

**Renting a Measure J Rental Unit**  
*(a.k.a. Measure J Investor-Owner Unit)*

*NOTE: The County does not maintain listings of Measure J rentals. Most are in senior-only housing complexes (for those aged 62 and up) and/or in condominiums or townhomes, rather than apartment complexes. They are usually managed by the home owner, not a property manager. They may be listed on rental listing sites, or by word of mouth or other means.*

**Renters:**

1. When you find an available Measure J rental unit, review the income limits and eligibility criteria for Measure J tenants (see next page). If you believe you are eligible after reviewing this information, complete the rental application provided by Landlord.
2. Ask the landlord for a referral letter or contingent lease for the Measure J Rental Unit.
3. Once you have a referral letter or lease, contact the Housing Division at 454-2332 to request a Measure J Rental Application and make an appointment for eligibility screening.
4. Bring your referral letter or lease, completed and signed Measure J Rental Application, and all required attachments to your eligibility appointment.
5. Housing staff will review your application for eligibility and send you a determination letter, usually within a week of receiving your complete application with all attachments.
6. When you receive your certification letter from the Housing Division, take it to the Landlord and complete the lease-up/move-in process as usual.

**Owners/Landlords:**

1. Review the Affordable Housing Restrictions recorded against your home to verify that your Unit may be rented. The document should have “Investor-Owner” in the title. If you cannot find it, or you’re not sure if it allows rental of your Unit, please contact Housing Staff at 454-2332 to verify.
2. Review the Measure J rent and income limits applicable to your Unit (see next page).
3. Market the Unit to prospective tenants, review the income limits and eligibility criteria with them, and select a prospective tenant to refer to the Housing Division for eligibility determination. Provide them with a referral letter signed by you with the Unit address, tenant’s name, and your contact information, OR with a lease contingent on County certification of Measure J eligibility. If your prospective tenant is not certified eligible, refer your next prospective tenant to the Housing Division. Refer no more than one prospective tenant at a time (per available Unit) to the County for eligibility screening.
4. Once you’ve received the County certification letter from your prospective tenant, you may sign a lease with that tenant and complete the lease-up/move-in process as usual.

**Annual Monitoring of Measure J Rental Units:**

The Housing Division monitors Measure J tenants and landlords annually for compliance with applicable Measure J rent limits, income limits and related program requirements. Please complete these forms upon receipt and return promptly to the County as instructed in the monitoring letter.

## Rent and Income Limits and Eligibility Criteria for Measure J Rental Units

### RENT LIMITS (Page 70):

*[Final 2021 Affordable Housing Guidelines \(sccoplanning.com\)](#)*

Rents based on 60% Area Median Income (AMI).

### INCOME LIMITS (Page 55):

*[Final 2021 Affordable Housing Guidelines \(sccoplanning.com\)](#)*

Tenant's income must be at or below the Low Income, 80% of Area Median Income (AMI) for their household size.

Household income includes the gross, pre-tax income of all adults aged 18 or older in the tenant's household, combined. Income from all sources (salaries/wages, benefits, pensions, self-employment income, investment income, recurring gifts or support, etc.) is counted. For further details on income and asset inclusions and exclusions, please see the Affordable Housing Guidelines at the link below or contact Housing Staff for assistance.

*[Final 2021 Affordable Housing Guidelines \(sccoplanning.com\)](#)*

### ELIGIBILITY CRITERIA

- **Residency or Employment within Santa Cruz County**  
The prospective tenant must reside in, or be employed within, Santa Cruz County for at least 60 days before applying to rent a Measure J Unit. Local employment must be their primary employment and source of income if they do not reside in the County. Documentation of County residency and/or employment must be provided with Measure J Program Application.
- **No Conflict of Interest**  
Certain parties are ineligible to rent a Measure J Unit due to potential conflicts of interest: Certain County employees and officials with authority over the Measure J program; 2. A developer or owner of a Measure J Unit; or 3. Immediate relatives or employees of, and/or those with direct business associations with those listed in 1 or 2 above. Please see Guidelines for details or contact Housing staff for assistance if you believe you or your prospective tenant might be ineligible due to a conflict of interest.