



Below Market Rate (BMR) Purchase Process

1. Find a lender and get pre-approved.*
 - CMG Financial, Maryam Sehgosha, (925) 983-3133, msehgosha@cmgfi.com
 - Mason-McDuffie, Karen Creagmile, (925) 380-2388, kcreagmile@mmcdcorp.com
 - Envoy Mortgage, Kelle Murphy, (925) 642-0900, kmurphy@envoymortgage.com (espanol)
 - Commerce Home Mortgage, Kelly O'Sullivan, (925) 394-7726, kosullivan@commercemtg.com
 - Fairway Independent Mortgage Corp., Jay Weisbrod, (925) 718-3290, jay.weisbrod@fairwaymc.com
 - CrossCountry Mortgage, Todd Galde, (925) 381-8190, todd.galde@myccmortgage.com
 - Welcome Home Funding, Boyd Robinson, (925) 260-9590, boyd.robinson@whfunding.com

Lenders approved by the AC Boost Down Payment Assistance Program can be found at www.acboost.org/approved-lenders.

2. Take a Homebuyer Education Class.
 - www.dublin.ca.gov/housing/education
3. Register to be notified of BMR home sales.
 - www.dublin.ca.gov/housing/purchases
4. Choose a realtor and submit an offer.
5. If your offer is accepted by the Seller, contact the City of Dublin Housing Division at HousingInfo@dublin.ca.gov or (925) 833-6610. A link will be provided to complete an online application.

If you need one-on-one assistance with the homebuying process, contact Tiger Harrison at BenefiTalk at (925) 209-9411 or tiger@benefitalk.com. See www.dublin.ca.gov/housing/education for a link to BenefiTalk.

* This list identifies lenders who are familiar with the BMR process. City of Dublin BMR applicants and homeowners are not required to use a lender from this list.

City Council
925.833.6650

City Manager
925.833.6650

Community Development
925.833.6610

Economic Development
925.833.6650

Environmental Services
925.833.6630

Parks & Community Services
925.833.6645

Public Works
925.833.6630

100 Civic Plaza
Dublin, CA 94568
P 925.833.6650
F 925.833.6651
www.dublin.ca.gov



Household Qualifications

The following table summarizes basic household qualifications. Please refer to the City’s Guidelines for a complete description of requirements, available on the City’s website: www.dublin.ca.gov/housing/guidelines.

Qualification Requirement	Description
Annual Income (Maximum)	Total gross household income must not exceed 2021 Moderate Income limits, based on the number of persons in the household (maximums are adjusted annually): 1-person: \$105,500 5-person: \$162,750 2-person: \$120,550 6-person: \$174,800 3-person: \$135,650 7-person: \$186,850 4-person: \$150,700 8-person: \$198,900
Assets	The household may have no more than \$250,000 in total assets, excluding pensions and federally approved pre-tax savings accounts. For more information about assets, please see Section 3.3 in our Guidelines to Inclusionary Housing.
First-Time Homebuyer	No member of the household may have owned any interest in real property during the 3-year period prior to the household’s application date.
Owner Occupancy	The household will occupy the unit as its principal residence within 30 days of the close of escrow on the unit. The owner must reside in the unit.
Down Payment (Minimum & Maximum)	The household is required to make a minimum down payment of at least 3% of the sales price. Maximum down payment is 20% of the sales price. No all cash sales will be permitted. (Note: For Dublin’s down payment assistance loan, see www.dublin.ca.gov/housing/fthlp .)
Homebuyer Education	Homebuyers’ must complete a HUD-approved 8-hour first-time homebuyer education class and receive a certificate of completion prior to close of escrow and dated within 6 months of the date of application: www.dublin.ca.gov/housing/education .
Credit Score (Minimum)	All homebuyers must have a minimum FICO credit score of 620 and have a minimum of three years since a discharged bankruptcy, foreclosure or short sale.
Loan Preapproval	Homebuyers’ must be preapproved for a fixed rate home loan that conforms to City requirements. Household members fall into two categories, BMR title holder or dependent. A BMR home title holder is required to appear on the home mortgage and execute a Resale Restriction Agreement and Performance Deed of Trust.
Debt to Income Ratio (Maximum)	Homebuyers’ proposed debt (based on current liabilities and proposed housing payment) may not exceed 45% of the household’s monthly income.
Household Size (Minimum and Maximum)	Household size requirements are as follows: Studio/one-bedroom: 1 person (min.) - 2 persons (max.) Two-bedroom: 2 persons (min.) - 4 persons (max.) Three-bedroom: 3 persons (min.) - 6 persons (max.) Four-bedroom: 4 persons (min.) - 8 persons (max.)
Residency/Citizenship	All household members must be either a citizen or national of the United States or a qualified alien defined by the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). H-1B Visa holders are considered temporary residents under PRWORA and are not eligible for the program. Persons with Asylum Status would be eligible to participate in the program, since they are defined as a qualified alien by PRWORA. Citizenship is based on status at time of application submittal.