
2. Displaced Tenant Housing Preference (DTHP).
  - a. DTHP is only available in properties with five (5) or more lottery units in a City-sponsored project.
  - b. 20% of available lottery units can be set aside for applicants with DTHP.
3. Neighborhood Resident Housing Preference (NRHP).
  - a. NRHP is only available in new City-sponsored projects. program.
  - b. 40% of available lottery units can be set aside for applicants with NRHP.

- c. You are eligible for NRHP if you are a San Francisco resident who currently lives in the same Supervisor district as, or half-mile from, the City-sponsored project.
  - d. You'll need to add documents to your application that prove your current address, e.g. utility bill, school records, public benefit records.
4. Live or Work in San Francisco Preference.
- a. This preference appears on every lottery we have.
  - b. Any available lottery units left are set aside for applicants with a Live or Work in SF preference.
  - c. There are two ways to be eligible:
    - i. **You already live in San Francisco.** You'll need to add documents to your application that prove your address, same as above.
    - ii. **You work at least 75% of your working hours in San Francisco.** You'll need to add documents to your application that prove your employment.

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### Lottery Preferences

Preference holders will be given highest ranking in the lottery process.

Anyone may enter the housing lottery for this listing. If your household has one of the following preferences, you will be considered in the order shown here. Each preference holder will be reviewed in lottery rank order.

1<sup>st</sup>

**CERTIFICATE OF PREFERENCE (COP)**  
Up to 100 units available

For households in which at least one member holds a Certificate of Preference from the former San Francisco Redevelopment Agency. COP holders were displaced by Agency action generally during the 1960s and 1970s.

[read more](#)

2<sup>nd</sup>

**DISPLACED TENANT HOUSING PREFERENCE (DTHP)**  
Up to 20 units available

For households in which at least one member holds a Displaced Tenant Housing Preference Certificate. DTHP Certificate holders are tenants who were evicted through either an Ellis Act Eviction or an Owner Move In Eviction, have been displaced by a fire, or who will experience an unaffordable rent increase due to affordability restrictions expiring. Once all units reserved for this preference are filled, remaining DTHP holders will receive Live/Work preference, regardless of their current residence or work location.

[read more](#)

3<sup>rd</sup>

**NEIGHBORHOOD RESIDENT HOUSING PREFERENCE (NRHP)**  
Up to 40 units available

For households in which at least one member either lives within Supervisor district of the project District 11, or within a half-mile of the project. Requires submission of proof of address.

[read more](#) [View Document Checklist](#)

4<sup>th</sup>

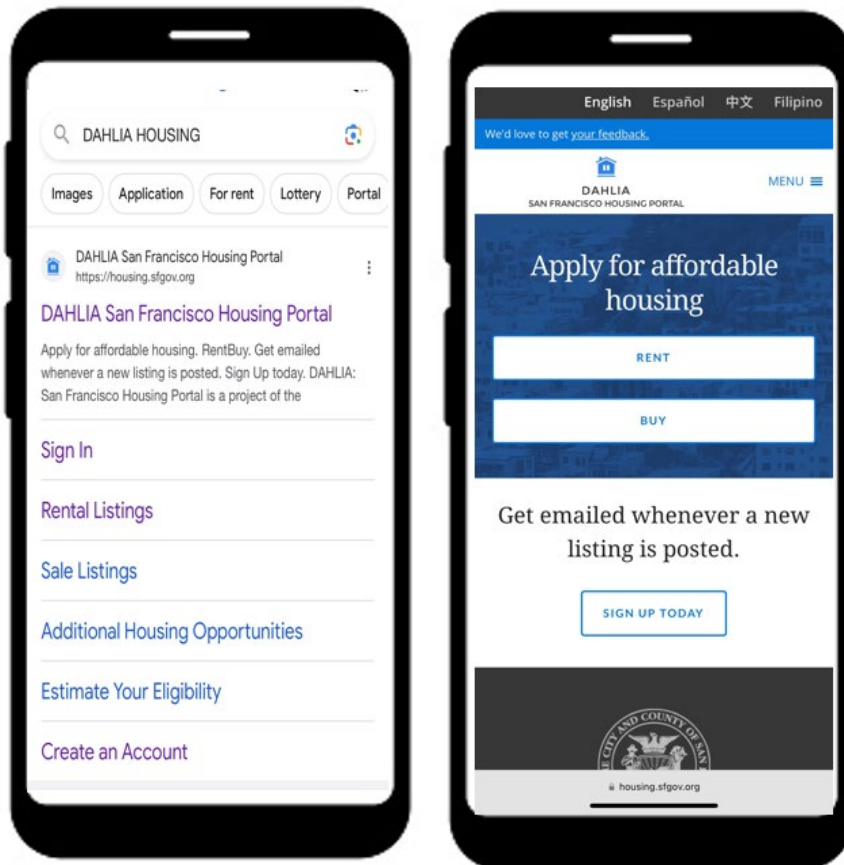
**LIVE OR WORK IN SAN FRANCISCO PREFERENCE**  
Up to 100 units available

For households in which at least one member lives or works in San Francisco. Requires submission of proof. Please note in order to claim Work Preference, the applicant currently work in San Francisco at least 75% of their working hours.

[read more](#) [View Document Checklist](#)

## Where do I find City sponsored affordable housing?

You can search and apply for affordable ownership and rental housing through [DAHILIA](https://housing.sfgov.org) San Francisco Housing Portal. You can also sign up for Email Housing Alerts on DAHLIA and receive notification every time a new opportunity becomes available.



## Who is eligible for DTHP?

1. Ellis Act Displaced Tenants
2. Owner Move-In Displaced Tenants
3. Tenants Displaced By Fire
4. Tenants Rent Burdened due to Expiring Affordability Restrictions
5. Tenants Displaced from Unlawful Residential Units (illegal units)

## Do I qualify for a certificate if I was evicted or displaced but not on the lease or eviction notice?

Yes. The applicant's name does not have to be listed on the lease for the tenant to qualify for a DTHP certificate. If an applicant was not listed on the lease or eviction from the illegal unit, the applicant must establish their occupancy in the withdrawn unit during the time of the eviction by providing any one of the following items:

- ☐ The Eviction Notice
- ☐ Cable or internet bill
- ☐ Gas bill/Electric bill
- ☐ Garbage bill
- ☐ Water Bill
- ☐ Paystub
- ☐ Public benefits records (e.g. SSI/SSP, MediCal, GA, Unemployment Insurance, CalFresh)
- ☐ School records

## If I have already vacated my apartment, do I qualify for a DTHP certificate?

Yes. You can apply for a DTHP certificate any time after the Notice of Intent to Withdraw or the eviction notice was filed. Tenants displaced due to a fire may apply after they receive an Order to Vacate or a completed Fire Displacement Verification form. If your household has vacated your City-sponsored affordability-restricted apartment because the market rate rent became unaffordable, you will have to provide financial documentation that your household was rent-burdened at the time that the affordability restrictions expired.

## When does my DTHP certificate expire?

Type of DTHP Certificate	Certificate Expiration
Ellis Act, Owner-Move-in, Unlawful Residential Unit	6 Years From the date of the NOI or Eviction Notice
Displaced by a Fire	6 Years From the date of the fire displacement
Expiring Affordability Restrictions	6 Years From the date units convert to market rate

**Ellis Act, Owner Move-in, and Unlawful Residential Unit displaced tenants** are encouraged to apply for the DTHP program within six (6) years from the date that their landlord filed either a Notice of Intent to Withdraw (NOI) or Eviction Notice with the Rent Board. Once a DTHP application is approved, the DTHP holder can claim the Preference in the eligible City-sponsored housing lottery opportunities. Expiration dates will be clearly marked on the certificate approval letter. After expiration, the DTHP certificate becomes null and void.

### **How many times can I use my DTHP certificate?**

A DTHP certificate may be used only once, for either a rental or a homeownership opportunity. When a DTHP holder accepts and occupies a unit by exercising the DTHP certificate, the DTHP certificate is exercised, and the holder's DTHP priority terminates. Thereafter, the DTHP certificate is null and void for any future use.

If a Household intending to reside together contains multiple holders of DTHP certificates, the Household only needs to exercise one of the certificates for a specific housing opportunity. It is up to the members of that Household to determine which certificate will be exercised upon occupancy.

A DTHP certificate is not transferable by any means, whether voluntarily, by inheritance, by operation of law, or otherwise.

### **Does a DTHP certificate have a subsidy attached?**

No. The DTHP certificate provides the holder with priority consideration for housing. There is no monetary value associated with the Certificate. A DTHP certificate is NOT the same as a Section 8 Housing Choice Voucher. The Section 8 Program is administered by the San Francisco Housing Authority (415-715-5200).

There are also other community organizations in San Francisco that offer rental subsidies and deposit assistance from time to time, although they are not guaranteed. If you are a DTHP certificate holder interested in a referral for a rental subsidy, please visit our website: <https://sf.gov/information/san-francisco-rental-opportunities> for more information and eligibility requirements.

## **What is the process to obtain a certificate?**

First, you must complete and submit a DTHP application. The application and requested documentation can be submitted one of three ways.

### **Online Submissions**

Upload using a Secure Link:

<https://sfmohcd.app.box.com/f/8656cdbfca424c6f899a3a15d81d894d>

### **US Postal Service or In-Person Submissions**

DTHP Program

Mayor's Office of Housing and Community Development

1 South Van Ness, Fifth Floor

San Francisco, CA 94103

### **Fax**

(415) 701-5501

If you have questions about completing the DTHP application please call (415) 701-5500 or email [dthpcertificate@sfgov.org](mailto:dthpcertificate@sfgov.org).

## **How do I get more information about the DTHP Program?**

MOHCD does not take walk-in appointments however, staff will readily assist you by phone or email. Please call (415) 701-5500 or email [dthpcertificate@sfgov.org](mailto:dthpcertificate@sfgov.org).