

## Las Palmas Below Market Rate (BMR) Waiting List Frequently Asked Questions (FAQs)

Due to the popularity of the Las Palmas Town Homes, the Housing Division has established a waiting list **only** for prospective buyers wanting to purchase BMR homes at the Las Palmas development. **Homes at other developments will continue to be sold on a first-come first-served basis.**

**Q: How many BMR homes are still available at Las Palmas?**

**A:** There are only two homes left at Las Palmas as follows:

Development	Home Size	Number of BMR Homes Available	Expected Completion Date (Ready for Occupancy)
<a href="#">Las Palmas Town Homes</a> 660 W. El Camino Real, Sunnyvale, CA 94087	Two-Bedroom	One	Fall 2015
	Three-Bedroom	One	Fall 2015

**Q: How long will it stay open?**

**A:** The waiting list will stay open until both units at Las Palmas are sold.

**Q: How do I apply?**

**A:** All prospective applicants must submit a [Home Buyer Program Eligibility Application](#), a [BMR Waiting List Application Form](#), signed by all adults to be included on title to the home, a mortgage pre-qualification from a [Participating Lender](#), and the required application fees.

**Application materials may be submitted by personal delivery to the address below. Please contact Housing staff at (408) 730-7250 or by email at [housing@sunnyvale.ca.gov](mailto:housing@sunnyvale.ca.gov) to schedule an application intake appointment. Applications will not be accepted by fax or email.**

City of Sunnyvale Housing Division  
 One-Stop Permit Center  
 456 W. Olive Avenue  
 Sunnyvale, CA 94086

Doors are open from 8 am to 5 pm, Monday through Friday

**Q: How will applicants be ranked on the waiting list?**

**A:** Applicants will be ranked by Priority (1 or 2) and then in the order that the two required applications (Waiting List Application Form and a complete, current Home Buyer Program Eligibility Application) are received by the Housing Division. Documents will be time- and date-stamped upon receipt, and must be deemed eligible by the Housing Division in order to be added to the waiting list. The Housing Division will make the final determination of application completeness and BMR program eligibility of all applicants, and will notify all applicants in writing of the status of their application by sending a BMR Eligibility Determination letter.

When a BMR home becomes available for sale, those applicants *eligible for that particular home size* (number of bedrooms) will be contacted in the order their names appear on the waiting list. If the first applicant contacted declines the home offered to them, Housing staff will continue offering the home to eligible applicants in waiting list order, among those eligible for that home size, until one of the applicants contacted signs a purchase offer for the home. If an applicant is offered a BMR home and turns it down for any reason, his/her application will be removed from the waiting list. Applicants will be contacted by phone and email. If applicants fail to respond to the offer within 48 hours of staff's notice, they will be deemed non-responsive and staff will offer the home to the next applicant on the waiting list. Home size eligibility will be determined using the BMR Occupancy Standards included in the [BMR Home Buyer Program Guidelines](#). Applicants may qualify for more than one home size, and will be offered any home size for which they qualify (i.e., a four-person household may qualify for a two- or three-bedroom home, depending on household composition).

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**Q: How long will my application be valid?**

**A1: For All Applicants:** Home Buyer Program Eligibility Applications remain valid for a 90-day period from the date of the initial City eligibility letter. If some applicants have not been offered a home within the 90-day period, they may update their applications by submitting additional income, asset, and household composition documents to the Housing Division, as instructed by staff. If an application has expired, the applicant may reapply by submitting an entirely new application and a waiting list application, with all required application fees, and will be placed on the list in order their new application was received and approved. If applicants fail to submit the required documents prior to expiration of their eligibility application, they will be removed from the waiting list. It is each applicant's responsibility to update their [Home Buyer Program Eligibility Application](#) before it expires. Staff will not be responsible for reminding applicants when their applications expire. The [Waiting List Application Form](#) will not expire until all BMR homes at Las Palmas have been sold, unless revoked by the applicant. If an applicant is deemed ineligible for the BMR Program at any time for failure to meet one or more eligibility criteria, his/her application will be withdrawn from the waiting list, and the applicant may not reapply for the next 90 days.

**Q: I still have questions. How do I learn more about the BMR Program?**

**A:** To find out more about the City's BMR Program or to determine if you are likely to qualify, please review the [BMR Home Buyer Program Guidelines](#), [Home Buyer Program Eligibility Application](#), and [BMR Approved Lender List](#).

Once you have completed a Home Buyer Program Eligibility Application (and Waiting List Application, if applicable) please contact Housing staff at (408) 730-7250 during business hours to schedule an application intake appointment.

First-time applicants are encouraged to attend one of the City's monthly [First Time Home Buyer Presentations](#) to learn more about the BMR program and useful tips for applying. If you have any questions about the BMR Program or about the homes available for sale, please contact Housing staff at (408) 730-7250 or by email at [housing@sunnyvale.ca.gov](mailto:housing@sunnyvale.ca.gov).