



City of Los Altos

Below Market Rate (BMR)

Homeownership Program

Application Packet for Prospective Buyers

The City of Los Altos is pleased to announce that a BMR unit is available for resale through the BMR Homeownership Program. This condo is located 4388 El Camino Real #108. This Application Packet is intended to acquaint you with the unit, eligibility requirements, and the process you will encounter if you are interested in applying to purchase this condo.

The City of Los Altos has engaged the services of Alta Housing (AH) to facilitate the application approval and sales process. Please forward any sales questions to:

Rubi Valencia

Sobrato Center for Nonprofits

Alta Housing

3460 W. Bayshore Road, Suite 104

Palo Alto, CA 94303

E: bmr@altahousing.org (e-mail for quicker response)

P: 650-321-9709 (ask Rubi, btwn 9-4, M-F)

Website: altahousing.org

Please read through all of the material carefully. If you are still interested and believe you can qualify to purchase this unit, all documentation requested must be turned in to Alta Housing by 4:00pm on October 13, 2022.

Applications will be accepted in-person, or via email. (must be received IN our office by the deadline; applications postmarked before the deadline but received after will not be accepted). No faxed versions will be accepted. Applications will be date and time stamped upon receipt and processed in chronological order using the City of Los Altos preference ranking for the BMR program.



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I. Procedure for Applying

- a. Review the following pages for more details regarding the unit for sale and the application process:

Page 4 - Section II. Unit Information and Qualifications

Page 5 – Form 1: Applicants’ Certification and Acknowledgements (3 pages)

Page 8 – Form 2: Priority Ranking Form (3 pages)

Page 11- Form 3: Housing Program Intake Application

It is imperative that you understand the owner obligations including occupancy requirements and resale restrictions that run with this BMR unit. **If you would like to move forward with the approval process, the next step would be to contact a Lender.**

- b. You must obtain a first mortgage pre-approval letter from a Loan Officer whose Legal Department and Underwriter has already approved the Deed Restrictions and Escrow Closing instructions process. See “Form 4: First Mortgage Pre-approval Information” on Page 13 for more information as well as a list of lenders who are approved to work with applicants for this program.

Please set up your appointment with the Loan Officer as soon as possible to give them enough time to process your First Mortgage Application and give enough time to submit a complete BMR application package before the deadline.

[If you decide to work with a Loan Officer who is not on the list approved lenders, please contact AH for the appropriate forms to forward to the Loan Officer/lender. AH can walk you through this process.]

- c. After obtaining the pre-approval letter/form, the next step would be to gather, make copies, and submit the copies of all of the following documentation to Alta Housing, Attention Los Altos BMR, 3460 W. Bayshore Road, Suite 104, Palo Alto, CA 94303:
- 1) Form 1: Applicants’ Certifications and Acknowledgements
 - 2) Form 2: Priority Ranking Form Purchase Application (3 pages), along with the copies of verification documentation as proof of Priority Ranking
 - 3) Form 3: Housing Program Intake Application Affidavit
 - 4) Form 4: First Mortgage Pre-approval Information
 - 5) Form 5: Purchase Application (3 pages), along with the copies of additional identification, income and asset documentation listed on 2nd page of the application, titled Eligibility Verification Documentation
 - 6) Form 6: Notarized Certification of Zero Income (if applicable)
 - 7) Form 7: Notarized Certification of Self-Employment (if applicable)
 - 8) Form 8: Assets Declaration and Disclosures Form
 - 9) Form 9: Release of Information
- d. Please review the Documentation Checklist (Page 22) to confirm you have provided all necessary documentation. Please take the extra time. Incomplete/missing paperwork will deem the application invalid.



Simultaneously, applicants purchasing a BMR unit must have attended a HUD-approved Homebuyer Workshop/Class. Attachment A is a list of organizations that provide classes. Most are free of charge. After completing the workshop/course, a certificate can be issued for you as proof of attendance. **This certificate, while not necessary to move forward with the approval process, must be submitted before the close of the sale.**

II. Unit Information and Qualifications

A. Unit 108

This one-bedroom/one-bath condo is located on the first floor in a gated community and is priced at \$158,741.00. The unit is approximately 787 Sq ft square feet with high ceiling, hardwood floors, and tall windows in the living room. Living room opens to a private balcony. Gourmet kitchen with granite countertops, raised breakfast bar, and ample cabinet space. Spacious bedroom with new carpet, walk-in closet, and glass for access to the balcony. Large bathroom with new vanity, light fixture, and shower over tub layout. This beautiful unit is situated in the Los Altos School District. Walking distance from the San Antonio Shopping Center, and minutes away from downtown Los Altos. Close to all major employers and easy commute access to Hwy 280 and 101.

The Homeowners' Association manages and operates the common areas. The monthly homeowners' fee is approximately \$516/month. This may or may not increase over time, depending on the needs of the development.

1. Family Size Limits: maximum household is 3 persons
2. Gross Annual Income Limits*:

1 person household - \$59,000

2 person household - \$67,400

3 person household - \$75,850

***Please note: This unit is for sale at a price affordable to a Very Low income household earning less than 50% Average Median Income for Santa Clara County.**



Form 1: Applicants' Certification and Acknowledgments (1 of 3)

Primary Applicant Name: _____ Date: _____

By initialing and signing below you understand, certify and agree with all that is mentioned below:

_____ **A.** ALL applicant(s) must attend a HUD-approved homebuyer education workshop/class. Please see Attachment A for the list of organizations that offer such classes.

_____ **B.** Applicant(s) must review, complete and submit a Los Altos BMR Priority Ranking Form and all supporting documentation by the deadline to be considered for the BMR Program.

_____ **C.** A Priority Ranking is used to establish the Priority Ranking of applicants for the purchase of an available unit. Applicants will be ranked according to the City's guidelines and must at least rank 4th Priority to be eligible to purchase a unit. *(The highest priority rank is 1st and the lowest is 4th)*

_____ **D.** Applicant(s) will be provided an opportunity to purchase available units in order of Priority Ranking, from the highest Priority Ranking (1st rank) applicant to lowest Priority Ranking (4th) applicant, a drawing will be used to select each qualified applicant in the case of a ranking tie.

_____ **E.** Priority for Eligible Purchasers shall be ranked as set forth in the Priority Ranking Form. Except as otherwise specified, the rankings will be based on individual or family status as of date of application. Rankings for a family shall be determined based on the family member with the highest priority. If a person or family has two or more members who qualify in one or more priority categories, the City's published priority determination rules shall provide for increased priority based therein. Where different qualifications are listed within a priority, all shall have equal priority.

_____ **F.** The applicant understands that the number of applications received exceeds the number of homes available.

_____ **G.** Applicant(s) must submit clear and substantial evidence with the application and the Priority Ranking forms in order to be ranked accordingly. In other words, **no proof and Priority Ranking Form = no Priority Ranking issued.** All documentation to be used as evidence to verify Priority Ranking needs to be submitted with the application.

_____ **H.** NO other documentation or clarification for the ranking verification and accrual process will be accepted after the applicant submits their application to AH.



Applicants' Certifications and Acknowledgments cont. (2 of 3)

_____ **I.** All documentation submitted for Priority Ranking must have the applicant's physical address. NO P.O. Boxes are accepted as evidence.

_____ **J.** You must show evidence of having at least 3% down payment at time of application. If the funds are not in your accounts, you must provide a gift letter signed by the donor and a copy of their bank statement showing all the funds. (Ask your Loan officer for the Gift Letter Form to complete if needed.)

_____ **K.** The applicant(s) must provide substantial evidence that the household is an **existing** household. One of the first steps in determining program eligibility is determining the size of a household. All household members who are not applicants or co-applicants, must be legal dependents and listed as a current dependent of the applicant or co-applicant on federal tax returns. Household members are required to demonstrate one full year of current joint residency. Acceptable verification of joint residency may be in the form of the following: joint bank accounts or other shared financial history, leases or other evidence of cohabitation, or credit reports showing evidence of joint residency.

_____ **L.** Priority rankings are subject to verification and approval by AH and final decision on offers to purchase any specific unit will be made by AH staff. Application and ranking for the Los Altos BMR Program DOES NOT constitute a specific offer to purchase any individual unit or property.

_____ **M.** AH is not allowed to disclose information regarding other applicant files, the number of applications received or the applicants' Priority Ranking positions and outcomes.

_____ **N.** The applicant(s) understands that they may go through the full Priority Ranking Process and BMR Underwriting process and NOT be selected to purchase a home. Some applicants may not go through the complete process; it also depends on the Priority Ranking positions received.

_____ **O.** The applicant(s) is/are aware that due to the complex nature of the BMR program, the processing timelines, results and closing schedules may be delayed.

_____ **P.** Documents submitted to AH become the property of AH and may not be returned. AH reserves the right to request additional information/documentation in order to substantiate income, liabilities, and other information provided in order to make an eligibility determination. If additional documents are requested by AH staff, the applicant will only have 3 business days to submit as instructed. The applicant must abide by the timelines and deadlines set by AH.

_____ **Q.** The applicant must obtain a Pre-approval letter, 1003, 1008 from a Loan Officer whose Legal Department and Underwriter has previously approved the Deed restrictions and escrow instruction process. The approvals must be in writing. Please see the list of Loan officers that have obtained the approvals.



_____R. I/we (the applicants) understand that if we choose to work with a Lender/Loan Officer who has not previously approved the Los Altos BMR Deed Restrictions, Subordination Agreement and Escrow closing instruction process, we must submit the executed/signed approval forms with the application, and if they are not submitted, the application will be invalid. The forms must be signed by the Lender's Legal Department and Underwriter. The Lender's signers must include their names, contact information and titles.

_____S. The applicant(s) is/are fully responsible to submit a complete Los Altos BMR Homeownership application package directly to AH by the deadline. It must include all the items on the Los Altos BMR Homeownership Documentation checklist and the items/forms that the Loan Officers prepares and are also listed on the same checklist (Pre-approval letter, 1003, 1008). **Deadline is 4pm, October 13,2022. Paperwork must be received IN the office by this time (postmarked by this date is not sufficient).**

_____T. It is the applicant's responsibility to inform AH immediately via hard copy if there are any changes in household size, income, physical address, job location, employment, assets or funds, credit scores, debt, etc. The certified letter must include clear and substantial evidence of the changes and a letter of explanation.

_____U. I/we certify that I/we are willing to cooperate with the program and submit additional or updated documentation to AH on a timely manner as needed.

_____V. I/we understand this is not an application for a mortgage loan.

_____W. I/we certify that we have read and understand all the material included in this packet.

I/We certify and acknowledge that we have read, agree and understand all the information.

Applicant Signature	Date	Co-applicant Signature	Date
Co-applicant Signature	Date	Co-applicant Signature	Date

Form 2: Priority Ranking Form (1 of 3)

Applicants will be prioritized according to the BMR Priority Ranking Policies & Procedures identified by the City.

Priority of eligibility for Eligible Purchasers shall be ranked as set forth in the following list. Except as otherwise specified, the rankings will be based on individual or family status as of date of application. Rankings for a family shall be determined based on the family member with the highest priority. If a person or family has two or more members who qualify in one or more priority categories, the City’s published priority determination rules shall provide for increased priority based therein. Where different qualifications are listed within a priority, all shall have equal priority.

In order to properly prioritize BMR applicant households, AH requests supplemental documents/ materials to the general BMR application. Please submit the identified supplemental materials with your BMR application in order for your household to receive appropriate prioritizations. **If clear and substantial evidence and documentation is not provided with the application and Priority Ranking form by the deadline, rank can NOT be issued. Additional proof or clarification cannot be submitted or accepted separately.**

Primary Applicant Name: _____ Date: _____

Current Address: _____

Documents Needed to Verify Priority Ranking

Please Check “Yes” Or “No” if the following Los Altos BMR Ranking Priority Applies to Your Household. If you checked Yes on any of the areas, please provide COPIES of ALL the materials requested:

A. First Priority (In no order of preference) <input type="checkbox"/> Yes <input type="checkbox"/> No	Check if “0.” List number, if applicable.	Materials Needed for Priority Ranking Verification (no materials, no proof = no rank)
1) Persons who are regular, full-time staff for School District or Charter School who have been employed by a school that serves Los Altos residents, including the following schools outside City limits: Springer Elementary, Mountain View High, Cupertino Jr. High, Homestead High School, Alta Vista High, and West Valley Elementary, for a period of no less than 12 months prior to the time of application; Person(s) Names _____	<input type="checkbox"/> 0 People List number of people ____	(submit all items listed below) - Letter from the employer stating the length of time employed, the School name & address, District info, letter should state it serves Los Altos residents and area of physical employment and if a salaried employee - W-2 for 2020 - current paystub

CITY OF LOS ALTOS
BELOW-MARKET-RATE (BMR) PURCHASE PROGRAM
One Bedroom Condo for Sale

Gated community near El Camino Real
1 BR/1 BA condo priced at \$158,741.00

Maximum Income Limits - One Person \$59,000, Two Persons \$67,400,
Three Persons \$75,850 (50% Average Median Income for Santa Clara County)

Income, Occupancy, Resale Restrictions and Applicant Priority Rankings apply.
Household income verification and First-Time Home Buyer orientation required
to qualify.

Priority 1- All school staff, city of Los Altos employees and first responders, fire
department, LAPD.

Priority 2- Persons who reside in the City of Los Altos at the time of application/
Persons who work in the city at the time of application and have worked in the
City of Los Altos for at least two years.

Priority 3- Persons who work in the City of Los Altos at the time of application/
Persons who have lived in the city for at least two years and who have moved
out of the City of Los Altos within the five years prior to the time of application.

Priority 4- Persons who live or work in Santa Clara County at the time of
application.

For more information regarding eligibility or if you would like to be e-mailed an
application packet, please e-mail bmr@altahousing.org with subject line 'Los
Altos BMR, Purchase Program. Our phone number is 650.321.9709 ext 122-
Speak with Rubi Valencia- BMR Administrator.

You can also download an application at:
altahousing.org/resources/los-altos/purchase-program/

APPLICATION DEADLINE: October 13, 2022 4:00 PM

APPLICATIONS DUE AT: Alta Housing, Sobrato Center for Nonprofits,
3460 West Bayshore Rd., Suite 104, Palo Alto, CA 94303 or
via e-mail to BMR@altahousing.org

<p>2) Persons who are salaried City employees as defined in the City’s personnel rules, who have been employed by the City for a period of no less than 12 months prior to the time of application; and</p> <p>Person(s) Names _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people __</p>	<p>(submit all items listed below)</p> <ul style="list-style-type: none"> - Letter from the employer (the City of Los Altos HR Dept.) stating the length of time employed and if a salaried employee - W-2 for 2020 - current paystub
<p>3) Persons who are salaried Santa Clara County Fire Department employees who are assigned to the two fire stations located in the City of Los Altos.</p> <p>Person(s) Names _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people __</p>	<p>(submit all items listed below)</p> <ul style="list-style-type: none"> - Letter from the employer stating the length of time of employment and Fire Station info, and if a salaried employee, W-2 for 2020 - current paystub

<p>B. Second Priority</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>1) Persons who reside in the City at the time of application and who have lived in the City of Los Altos at least the prior two years;</p> <p>Person(s) Names _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people __</p>	<p>(submit all items listed below)</p> <ul style="list-style-type: none"> - 2019 and 2020 tax forms, signed/dated - 2019 and 2020 W-2 forms - current utility bill (with applicant(s) name
<p>2) Persons who work in the City at the time of application and have worked in the City for at least two years; and</p> <p>Person(s) Names _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people __</p>	<p>(submit all items listed below)</p> <p>To verify employment in Los Altos:</p> <ul style="list-style-type: none"> - 2019 and 2020 W-2 - Current paystub
<p>3) Households which are required to relocate their residence as a result of Council action.</p> <p>Person(s) Names _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people __</p>	<p>(submit all items listed below)</p> <p>If “Yes” Please provide the verification letter issued by the City of Los Altos and a copy of your original signed lease (Applicant must be listed on the lease)</p>

<p>C. Third Priority</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>1) Persons who work in the City at the time of application;</p> <p>Person(s) Names _____</p>	<p><input type="checkbox"/> 0 People</p> <p>List number of people __</p>	<p>(submit all items listed below)</p> <p>To verify employment in Los Altos:</p> <ul style="list-style-type: none"> - Current paystub

		If Self-employed please provide: <ul style="list-style-type: none"> - Signed tax forms for 2020 - Los Altos Business License for 2020 - Last 2 Business Utility bills – they must demonstrate the business physical address in Los Altos - Certified YTD Profit and Loss
2) Persons who have lived in the City for at least two years and who have moved out of the City within the five years prior to the time of application; and Person(s) Names _____	<input type="checkbox"/> 0 People List number of people __	(submit all items listed below) <ul style="list-style-type: none"> - 2019 and 2020 tax forms, signed/dated - 2019 and 2020 W-2 forms - current utility bill with applicant(s) name
3) Persons whose parents or children live in the City at the time of the application and such persons have lived in the City at some prior time. Person(s) Names _____	<input type="checkbox"/> 0 People List number of people __	(submit all items listed below) <ul style="list-style-type: none"> - birth certificates of parents and children - 2 forms of evidence from a government agency or bank showing that applicant <u>used</u> to live in Los Altos. - 2 forms of evidence from a government agency or bank showing that Parent or Child <u>currently live</u> in Los Altos.
D. Fourth Priority <input type="checkbox"/> Yes <input type="checkbox"/> No		
1. Persons who live or work within Santa Clara County at the time of application. Person(s) Names _____	<input type="checkbox"/> 0 People List number of people __	(submit all items listed below) <ul style="list-style-type: none"> - Current paystub; current physical address on the paystub must be in Santa Clara County – NO PO Boxes

I/We certify my household ranks:

- First Priority
 Second Priority
 Third Priority
 Fourth Priority
 No Priority

I/we certify under penalty of perjury that all of the information stated on this form is true and complete. I/we have made no misrepresentations, nor did I omit any pertinent information. I/we also understand that I/we must submit clear and substantial evidence with the application and the priority ranking form. No proof, no form – no priority rank assigned or earned.

Applicant Signature Date

Co-applicant Signature Date

Co-applicant Signature Date

Co-applicant Signature Date

Form 3: Housing Program Intake Application Affidavit

- I/We declare under penalty of perjury that all information contained in this application is true, correct and complete to the best of my/our knowledge, nor did I/we omit any pertinent information.
- I/We understand that AH reserves the right to request additional information/documentation in order to substantiate income, liabilities, and other information provided in order to process the Intake.
- I/We authorize the Release of Information contained by AH to the City where the unit is located as necessary to determine my/our eligibility and compliance with program requirements.
- I/We understand that this Program Application becomes null and void if I choose to change lenders post submission.
- I/We understand that the Program Intake process does not mirror the traditional market's sales process. I/We understand that this real estate contract timeline can take 90 days or more and I/we must maintain program eligibility throughout the transaction.
- I/We understand that AH acts as an intermediary in this transaction, cannot provide legal advice, is not an agent, nor is a party to the contract.
- I/We understand if I/we desire legal advice about the process, the forms, or any other aspects of the sale, I/we will consult an attorney or a real estate professional.
- I/We understand that I/we must cooperate with AH staff to submit requested documentation in a timely manner and fully participate in the Program Intake Application and real estate sales contract process.
- I/We declare under penalty of perjury that I/we purchase this unit; it will be my/our primary residence.
- I/We authorize AH to a) pull my credit report to review my/our credit file for housing counseling in connection with my pursuit of the Program or for informational inquiry purposes; c) contact my employer(s) to perform a verification of employment; and d) contact my landlord in order to verify residency.
- I/We understand that I/we am/are applying for a property subject to Deed Restrictions that was made possible by the Below Market Price (BMR) Program. In return for purchasing a BMR home, I/we agree that I/we will enter into an agreement with the City and/or AH that limits the amount of equity (as defined in the Deed Restrictions) I/we will receive when I/we resell my/our homes and provides the City or its assignee (AH) to purchase the Home or assign a qualified buyer at time of purchase. Affected parties include but are not limited to, the property owner, the potential purchaser, lenders, title companies and related businesses and individuals.
- I/We understand the BMR Program requires that units sell at an Affordable Sales Price and remain affordable for the duration of the Deed Restrictions. This limits my/our resale price.
- I/We understand that most (BMR) Cities/Counties require Deed Restrictions to be secured by a Promissory Note and Deed of Trust that is recorded on the title of the property.
- I/We understand that when selling my/our Program home, we have to consider affording the transaction fee and interest on deferred loans (if applicable).
- I/we authorize AH to release and share my/our information with funders, down payment assistance programs and HUD.



Page 2 of 2 of Application Affidavit

By signing BMR Restrictions & Documents at time of sale, I/we understand that my/our property:

- 1) Does not gain equity in the same manner as a market rate home and the resale value is indicated in Deed Restrictions;
- 2) Limits my/our ability refinance my/our first mortgage loan(s) and borrow /access an equity line of credit against the home;
- 3) Limits my/our ability to access an equity line of credit;
- 4) Limits my/our ability to rent out my/our home; and
- 5) Requires me/us to maintain my home.

Applicant Signature: _____

Date: _____

Co - Applicant Signature: _____

Date: _____

Form 4: First Mortgage Pre-Approval Information

Prior to BMR Program approval, all interested applicants are required to be pre-approved for a loan. Applicants can apply to the BMR Program only after attaining a pre-approval letter/form from a lender who has approved the Deed Restrictions. Loan officers whose Legal Department and Underwriter has already approved the Los Altos BMR Deed Restrictions are as follows:

- 1) Jae Ro, Loan Depot, , jro@loandepot.com
- 2) Maria Pineda, Boston Private, mpineda@svb.com
- 3) Kimberly Nguyen, First Republic, kimberlynguyen@firstrepublic.com

Please note: BMR applications will not be accepted or approved that contain a pre-approval from a lender/loan officer who has not approved the Deed Restrictions.

In order for a lender to participate in the City of Los Altos BMR Program, their review/underwriting department must approve the BMR documents for full loan approval. It is important to note that not all lending institutions are able to provide financing for homes with such restrictions. Therefore, it is required that the lender you choose to work with must approve this program upfront. AH can provide the pertinent documentation to any lender the applicant prefers to work with for a loan pre-approval. Please keep in mind that lender approvals can take several weeks to attain and applicants cannot participate in the selection of any home until loan and program approvals are provided.

Loan Pre-Approval Requirements

1. Lender’s Instructions signed by the loan officer’s legal and underwriting departments
2. From a loan officer whose underwriting and legal departments have approved the BMR Deed Restrictions, Subordination (if required), & Escrow Instructions
3. From a loan officer who has submitted a separate letter on company letterhead accepting and approving the Lender’s Instructions, BMR Deed Restrictions, Subordination, & Escrow Instructions
4. 30 Year Fixed Mortgage
5. Basing approval on correct sales prices: \$ 158,741.00
6. Verification (submitted by the loan officer): minimum of 3% down payment from borrower

I/We certify that we have read, agree and understand all the information.

Applicant Signature	Date	Co-applicant Signature	Date
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Applicant Signature	Date	Co-applicant Signature	Date
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Form 5: Purchase Application (1 of 2)

APPLICANTS FULL NAME _____

DATE OF BIRTH _____ MARITAL STATUS _____

CO-APPLICANT'S FULL NAME _____

DATE OF BIRTH _____ MARITAL STATUS _____

PHYSICAL ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE: CELL _____ HOME, IF APPLICABLE _____

APPLICANT EMAIL: _____ CO-APPLICANT EMAIL: _____

IS ANYONE IN YOUR HOUSEHOLD A CURRENT HOMEOWNER? (circle one) **YES** **NO**

IF YES, PLEASE PROVIDE NAME(S) OF OWNERS & FULL ADDRESS: _____

HAS ANYONE IN YOUR HOUSEHOLD SOLD OR EXPERIENCED A FORECLOSURE OF A HOME (WITH A LOAN OR ON TITLE ONLY) IN THE LAST 4 YEARS? (circle one) **YES** **NO** IF YES, PLEASE PROVIDE NAME(S) OF OWNERS, SALE/FORECLOSURE DATE & FULL ADDRESS:

2. TOTAL ANNUAL HOUSEHOLD INCOME \$ _____ **TOTAL HOUSEHOLD SIZE** _____

(Include: All Gross wages, Self-Employment, Social Security Benefits, Child Support, Alimony, Unemployment benefits, ETC. for all people living in the Household)

3. TOTAL ASSETS \$ _____

(Include all of the following: Checking, Savings, 401k, Retirement, Pension, Gift, Cash, ETC.)

Please include every person that will be living in the home you are applying to purchase (including yourself)

Name	Relationship (wife, son, daughter, etc.)	Birth Date	Annual Income	Current member of your household? Yes or No
	Self (applicant)		\$	
			\$	
			\$	

I/we certify under penalty of perjury that all of the information stated on this application is true and complete. I/we have made no misrepresentations, nor did I/we omit any pertinent information. I/we understand that if any conflicting, inaccurate or false information is found in the Program application, the application will be deemed ineligible to participate in the program

APPLICANT SIGNATURE _____ DATE _____ CO-APPLICANT SIGNATURE _____ DATE _____

ADULT HOUSEHOLD MEMBER _____ DATE _____ ADULT HOUSEHOLD MEMBER _____ DATE _____

Purchase Application cont. (2 of 2) **Eligibility Verification Documents**

Note: Copies of eligibility verification documents must be submitted with the purchase application for all household members 18 years of age or older. All income from wages, salary and self-employment must be documented by some independent form or third party verification such as pay stubs, W-2 forms, income tax returns, 1099 forms, etc. or such income may be determined to be gift income. Some verification documents may overlap with what is required to verify Priority Ranking (Form 2). Additional documentation may be requested. **COPIES ONLY, PLEASE.**

Identification Documentation:

1. Proof of Citizenship or Permanent Resident Status (Birth Certificate, Naturalization Certificate or Green Card are ok)
2. Driver's License or other photo identification
3. Social Security Card(s)
4. Birth/Adoption Certificates or U.S. passports for all minor children in household (if applicable)
5. Child custody arrangements and agreements, all pages (if applicable)
6. Divorce decree, all pages (if applicable)

Income Documentation:

7. Paystubs – the last 3 months (must be consecutive)
8. Statements and/or award letters to substantiate any income from sources including Welfare, Social Security, Supplemental Security Income (SSI), Disability Income, Unemployment, Pensions, etc.
9. Form 6: Certification of Zero Income, signed and notarized by each household member 18 years and over with no income (if applicable)
10. Documentation verifying full-time student status for any household students 18 years and over (if applicable)
11. Spousal or Child Support Statements for last 3 months (if applicable)
12. Form 7: Certification of Earnings from Self-Employment, signed and notarized (if applicable)
13. 2021 W-2 and/or 1099, all forms
14. 2021 Income Tax Return, all pages, all schedules signed
15. 2021 W-2 and/or 1099, all forms
16. 2021 Income Tax Returns, all pages, all schedules signed

Asset Documentation:

17. Checking and Savings Account(s) – statement(s) for the last 3 months
18. Retirement Account(s) – statement(s) for the last 3 months or last quarterly, all pages and balance printed out
19. Other Investment Accounts –statements for the last 3 months or last quarterly, all pages and balance printed out
20. Appraisal Statements for Real Property owners or other assets
21. Written verification for other sources of cash
22. Form 8: Assets Declaration and Disclosure form (filled out, signed and dated)

Form 6: Certification of Zero Income (1 of 2)

(All household members that are **18 years or older** with **no income** must complete this form – **one per person**)

Name: _____

Address: _____ Phone Number: _____

1. I hereby certify that I do not individually receive income from any of the following sources:
 - a. Wages from employment (including commissions, tips, bonuses, fees, etc.),
 - b. Income from operation of a business;
 - c. Rental income from real or personal property;
 - d. Interest or dividends from assets;
 - e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
 - f. Unemployment or disability payments;
 - g. Public assistance payments;
 - h. Periodic allowances such as alimony, child support, or gifts received from persons living in my household;
 - i. Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
 - j. Any other source not named above.

2. I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.

Certification:

The undersigned hereby certified that to the best of his/her knowledge and belief each of the foregoing statements is true and correct and each of them is consistent with the information submitted by the applicant in connection with his/her application. The undersigned understands that these certifications are made under penalties of perjury and may be prosecuted to the fullest extent of the law.

Signature: _____ Date: _____

Certification of Zero Income cont. (2 of 2)

Notary Acknowledgement – (This page completed by a notary)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE of CALIFORNIA

County of _____

On _____ before me, _____ Notary Public

Personally appeared _____

(Name of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/ their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Notary Signature _____

(Seal)

Form 7: Certification of Earnings from Self-Employment (1 of 2)

Please Note: This form must be notarized.

Name: _____

Address: _____

Phone Number: _____

This certifies that my earnings during the past 12 months was

\$

for the following work:

I expect to earn:

\$

for the coming 12 months (from _____ to _____) for the following work:

Signature

Date

Certification of Declaration of Self-Employment cont. (2 of 2)

Notary Acknowledgement – (This page completed by a notary)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE of CALIFORNIA

County of _____

On _____ before me, _____ Notary Public

Personally appeared _____

(Name of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/ their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Notary Signature _____

(Seal)

Form 8: Assets Declaration and Disclosure Form

Please list all the accounts and assets owned by all the members in your household that are 18 years old and older even if they are not applying for the loan, home, or program.

Name of Financial Institution	Type of account (Savings, Checking, 401K, CalPERS, Whole Life Insurance, Stocks, Bonds, Etc....)	Full Name of the Owner of Account (Household member name)	Current Balance (found on the most current statement)
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total			\$

List any other type of asset (land, home, mobile home, etc.)

_____ Value/Equity \$

_____ Value/Equity \$

I/we certify under penalty of perjury that all of the information stated on this Asset Declaration and Disclosure form is true and complete. I/we have made no misrepresentations, nor did I/we omit any pertinent information. I/we also certify under penalty of perjury that we don't own any other type of accounts, assets or investments other than the ones listed on this form. (This applies to all household members 18 years and older.)

 APPLICANT SIGNATURE

 DATE

 CO-APPLICANT SIGNATURE

 DATE

 ADULT HOUSEHOLD MEMBER

 DATE

 ADULT HOUSEHOLD MEMBER

 DATE

Form 9: Release of Information

I authorize the release of any information AHC Housing Services may request from third parties regarding me, including the following:

Employment
 Self-Employment
 Unemployment Compensation
 Workers' Compensation
 Disability
 Child Support
 Aid to Families with Dependent Children
 (AFDC)
 Alimony
 Work Study

Annuities
 Pension Benefits
 Retirement Benefits
 Union Benefits
 Savings and Checking Accounts
 Social Security Benefits
 Family Support

Educational Grants
 Other Assets

Applicant Signature: _____

SSN: _____ Date: _____

Co-Applicant Signature: _____

SSN: _____ Date: _____

Other Adult Household Member: _____

SSN: _____ Date: _____

Other Adult Household Member: _____

SSN: _____ Date: _____

Other Adult Household Member: _____

SSN: _____ Date: _____

Documentation Checklist

(This list does NOT include items needed for Priority Ranking Verification)

PLEASE USE THIS CHECKLIST to ensure that you submit COPIES of ALL of the following required documents Incomplete packages will NOT be processed. Please fill in each area with "n/a" if not applicable or a checkmark to indicate you included the item in the package. Deadline to receive in AH office: 4 pm, Thursday, October 13, 2022; Drop off in-person or via hard copy mail. Address: Alta Housing, 3460 W. Bayshore Rd., Suite 104, Palo Alto, CA 94303	Applicant Checklist	Co- Applicant Checklist
Form 1: Applicants' Certification and Acknowledgements (initialed, signed and dated)		
Form 2: Priority Ranking Form (filled out, signed and dated)		
Documents Needed to Verify Priority Ranking (may or may not overlap with some Verification Documentation below)		
Form 3: Housing Program Intake Application Affidavit (signed and dated)		
Form 4: First Mortgage Pre- Approval letter (ask your loan officer for this)		
In addition to Form 4, Residential Loan Application 1003, signed and dated(ask your loan officer for this)		
In addition to 1003, 1008 Form with acceptable ratios, if ratios are applicable - (ask your loan officer for this)		
Form 5: Purchase Application (filled out, signed and dated)		
COPIES of Verification Documents for:		
IDENTIFICATION OF HOUSEHOLD MEMBERS -		
-Proof of Citizenship or Permanent Resident Status		
-Driver's License or other photo identification		
-Social Security card(s)		
-Birth, U.S. passport, or adoption certificates for all minor children in household (if applicable)		
-Child custody arrangements and agreements (if applicable)		
-Divorce Decree (all pages)		
INCOME -		
-the last 3 months of payroll check stubs		
-checks, statements and/or award letters to substantiate any income from sources including Welfare, Social Security, Supplemental Security Income (SSI) Disability Income, Unemployment, Pensions, etc.		
-Form 6: Certification of Zero Income (if applicable, SIGNATURE NOTARIZED and dated, one per household members 18 years and over with no income)		
-documents verifying full-time student status for adult household members (if applicable)		
-Spousal or Child Support Statements for last 3 months (if applicable)		
-Form 7: Certification of Earnings from Self-Employment (if applicable, SIGNATURE NOTARIZED and dated)		
-2019 W-2 and 1099 <u>all</u> Forms		
-2019 Income Tax Return – <u>all</u> pages, <u>all</u> schedules signed		
-2020 W-2 and 1099 <u>all</u> Forms		
-2020 Income Tax Return – <u>all</u> pages, <u>all</u> schedules signed		
ASSETS -		
-last 3 months of Checking AND Savings Account Statements, all pages		
-last 3 months or quarterly statement for Retirement Accounts, all pages and balance printed out		
-last 3 months or quarterly statement for other Investment Accounts, all pages and balance printed out		
-Appraisal Statements for Real Property or other assets		
- Written verification of other sources of cash		
Form 8: Assets Declaration and Disclosure Form (form provided in this package)		
Form 9: Release of Information (signed and dated by all household members 18 and over)		
Homebuyer Education Certificate for attendance of HUD-approved workshop (ok to submit after applicant receives the BMR Pre- approval but before closing the transaction, if found eligible)		

I/We certify that I/we are submitting all the items indicated on the checklist above and I/we are aware that our application is incomplete if not turned in by the deadline.

APPLICANT SIGNATURE

DATE

CO-APPLICANT SIGNATURE

DATE

ATTACHMENT A: HUD-Approved Homebuyer's Education Classes (1 of 2)

In-Person Classes

****Please be aware that the class you sign up for may be taught at a different address than those listed here, so pay close attention to locations when signing up. We have not confirmed each organizations' COVID restrictions or adaptations. ****

EDEN COUNCIL FOR HOPE AND OPPORTUNITY (ECHO)	Phone: 510-581-9380 Toll-free: 855-275-3246 Fax: 510-537-4793 E-mail: margie@echofairhousing.org Website: www.echofairhousing.org	770 A St Hayward, California 94541-3956
PROJECT SENTINEL	Phone: 408-470-3730 Fax: 408-648-2950 E-mail: homeownershipinfo@housing.org Website: housing.org/	554 Valley Way Milpitas, California 95035-4106
HABITAT FOR HUMANITY EAST BAY/SILICON VALLEY	Phone: 510-803-3371 Toll-free: 866-450-4432 Fax: 510-251-6309 E-mail: homeowner@habitatebsv.org Website: www.habitatebsv.org/	2619 Broadway Oakland, California 94612-3107
NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA) OAKLAND	Phone: 510-652-6622 Toll-free: 617-250-6222 Fax: 877-329-6222 E-mail: N/A Website: https://www.naca.com	3801-3805 Broadway OAKLAND, California 94611-5635
NID-HCA OAKLAND MAIN BRANCH	Phone: 510-268-9792 E-mail: Latishacarlisle@nidonline.org Website: www.nidhousing.com/	7677 Oakport Street, Suite 1030 OAKLAND, California 94621-1929
OPERATION HOPE, INC - OAKLAND BRANCH	Phone: 510-535-6700 E-mail: catameron.bobino@operationhope.org Website: www.operationhope.org	3062 E 9th St Oakland, California 94601-2937
CCCS OF SAN FRANCISCO	Phone: 800-777-7526 Fax: 415-777-4030 E-mail: info@housingeducation.org Website: https://www.balancepro.org/	1390 Market Street, Suite 200 SAN FRANCISCO, California 94102-5404
MISSION ECONOMIC DEVELOPMENT ASSOCIATION (MEDA)	Phone: 415-282-3334-126 Fax: 415-282-3320 E-mail: lospina@medasf.org Website: www.medasf.org	2301 Mission Street Suite 301 SAN FRANCISCO, California 94110-1898

ATTACHMENT A: HUD-Approved Homebuyer's Education Classes **cont. (2 of 2)**

Online Classes

Alliance Credit
Counseling <https://www.knowdebt.org/services/homebuyer-education-course/>

Credit and
Homeownerships
Empowerment
Services <http://chesinc.org/homebuyer-education-hud-certified-8-hour-course/>

What to Expect from Your Homebuyer Education Class

- How to determine what you can afford to pay
- How lenders review and approve loan applications
- How to choose the right house, the right lender, the right mortgage
- What special programs may be available to you
- Unbiased education without any pressure to buy a home or get a loan
- Learn what you need to know to ask smart questions
- Prepare yourself to make informed decisions

Please let the organization know that you are looking to take a class that would fulfill the requirement of attendance to a “HUD-APPROVED Homebuyer Education Course.” They will be able to clarify which class to attend.