Mayor's Office of Housing and Community Development

City and County of San Francisco



DISPLACED TENANT HOUSING PREFERENCE CERTIFICATE APPLICATION EXPIRING AFFORDABILITY RESTRICTION

London N. Breed
Mayor

Daniel Adams
Director

DTHP Program Application Instructions

Thank you for your interest in applying for an affordable housing lottery preference certificate through the San Francisco Displaced Tenant Housing Preference Program (DTHP).

It is important to understand the guidelines for applying and qualifying for a DTHP certificate. For program details, please review the City and County of San Francisco Affordable Housing Lottery Preference Program Procedures Manual. It can be found on our website at: https://sfmohcd.org/lottery-preference-programs

You may submit a completed application packet and supporting documents in person, by mail, or by uploading it to the secure link below. Please be sure to include all required documents for all household members seeking a DTHP Certificate.

Online Submissions (This is the most secure and preferred way to submit your application)
Upload using a Secure Link: https://sfgov.sharefile.com/r-re74412204d64c0c8

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

For specific questions regarding this program or completing the application please call (415) 701-5500. We will strive to return your call within 48 hours.

EXPIRATION OF AFFORDABILITY RESTRICTIONS

Use this form to apply for the DTHP certificate if you are an affordable housing tenant who will pay more than 40% of their income in rent due to the expiring affordability restrictions in your City sponsored building. All household members over the age of 18 are eligible however, please submit one application per household. For more detailed information about DTHP eligibility rules please visit http://sfmohcd.org/displaced-tenant-housing-preference-program-0.

ļ	NAME					
-	Title	tle First Name Middle Name		Last Name		
	CURRENT	ADDRESS		MAILING ADDRESS	s*	Check if same as current address
	Street #. Street Name Street Type Unit		Street # Street Name		Street Type Unit	
	Address L	ine Two		Address Line Two		
	City		State Zip Code	City	St	rate Zip Code
<u>.</u>	Area Code	Phone Number	Area Code Phone Number	er		
-	Area Code	Phone Number	Area Code Phone Number	er		
i	Alternate (Contact:			(Name & F	Phone Number)
		rent address the	same as the address we			
	Is your cur expired?	rent address the	same as the address we	re the affordability r		
	Is your cur expired? If you ansv	rent address the YES NO wered No, please	same as the address we	re the affordability r	estrictions are o	

EXPIRATION OF AFFORDABILITY RESTRICTIONS

Include ALL members of your household, regardless of age.

HOUSELLOLD	LEGAL NAME		DATE OF BIRTH							
HOUSEHOLD MEMBER	First Middle Last		Month Day	Year						
#1	OCCUPATION:		ON LEASE?							
Head of	occor Anoli.		Yes □ No □							
Household	MARRIED OR DOMESTIC PARTNERED?	IN SCHOOL?								
	Yes □ No □	Yes □ No □	Yes □ No □							
Household Me	ember 2									
	LEGAL NAME		DATE OF BIRTH							
HOUSEHOLD	First Middle Last		Month Day	Year						
MEMBER	OCCUPATION:		ON LEASE?							
#2			Yes □ No □							
	MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHOOL?							
	Yes □ No □	Yes \square No \square	Yes □ No □							
	RELATIONSHIP TO HEAD OF HOUSEHOL	<u>.</u>								
Household Member 3										
	LEGAL NAME		DATE OF BIRTH							
HOUSEHOLD	First Middle Last		Month Day	Year						
MEMBER	OCCUPATION:		ON LEASE?							
#3			Yes □ No □							
πJ	MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHOOL?							
	Yes □ No □	Yes \square No \square	Yes □ No □							
	RELATIONSHIP TO HEAD OF HOUSEHOLD:									
Household Me	ember 4									
	LEGAL NAME		DATE OF BIRTH							
HOUSEHOLD	First Middle Last		Month Day	Year						
MEMBER	OCCUPATION:		ON LEASE?							
#4			Yes □ No □							
•••	MARRIED OR DOMESTIC PARTNERED?	DEPENDENT?	IN SCHOOL?	_						
	Yes □ No □	Yes □ No □	Yes □ No □							
	RELATIONSHIP TO HEAD OF HOUSEHOL									
IIf you need to	o add more household members, please a	ttach a senarate sl	heet to this application)							
(,,) ou cou to			, ,							

HOUSEHOLD EMPLOYMENT AND INCOME

DISPLACED TENANT HOUSING PREFERENCE CERTIFICATE APPLICATION

EXPIRATION OF AFFORDABILITY RESTRICTIONS

"HH#" = Household Member Number

EMPL	OYMENT: Please writ	e "unemployed" under	"Name of Employer"	for unemployed	ed household	members
HH#	Employer Name	Employer Address	Begin Date & End Date (mm/dd/yyyy)	Self- Employed? (Yes/No)	Hours per Week	Gross Annual Income
1						\$
2						\$
3						\$
4						\$

GROSS A	ANNUAL INCOME for e	each household member		
HH#	Wages	Social Security/Pensions Received Annually	Public Assistance Received Annually	Other Income Received Annually (i.e. Income from Retirement - if drawing funds; Income from Investments; Child Support; Alimony; etc.)
1				
2				
3				
4				
TOTALS	\$ (a)	\$ (b)	\$ (c)	\$ (d)
	TOTAL	GROSS ANNUAL INCOMI	Add (a) through (d):	\$ (e)

INCOME FROM ASSETS

Important: You must list every cash account that shows a household member as an account holder. Asset accounts can include, but are not limited to, checking and savings accounts, Certificates of Deposit, Mutual Funds, stocks, bonds, trust funds, limited liability investments, and any other account in which money is saved. If money is not saved in an institution (e.g. it is saved at home), applicants must list this amount, as well. Do not include material assets such as cars, boats, etc. -- only cash assets. Failure to list all accounts will disqualify your household from applying for the DTHP preference. Please attach additional sheets if necessary.

"HH #" = Household Member Number

HH #	Name of Institution (bank name, etc.)	Type of Asset (e.g: bank account, savings account, CD, mutual fund, trust fund, gift, etc.)	Current Cash Value of Asset
1			\$
2			\$
3			\$
4			\$
	Total Househol	d Liquid Assets (do not include retirement):	\$

EXPIRATION OF AFFORDABILITY RESTRICTIONS

THE FOLLOWING QUESTIONS APPLY TO THE ENTIRE HOUSEHOLD (Response Required):

JRES	Does any household member have an ownership into	erest in a business entity?	☐ Yes ☐ No
HOUSEHOLD DISCLOSURES	Has any household member appeared on title for a hate of this application? If yes, enter name(s):	nousing unit in the past 3 years from the	☐ Yes ☐ No
OUSEHOLI	Is any household member using a Section 8 Housing other form of housing assistance as a payment of rer		☐ Yes ☐ No
Ĭ	If yes, what type of housing assistance do you receiv Please provide recipient's name(s):		
	HOUSEHOLD CERTIFICATION AND SIGNATURES		
ERMS AND SIGNATURES	THE INFORMATION ON THIS FORM WILL BE USED TO DET MY/OUR HOUSEHOLD. I/WE HAVE PROVIDED EACH HOU ANNUAL INCOME. I/WE HAVE ALSO DISCLOSED ALL ASSI HAVE PROVIDED DOCUMENTATION THEREOF. UNDER PE PRESENTED IN THIS APPLICATION IS TRUE AND MADE FO HOUSING PREFERENCE CERTIFICATE THROUGH THE CITY OBTAINED FROM ANY SOURCE NAMED IN THIS APPLICATION CODENIAL OF THIS APPLICATION. Further, I and the household members named on the affordability restrictions are set to or have expired Please Note: The City and County of San Francisco is seed Government Code Section 6250, et seq. The Public Record City in the course of conducting the public's business are public make available for inspection and copying by the including dates of birth, social security numbers and bank Must be signed by all and provided the public of the course of the public of the pub	USEHOLD MEMBER'S ACCEPTABLE VERIFICATION ETS HELD BY EACH PERSON LISTED ON THE APICE INALTIES OF PERJURY, I/WE CERTIFY THAT THE RETHE PURPOSE OF APPLYING FOR A DISPLACE AND COUNTY OF SAN FRANCISCO. VERIFICATION. I/WE FULLY UNDERSTAND THAT TO KNOWNSTITUTES AN ACT OF FRAUD AND WILL RESURBLE TO THE PROPERTY OF THE COUNTY OF SAN FRANCISCO. VERIFICATION I/WE FULLY UNDERSTAND THAT TO KNOWNSTITUTES AN ACT OF FRAUD AND WILL RESURBLE TO THE COUNTY OF THE	ON OF CURRENT PLICATION, AND INFORMATION ED TENANT ON MAY BE OWINGLY MAKE ANY LT IN THE CITY'S Public Records Act, held or used by the limited exemptions,
٣	HH # "HH#" = Household Member Number	plicants 18 years or older.	
	1		
	Applicant's Signature	Applicant's Printed Name	Date
	Applicant's Signature	Applicant's Printed Name	Date
	Applicant's Signature	Applicant's Drinted Name	Data
	Applicant's Signature	Applicant's Printed Name	Date
	Applicant's Signature	Applicant's Printed Name	Date

EXPIRATION OF AFFORDABILITY RESTRICTIONS

DTHP DOCUMENTATION CHECKLIST

The following documentation is due for each household member who is 18 years old or older.

	The following documentation is due for each household member who is 18	HH	HH	НН	НН
		member	member	member	member
Но	usehold Last Name:	#1	#2	#3	#4
1.	IDENTIFICATION				
	Please provided a copy of a valid government issued ID.				
2.	TAXES				
	If you filed a Federal Income Tax form, submit:				
	Signed and dated copies of the most recent year of Federal 1010 1010 1010 1010 1010 1010 1010 10				
	Income Tax Returns (IRS Form 1040 or 1040EZ or 1040A form)				
	Include all SCHEDULES, attachments, and W-2 form(s)				
	If you did NOT file a recent Federal Income Tax form, you must:				
	 Complete the attached Income Tax Declaration and submit it with 				
	documents to support your claim.				
	If you are applying between January 1st and April 15th, you must:				
	 Submit the most recent Federal Income Tax Form filed, and 				
	provide W-2 form(s) for the year you are about to file				
3.	INCOME If you work and receive paystubs, submit:				
	 Copies of the 2 consecutive and most recent paystubs. 				
	 If hired recently, provide Employment Offer Letter. 				
	If you receive severance pay, Social Security, unemployment benefits,				
	retirement income, disability, public assistance, or the like, submit the:				
	 Most recent benefits or award letter stating your income. 				
	If you are Self-Employed, you must:				
	 Complete the attached Self-Employed Declaration form and attach 				
	your Year to Date Profit and Loss statement plus the past 2 years				
	of federal income tax returns.				
	If you are Unemployed and have ZERO income, you must:				
	 Complete the attached Unemployment Declaration 				
4.	ASSETS				
	 3 consecutive and most recent official bank and asset statements 				
	for <u>ALL</u> accounts and include <u>ALL</u> pages.				
	A written explanation and supporting documentation for deposits				
	totaling \$500 or more, not including your documented employment.				
5.	Housing Assistance Documentation				
	If you receive a subsidy or have a housing voucher, you must: Submit most recent document stating eligibility for housing				
	assistance voucher or subsidy				
	assistance reaction of substag	ı			



STATISTICAL INFORMATION

These optional questions will <u>not</u> affect your eligibility in any way.

individual answers are kept completely confidential and used only for statistical purposes.

Household Member 1:

WHAT IS YOUR GENDER? CHECK THE ONE THAT BEST DESCRIBES YOUR CURRENT GENDER IDENTITY			HOW DO YOU DESCRIBE YOUR SEXUAL ORIENTATION OR SEXUAL IDENTITY? CHECK ONE PLEASE				PRIMARY LANGUA HOME	PRIMARY LANGUAGE SPOKEN AT HOME	
☐ Female			☐ Bisexual				☐ Chinese – Canto		
☐ Male			• •	bian/Same-Gender Lovin	ng		☐ Chinese – Mano	larin	
☐ Genderqueer/Gend	er Non-binary		ing /Unsure			☐ English			
☐ Trans Female				Heterosexual			☐ Filipino ☐ Russian		
☐ Trans Male				d. Please specify:			☐ Russian ☐ Spanish		
☐ Not listed. Please sp	ecify:		☐ Decline t	o Answer			☐ Vietnamese		
							☐ Other Language	Spoken at Home	
			RACE ANI	DETHNICITY					
ASIAN	BLACK	INDIGENOUS		LATINO	_	ERN/WEST N OR NORTH	PACIFIC ISLANDER	WHITE	
☐ Chinese	☐ African	☐ American Ind	ian/Native	☐ Caribbean	□No	orth African	☐ Pacific Islander	☐ White	
☐ Filipino	☐ African American	American. Specif	fic Group:	☐ Central American	\square W	est Asian	☐ Chamorro	☐ European	
☐ Japanese	☐ Caribbean, Central			☐ Mexican	☐ Ot	her Middle	☐ Native Hawaiian	☐ Other White	
☐ Korean	American, South American or Mexican	☐ Indigenous fr	om Movico	☐ South American		rn or North	Samoan		
☐ Mongolian	□ Other Black	the Caribbean, C	•	☐ Other Latino	Africa	an	☐ Other Pacific Islander		
☐ Central Asian ☐ South Asian	Differ black	America or South					isianuer		
☐ South Asian		Specific Group:							
☐ Other Asian									
		Other India							
		Gross Annu							
						Household	Size.		
Date of Birth		(Individual)	ې		_	110u3ciioiu	JIEC.		
		per year							

Please find more information on the demographic information requested at www.sfmohcd.org



STATISTICAL INFORMATION

Household Member 2:

WHAT IS YOUR GENDER? CHECK THE ONE THAT BEST DESCRIBES YOUR CURRENT GENDER IDENTITY			HOW DO YOU DESCRIBE YOUR SEXUAL ORIENTATION OR SEXUAL IDENTITY? CHECK ONE PLEASE			PRIMARY LANGUA	PRIMARY LANGUAGE SPOKEN AT HOME	
☐ Female ☐ Male ☐ Genderqueer/Gender Non-binary ☐ Trans Female ☐ Trans Male ☐ Not listed. Please specify:			□ Bisexual □ Gay /Lesbian/Same-Gender Loving □ Questioning /Unsure □ Straight/Heterosexual □ Not listed. Please specify: □ Decline to Answer			☐ Chinese — Cantonese ☐ Chinese — Mandarin ☐ English ☐ Filipino ☐ Russian ☐ Spanish ☐ Vietnamese ☐ Other Language Spoken at Home		
			RACE AN	D ETHNICITY				
ASIAN	BLACK	INDIGENOUS		LATINO	MIDDLE EASTERN/WEST ASIAN OR NORTH AFRICAN	PACIFIC ISLANDER	WHITE	
☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Mongolian ☐ Central Asian ☐ South Asian ☐ Southeast Asian ☐ Other Asian	☐ African ☐ African American ☐ Caribbean, Central American, South American or Mexican ☐ Other Black	☐ American Ind American. Speci ☐ Indigenous fr the Caribbean, C America or Sout Specific Group: ☐ Other Indiger	fic Group: om Mexico, Central h America	☐ Caribbean ☐ Central American ☐ Mexican ☐ South American ☐ Other Latino	☐ North African ☐ West Asian ☐ Other Middle Eastern or North African	☐ Pacific Islander ☐ Chamorro ☐ Native Hawaiian ☐ Samoan ☐ Other Pacific Islander	☐ White ☐ European ☐ Other White	

Please find more information on the demographic information requested at <u>www.sfmohcd.org</u>



STATISTICAL INFORMATION

Household Member 3:

WHAT IS YOUR GENDER?

WHAT IS YOUR GENDER? CHECK THE ONE THAT BEST DESCRIBES YOUR CURRENT GENDER IDENTITY			HOW DO YOU DESCRIBE YOUR SEXUAL ORIENTATION OR SEXUAL IDENTITY? CHECK ONE PLEASE			PRIMARY LANGUA	PRIMARY LANGUAGE SPOKEN AT HOME	
☐ Female ☐ Male ☐ Genderqueer/Gender Non-binary ☐ Trans Female ☐ Trans Male ☐ Not listed. Please specify:			☐ Bisexual ☐ Gay /Lesbian/Same-Gender Loving ☐ Questioning /Unsure ☐ Straight/Heterosexual ☐ Not listed. Please specify: ☐ Decline to Answer		☐ Chinese — Cantonese ☐ Chinese — Mandarin ☐ English ☐ Filipino ☐ Russian ☐ Spanish ☐ Vietnamese ☐ Other Language Spoken at Home			
			RACE AN	D ETHNICITY				
ASIAN	BLACK	INDIGENOUS		LATINO	MIDDLE EASTERN/WEST ASIAN OR NORTH AFRICAN	PACIFIC ISLANDER	WHITE	
☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Mongolian ☐ Central Asian ☐ South Asian ☐ Southeast Asian ☐ Other Asian	☐ African ☐ African American ☐ Caribbean, Central American, South American or Mexican ☐ Other Black	☐ American Ind American. Speci ☐ Indigenous fr the Caribbean, C America or Sout Specific Group:	fic Group: Om Mexico, Central h America	☐ Caribbean ☐ Central American ☐ Mexican ☐ South American ☐ Other Latino	☐ North African ☐ West Asian ☐ Other Middle Eastern or North African	☐ Pacific Islander ☐ Chamorro ☐ Native Hawaiian ☐ Samoan ☐ Other Pacific Islander	☐ White ☐ European ☐ Other White	

Please find more information on the demographic information requested at www.sfmohcd.org



STATISTICAL INFORMATION

Household Member 4:

WHAT IS YOUR GENDER? CHECK THE ONE THAT BEST DESCRIBES YOUR CURRENT GENDER IDENTITY			HOW DO YOU DESCRIBE YOUR SEXUAL ORIENTATION OR SEXUAL IDENTITY? CHECK ONE PLEASE			PRIMARY LANGUAGE SPOKEN AT HOME	
☐ Female			☐ Bisexual			☐ Chinese – Canto	
☐ Male			☐ Gay /Lest	oian/Same-Gender	Loving	☐ Chinese – Mand	arin
☐ Genderqueer/Gen	der Non-binary		☐ Question	ing /Unsure		☐ English	
☐ Trans Female			☐ Straight/H	Heterosexual		☐ Filipino	
☐ Trans Male			☐ Not listed	l. Please specify:		☐ Russian ☐ Spanish	
☐ Not listed. Please s	specify:		☐ Decline to	Answer .			
						□ Vietnamese	C
						☐ Other Language	эрокен ат поше
		INDIGENOUS	RACE AN	D ETHNICITY	MIDDLE		
ASIAN	BLACK	INDIGENOUS		LATINO	EASTERN/WEST ASIAN OR NORTH AFRICAN	PACIFIC ISLANDER	WHITE
☐ Chinese	☐ African	☐ American Inc		☐ Caribbean	☐ North African	☐ Pacific Islander	☐ White
☐ Filipino	African American	American. Spec	ific Group:	☐ Central	☐ West Asian	☐ Chamorro	☐ European
□ Japanese	☐ Caribbean, Central			American	☐ Other Middle	☐ Native Hawaiian	☐ Other White
☐ Korean	American, South American or		 .	☐ Mexican	Eastern or North	☐ Samoan	
☐ Mongolian	Mexican	☐ Indigenous f	-	☐ South	African	☐ Other Pacific	
☐ Central Asian	☐ Other Black	the Caribbean, Cen America or South A		American		Islander	
☐ South Asian		Specific Group:		☐ Other Latino			
□ C - 11 1 A .				1	1	1	
☐ Southeast Asian							
☐ Southeast Asian☐ Other Asian							

Please find more information on the demographic information requested at www.sfmohcd.org