Subject line should read: Annual Rent Roll Submission

Dear Affordable Housing Partners,

The City of San José Housing Department is ready to ‘go live’ with the new Rent Roll Portal (Portal).

We partnered with the startup company Substructure Technologies to develop the Portal. Substructure Technologies will be sending email invitations to our affordable housing partners to register on the Portal via a secure private link along with instructions for completing rent roll submissions. Additionally, a Rent Roll User Guide is published on our website.

Please add [info@mail.dataportal.city](file:///C:\Users\Tascha.Mattos\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SIN0LREL\info@mail.dataportal.city) to your address book to ensure you receive this important registration information and can correspond with the online Portal. If you do not receive a registration email by July 30th, please email [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the development’s name in the subject line of the email so we can have a new registration email sent. For this year only, due to the new Rent Roll Portal and the impact of COVID 19, **the submission deadline will be September 1, 2020**.

Later this month, Substructure Technologies will host an optional Zoom webinar that will walk through the process of how to use the new Rent Roll Portal. It will include how to sign up, upload rent rolls, and submit for compliance. At the end of the Zoom webinar there will be a Q & A session. You may attend the webinar either Friday, July 24, 2020 at 10:00 a.m. or Tuesday, July 28, 2020 at 10:00 a.m. Please click her for [webinar registration](https://us02web.zoom.us/webinar/register/WN_JEDmkBgQQoaEwlOLE06EXg).

The Portal is intended to ensure that projects are in compliance by minimizing human error and standardizing the reporting process. If you need assistance, please contact our Asset Management team [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov).

Thank you for all your work in affordable housing,

Tascha Mattos

Asset Management