

# BMH

## Below Market Housing Information Session

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Welcome!

# Benefits

- Centralized at the City Level, not by property management level
- Empowering applicants to choose where they want to live based on their individual needs
- Provides property owners, of both non-profit and market rate complexes, with a more efficient and productive list of referrals that they are required to use

*If you were an applicant on the Community Corp SM waitlist, you will need to re-apply with the City if you have not already done so. CCSM waitlist is no longer active.*

# Application Process

- [How to Apply Online for the Below Market Housing \(BMH\) Program - YouTube](#)
- Create Account Must Include:
  - **Household Size**
  - **Household (Gross) Income**
  - **Voucher (Section 8 or any other Housing Voucher)**
  - **Proof of Employment or residency (for Priority)**

# Next Steps

City reviews the application for approval.

- 1) If additional information is needed, City Staff will leave a note within the Portal. You will receive an email alerting you of the update.
- 2) Once approved, the portal automatically screens all application on the waitlist. It will utilize criteria to generate lists of households who may be eligible for certain apartments based on the following:
  - A. Household size to determine how many bedrooms are necessary for an applicant
  - B. Applicants' income (accounts for voucher assistance) and generates income thresholds to determine what would be affordable to an applicant
  - C. Once the system finishes the screening of applications, those who are matched are all sent an email with the description of the vacant unit and are then asked to either opt-in or out

You are receiving this email because you applied to the Below Market Housing (BMH) waitlist. There is an apartment available at the address below, and you are eligible to apply for it. Please review the details and attached brochure.

**Address:** :

**Bedrooms:** 0

**Monthly Rent:** \$

**Deposit:** \$

**Multiple Units Available:** No

**Credit Score Minimum:**

**Parking Spot:** 0

**Pets Allowed:**

**Other:**

**Website Link:**

#### **How Do I Apply?**

If you are interested in applying for the apartment, you must click “Yes, I’m interested.” Only click “yes” if the apartment is right for you. Clicking “yes” does not mean you are guaranteed the apartment and is not an offer of housing.

[Yes, I’m interested / Sí, me interesa](#)

#### **What If I’m Not Interested?**

If you are not interested in applying for this apartment but still want to be notified when apartments become available, you must provide a reason:

[It’s too small / Es demasiado pequeño](#)

[It’s too expensive / Es muy caro](#)

[It does not have the right or enough amenities / No tiene las comodidades adecuadas o suficientes](#)

[I don’t like the location / No me gusta la ubicación](#)

[I don’t want to move right now / No quiero mudarme ahora](#)

#### **What’s Happens Next?**

If you clicked “yes,” the property owner will contact you directly for next steps. If you clicked “no,” you will still receive emails like these when an apartment becomes available that meets your household size and income.

[Click here to be removed from the waitlist permanently / Haga clic aquí para que se le elimine de la lista de espera de forma permanente](#)

#### **I Clicked “Yes,” But No One Contacted Me Yet!**

Property owners contact applicants based on the order of the waitlist. If you clicked “yes,” and did not get a call or email, it means the property owner has not reached your name yet. Do not contact property owner directly or visit the property.

**PLEASE READ!** The City cannot provide an update on your waitlist position or when you will be contacted by a property owner. Please continue to check your email so you can respond to housing opportunities.

We’re here to help. For any questions, email [smhousing@santamonica.gov](mailto:smhousing@santamonica.gov) or leave a message at (310) 458-8740.

# Priority List

## Tier 1:

- A) Tier 1A: Displaced (from SM) due to Ellis, government action, natural disaster
- B) Tier 1B: Emergency Housing Vouchers (EHV)
- C) Tier 1C: Historically Displaced (R2R)

Tier 2: Live or Work in SM (this is where many of our applicant's land including some if not all that are present today)

Tier 3: All other applicants (non-SM etc)

***All are in order of date and time submitted.***

# Tips & Tricks for When you create your account

- Have your Priority Forms Ready
- Proof of Employment or residency
  - Residency – Current utility bill (gas, water, electric, internet) under the applicant’s name and must be a SM address
  - Employment –
    - Paystub showing at least 25 hours worked with employers at a Santa Monica address.
    - Employment Verification Letter from supervisor or HR with proof of 25 hours worked
- Include yourself in Household Size
- Have your pre-tax income available
- Please indicate if you have a disability: Sight, Mobility, or Hearing.

**\*\*\*Make sure you press “Submit” on your application – you can always go back to make edits**

# Do's and Don'ts

- Do's:
  - **DO:** Actively monitor your email for Opt-In Emails
  - **DO:** Update your application when you have any changes in income or household size
  - **DO:** Monitor your email/application for requests for further documentation
  - **Do:** Maintain access to the email you use to create your account
  - **DO:** Please be Patient! Your time will come! There are many feeling the same way you are!
- Don'ts:
  - **DON'T:** Forget to SUBMIT your application for you to join the waitlist. Once submitted it will be reviewed by City Staff and either be approved, or you will be contacted for additional information (mainly for live/ work priority)
  - **DON'T:** Contact Property Managers! It is frustrating, but they will reach out to you if your name is reached!



# Contacts

Email:

[SMHousing@SantaMonica.gov](mailto:SMHousing@SantaMonica.gov)

