



ECONOMIC DEVELOPMENT AND HOUSING

337 LOCUST STREET, SANTA CRUZ, CA 95060 • 831-420-5150 • www.cityofsantacruz.com

March 1, 2024

DELIVERED ELECTRONICALLY

Dear Measure O Rental Owner/Property Manager:

Under the terms of the Affordable Housing Participation Agreement executed in connection with the development of affordable rental units, you are required to annually certify that the incomes of the tenants who reside in those units and the rent you are charging are below the maximum levels allowed.

To review your project's resolution please visit the [Current Measure O Rents and Incomes page](#) for the current maximum allowable incomes and rents applicable to your project.

Please completely fill out and sign/date a 2024 Annual Compliance Report (ACR) for each Measure O rental unit managed and return all ACRs to the housing division via email OR to the following address **no later than [Friday, March 22, 2024](#)**.

Economic Development and Housing
ATTN: Emily Watkins
337 Locust Street
Santa Cruz, CA 95060

There is also a locked drop box outside of the office front door if dropping off in person. Please note that PDF documents are preferred for email scans.

- For each **2024 monitoring report** please report on all tenants in occupancy from January 1, 2023 – December 31, 2023, which is the **monitoring period**.
- If you have multiple Measure O rental units in your project, you must fill out an ACR for **each** unit.
- The Measure O Rental monitoring forms are available online at: www.cityofsantacruz.com/monitoring.

For up-to-date information about the Measure O program, including the [Measure O Eligibility Application](#), [Measure O FAQs](#), and other details please visit our [Measure O website](#).

Please feel free to email me with any questions or concerns at ewatkins@santacruzca.gov and be sure to add my address as well as acmonitoring@santacruzca.gov to your list of contacts to prevent notification emails from going to your spam folder.

Sincerely,

Emily Watkins
Housing Programs Specialist