



HouseKeys Application and Applicant Selection Process

GLOSSARY OF KEY TERMS

#	Word or Phrase	Definition
1	Program Orientation	Orientation class that educates prospective buyers and tenants on the MyHouseKeys Web-Based Platform, the Application Process, and Key Program Policies and Procedures
2	HUD-Approved First Time Home Buyer Class	First-Time Home Buyer Class offered by Federal Agency Approved (Department of Housing & Urban Development) Counseling Agencies that cover the basics of homeownership and the home purchasing process.
3	Application I.D. (For Applicants)	An Identification number issued to prospective applicants who successfully answer a set of program pre-screening questions. This number acts as the applicant's "program passport" and will be used to enter/exit Opportunity Drawings and track program-related information.
4	Opportunity Drawing (AKA "Drawing")	A method of grouping prospective applicants with program opportunities for the purpose of determining selection order.
5	Drawing Entry	A method of grouping prospective applicants with program opportunities for the purpose of determining selection order.
6	Lottery	A <u>Drawing Selection</u> Process that is intended to be determined by chance (randomized selection)
7	First-Come-First-Served	A <u>Drawing Selection Process</u> where applicants with a valid entry and complete file will be selected in the order in which they submitted a valid Opportunity Drawing Entry using date and time
8	Preference (or Priority)	Special designation given to applicants who meet certain program target criteria (e.g. applicant works in the program location). Please note: In programs that have multiple preferences/priorities, a hierarchy may exist that rates one preference/priority higher than others. Example: Preference 1: Work in City Preference 2: Live in City
9	Ranking Number	The number assigned to all valid Opportunity Drawing Entrants who meet minimum requirements [INITIAL RANKING, FINAL RANKING]
10	Filtering	The process for re-ordering a list of ranked Opportunity Drawing Entrants based on their Preference/Priority and any applicable Preference/Priority hierarchy. 1) Initial Ranking is assigned to ALL Drawing Entrants, 2) Preferences are applied to "Filter" Entrants based on applicable criteria, and 3) a Final Ranking is issued to all Entrants using the Initial Ranking as the "tie breaker" for Entrants who meet the same Preference Criteria.



APPLICATION PROCESS (ORIENTATION, PRE-APPLICATION, AND PREFERENCES)

The application process is summarized below and on the following pages:

1. ORIENTATION

- All applicants, co-applicants, married couples, domestic partners, and any person that can or will be on title or lease, must complete the Orientation before being eligible to participate in an Opportunity Drawing. Any exceptions to this rule will be posted in the Opportunity Drawing details. Applicants can sign up for an orientation class on the HouseKeys website. If HouseKeys makes an online orientation class available, attendees will visit the website, review the orientation materials, and take an online quiz. As stated above, all applicants, co-applicants, married couples, domestic partners, and any person that can or will be on title or lease must take the online quiz if this option is provided.

2. PRE-APPLICATION AND APPLICATION ID ASSIGNMENT

- Request an Application ID in the Program Center
- Answer all of the Pre-Application Questions in the Request Wizard
- Application ID will be assigned immediately. If there is a system delay or malfunction, Application IDs can take up to 10 business days to be assigned.
- An Application ID does not mean you are eligible or approved for the Program. It provides the applicant Household with the ability to enter Opportunity Drawings.

3. PREFERENCES AND RANKING

In all instances, the applicable preferences (described in Preference Section) will be used and verified by HouseKeys during the application process. Applicant Households that meet the stated preference criteria will be assigned a higher ranking. Once the list of Preference-Holding Applicant Households is exhausted, HouseKeys will begin processing the files for the Applicant Households who don't hold a Preference.



4. OPPORTUNITY DRAWING

Affordable Homeownership and Rental Opportunities are marketed through an Opportunity Drawing that is identified by an Opportunity Drawing Index Number. An Opportunity Drawing can contain one (1) or more available ownership and rental units that are up for sale or rent. The primary process for determining the order in which applicants will be chosen in each Opportunity Drawing is called a Lottery. Through a Lottery, a randomized number is assigned to each eligible Opportunity Drawing Applicant who entered before the deadline. In certain circumstances, a second process may be used where we choose entrants in the Opportunity Drawing based on the timestamp using what is called a “First-Come-First-Served” process. No matter which process is used to determine the order, the first opportunity will only go to applicants who have entered the Opportunity Drawing before the deadline.

Please note: HouseKeys does leave Opportunity Drawings open for applicants to enter after the deadline as “backup” buyers or tenants. With backup buyers or tenants, Preference and Occupancy Requirements may not apply.

5A. OPPORTUNITY DRAWING NOTIFICATION (EACH OPPORTUNITY DRAWING IS ASSIGNED AN INDEX NUMBER)

- A notification email will be sent out to Application ID holders. When a new Opportunity Drawing is released it will be posted in the Program Center and identified by its Opportunity Drawing Index Number
- Follow the instructions and review the terms in each Opportunity Drawing Notification. It is the applicant Household’s responsibility to follow all instructions in each Opportunity Drawing. Each Opportunity Drawing announcement will include the selection method, file submission instructions, and the deadlines that Applicant Households must meet.

5B. OPPORTUNITY DRAWING ENTRY

- Once the applicant reviews the Opportunity Drawing information and is certain that he/she can meet ALL listed requirements, the applicant can follow the instructions to Enter Drawing
- Applicant must complete **Exhibit E (Buyers) or Exhibit D (Rentals): Authorization Form** for verification and sharing information with Registered Lenders or Property Managers
- Applicant must complete the **Application Packet Part 3: Intent to Abide Form** to confirm that the applicant understands the Program Requirements
- Applicant Households can only apply for one Opportunity Drawing at any one time. If an Opportunity Drawing has ranked applicants, and it is discovered that an Applicant Household has entered more than one drawing, the lowest ranked entry will be chosen. Applicant Households are allowed to opt out of any drawing as long as the “opt out form” is submitted before an applicant Household enters another drawing.
- If there is another Opportunity Drawing available at the same time, the applicant can opt out of one Opportunity Drawing to enter another, if it is done before the Opportunity Drawing entry deadline.



- In some cases, the Opportunity Drawing will remain open until all applicable units are sold or rented. Anyone who enters their Application ID into an Opportunity Drawing after the first deadline will be added to the end of the list using the time and date stamp of their Opportunity Drawing entry. These are labeled as “back up buyers” or “back up tenants”
- Ranking and file request numbers are issued to set the application file processing order for each Opportunity Drawing. A new ranking and file request number will be issued every time an applicant Household participates in a new Opportunity Drawing. Ranking, file request, and Application ID numbers are not transferable.

5C. APPLICATION PROCESS (OPPORTUNITY DRAWING METHOD)

When an Opportunity becomes available, HouseKeys uses the methods outlined below to determine the order in which Application IDs and files will be ranked and organized for review.

LOTTERY: RANKING NUMBER ASSIGNMENT THROUGH RANDOMIZED PROCESS:

Step 1:	Step 2:	Step 3:	Step 4:
All Applicants: Opportunity Drawing Entry Time and Date Stamp	All Applicants: Ranking Number Assigned through Randomized Lottery Process	Applicants w/ Preference Listed based on Preference Type and Ranking Number	All Applicants: Final Ranking is issued to determine the order in which files will be processed. Preference-Holders first and then all remaining Applicants

All Applicants that enter their Application ID numbers into an Opportunity Drawing will receive a Ranking Number. Applicants enter the Opportunity Drawing using the Program Center Portal at www.myhousekeys.com and **must enter by the deadline stated** in the Opportunity Drawing instructions. Each entry is given a time and date stamp to confirm whether the Applicant entered on time. The Lottery is the randomized process used to assign Ranking Numbers. When the Lottery is held, each Application ID in the Opportunity Drawing will be assigned a Ranking Number and the list is published with selection order and Application ID number.

SAMPLE DRAWING ON NEXT PAGE



Initial Ranking:

Opportunity Drawing Deadline: Wednesday, 2/5/2020 at 5 PM	Preference(s) for Opp. Drawing	Lottery held Friday, 2/7/2020 at 3 PM
Timestamp and Application ID	Live/Work	Initial Ranking # Assigned
2/1/2020 at 10:10 AM App ID 92-8-235	Pref: N/A	3
2/2/2020 at 3:30 PM App ID 92-8-100	Pref: Live/Work	4
2/3/2020 at 8:05 AM App ID 92-8-72	Pref: N/A	2
2/4/2020 at 1:02 PM App ID 92-8-300	Pref: Live/Work	1
2/6/2020 at 8:12 AM App ID 92-8-25	Pref: Live/Work	Missed Deadline; Backup Buyer or Tenant

Final Ranking:

Opportunity Drawing Deadline: Wednesday, 2/5/2020 at 5 PM	Preference(s) for Opp. Drawing	Lottery held Friday, 2/7/2020 at 3 PM	This Final Ranking # is used to Request Application Files
Timestamp and Application ID	Live/Work	Initial Ranking # Assigned	Final Ranking # Assigned
2/4/2020 at 1:02 PM App ID 92-8-300	Pref: Live/Work	1	(1) 92-8-300
2/2/2020 at 3:30 PM App ID 92-8-100	Pref: Live/Work	4	(2) 92-8-100
2/3/2020 at 8:05 AM App ID 92-8-72	Pref: N/A	2	(3) 92-8-72
2/1/2020 at 10:10 AM App ID 92-8-235	Pref: N/A	3	(4) 92-8-235
2/6/2020 at 8:12 AM App ID 92-8-25	Pref: Live/Work	Missed Deadline; Backup Buyer or Tenant	Missed Deadline; Backup Buyer or Tenant

Both Preference Holders and Non-Preference Holders receive a ranking and are listed in the Final Application File Selection Order. Applicants who enter their Application ID after the Opportunity Drawing deadline will be added to the end of the ranked list based on the time and date stamp that their entry form was completed. Late entrants have an opportunity to purchase or rent if all ranked and selected files don't work out. Once the buyers or tenants are identified, the website will display a message with the status and the participants will be released from the drawing so they can enter another one. A household that enters an Opportunity Drawing can Opt Out at any time by logging into their account via www.myhousekeys.com, going to the Program Center and clicking the Opt Out Button for the Drawing that they entered.



Errors and Omissions Disclosure: “HouseKeys makes every effort to successfully execute all Opportunity Drawing Lotteries and Applicant Selection Methods. Over our History, we’ve had a 99.08% success rate. That said, there is a chance that an error or omission can be made by our team or systems that negatively impacts an applicant. By participating in the programs managed by HouseKeys you are acknowledging that you understand the risk that mistakes can be made. While HouseKeys will make every effort to correct mistakes, we cannot make any guarantees to any one applicant”

Note: This is a general HK Application and Applicant Selection Process. Please refer back to each City’s Guide for their rules.

8/13/2020