



ECONOMIC DEVELOPMENT AND HOUSING AND HOUSING DEPARTMENT
337 LOCUST STREET, SANTA CRUZ, CA 95060 | 831-420-5150 | www.cityofsantacruz.com

May 1, 2025

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 [2025 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 [Thursday, May 22, 2025](#)**.

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

There is 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 [2025 ACR](#) please report on all tenants in occupancy from January 1, 2024 – December 31, 2024, 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 **save my email address** as well as acmonitoring@santacruzca.gov to your contact list to prevent notification emails from going to your spam folder.

Sincerely,

Emily Watkins
Housing Programs Specialist

<https://santacruzca.sharepoint.com/sites/EDH/Shared Documents/Housing/Monitoring/Measure O/For Rent/2025/2025 Measure O For Rent ACR Cover Letter.docx>