DUBLIN
CALIFORNIA

BELOW MARKET RATE HOME OWNERSHIP PROGRAM
APPLICATION PACKET

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Below Market Rate Home Ownership Program

QUALIFICATION STANDARDS AND PROGRAM REQUIREMENTS

Applicant 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 the following limits, based on the number of persons in the household (maximums are adjusted annually): 1-person: $100,150 2-person: $114,450
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.
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. Classes are available through the following organizations and may be accepted from other agencies: **Credit.org:** www.homeownership.org/first-time-home-buyer-programs/ (online) **ECHO Housing:** https://www.echofairhousing.org/ (in person/virtual) (FREE)
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.)
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) or as applicable by Federal and State law. H-1B Visa holders are considered temporary residents under PRWORA and are ineligible for the program. Citizenship is based on status at time of application submittal.

OVERVIEW OF PURCHASE PROCESS

BMR Home Application Process

1. **Review qualification requirements.** Thoroughly review this application packet and the City's Program Guidelines to verify that you meet established qualification requirements.

2. **Pre-qualify with a lender.** Work with a lender of your choosing to get pre-qualified to purchase a home. Potential financing must meet the City requirements.

3. **Homebuyer education.** Complete an approved first time homebuyer class.

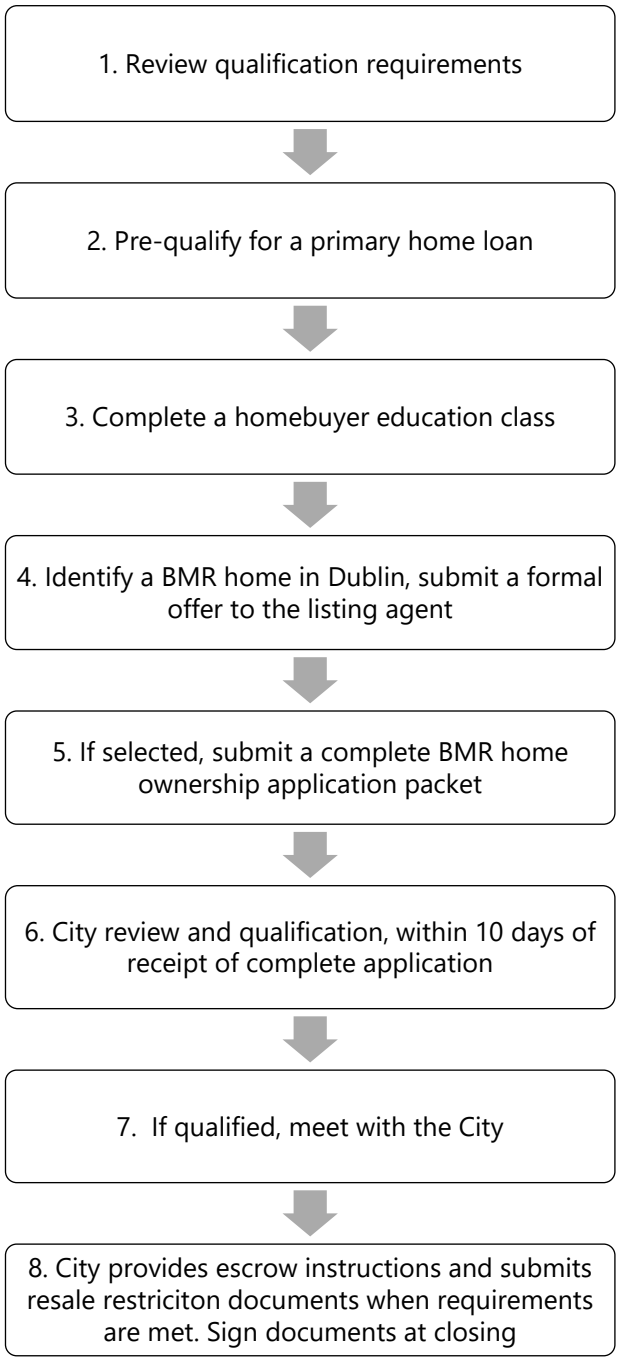
4. **Submit an offer.** Work with a real estate agent to find a desirable home for sale in Dublin. Prepare an offer and submit it to the listing agent. After the offer close date, the City will request a copy of the ratified contract from the seller/listing agent.

5. **Complete application packet.** If your offer was selected to move forward by the seller, submit a BMR application and backup documentation to the City's Housing Division. Be sure to include supporting documentation for income and asset verification.

6. **City review and qualification determination.** The City will make every effort to review your application and qualification materials and determine eligibility within 10 working days of receipt of a complete application.

7. **In-person consultation.** All adult members of the approved household must schedule and complete an in-person consultation with City Staff to discuss restrictions and ongoing requirements.

8. **Closing documents.** City staff will prepare escrow instructions and submit them to the escrow officer. The instructions will describe the documentation the City will require and City agreements that will be provided. You will sign the appropriate City documents at closing.



APPLICATION CHECKLIST

If your offer was selected to move forward by the seller, contact the City (HousingInfo@dublin.ca.gov) for a link to submit your application online.

Application Package Forms

- ❑ Below Market Rate Home Program Application (pages 4-7)
- ❑ Signed Application Disclaimer (page 8)
- ❑ Disclosure Statement (page 9)
- ❑ Credit report authorization and release (page 10)

Additional Documentation

- ❑ Executed purchase contract
- ❑ Primary home loan pre-approval letter and Loan Estimate and 1003 from a lender
- ❑ Copy of tri-merge credit report from a lender
- ❑ Copy of Certificate of Completion of City-approved 8-hour homebuyer education class
- ❑ Copy of identification documentation (photo identification required for all adult household members)
  - State-issued photo identification card and social security card
- ❑ Income documentation from all sources for all household members age 18 and older:
  - **Employee:** copy of 4 most recent paycheck stubs
  - **Self-Employed:** previous 2 years' net income shown on Schedule C of the federal income tax
  - returns, plus net income before taxes from the applicant's signed, year-to-date Profit and Loss Statement
  - **No income:** non-income affidavit (page 11)
  - **Other:** Most recent statements showing income from social security, annuities, insurance policies, retirement funds, pensions, disability, death benefits, child support, public assistance, or any other source
- ❑ Copies of federal income and state tax returns for the last 3 years (including the most recent year) with all related schedules (i.e. W2s) or IRS verification of non-filing (if applicable)
- ❑ Copies of financial statements from **all** accounts for the 3 most recent months (all pages, even if blank)
- ❑ Letter(s) of explanation (*suggested* for any uncommon financial, employment, or other unique events or circumstances)

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APPLICATION

BMR Home Address (property to be purchased): _____

Household Description

Total Number of Persons in Household (including dependents): _____

List all household members:

Name (first last)	Date of Birth (mo/day/yr)	Gender	Relationship to Primary Applicant
			Primary Applicant

For adult household members (age 18+), please complete the following (attach additional sheets if necessary):

Primary Applicant

Name (first last): _____

Email address: _____

Marital status: ☐ Married ☐ Unmarried ☐ Separated

If married, name of spouse: _____

Primary language spoken: _____

Social Security number: _____

Phone number: _____

Income source: ☐ Employed ☐ Self-employed

☐ No income ☐ Full-time student

☐ Other_____

Occupation: _____

Co-Applicant

Name (first last): _____

Email address: _____

Marital status: ☐ Married ☐ Unmarried ☐ Separated

If married, name of spouse: _____

Primary language spoken: _____

Social Security number: _____

Phone number: _____

Income source: ☐ Employed ☐ Self-employed

☐ No income ☐ Full-time student

☐ Other_____

Occupation: _____

Current Household Residence

Current Address: _____ Date Occupied: _____

Check one: ☐ Own ☐ Rent ☐ Live with family ☐ Other _____Monthly Housing Payment: _____

Landlord/property manager name: _____ Phone: _____

Do any applicants reside in separate address? ☐ Yes ☐ No

If yes, name(s) and address(es):_____

Primary reason for purchase (choose one):

☐ Desire to own
☐ Job-related relocation or move
☐ Desire for home to be in a better area
☐ Desire to be closer to job/school/transit
☐ Desire to be closer to family/friends
☐ Change in family situation
☐ Desire for a newly built home
☐ Desire for larger home
☐ Desire for smaller home
☐ Retirement
☐ Home buyer tax credit
☐ Affordability of home
☐ Financial security
☐ Other _____

Educational Attainment: Highest level of educational attainment by any member of the household

☐ Less than high school diploma
☐ High school diploma or equivalent
☐ Some post-secondary education
☐ Certificate from vocational or technical training program
☐ Associate's degree
☐ Bachelor's degree
☐ Master's or other graduate degree

Employment and Finances

List current employment information for all adult household members (attach additional sheet if necessary):

Applicant Name (first)	Name of Employer	Employer Address	Employer Phone #	First Day of Employment (mo/day/yr)	Gross Annual Income

If current employment listed above is less than 3 years, list previous employment:

Applicant Name (first)	Name of Employer	Employer Address	Employer Phone #	First and Last Dates of Emp. (mo/day/yr – mo/day/yr)	Gross Annual Income

List any additional income sources for all adult household members:

Applicant Name	Income Source (Social Security, child support, pension, public assistance, etc.)	Annual Amount

List all household assets (attach an additional sheet if necessary):

Account Holder (applicant name)	Institution	Type of Account (checking, savings, money market, 401k, etc.)	Balance	Down Payment Fund Source (check if yes)
				☐
				☐
				☐
				☐
				☐

List all household liabilities (attach an additional sheet if necessary):

Account Holder (applicant name)	Creditor Name	Type of Account (credit card, car loan, student loan, etc.)	Monthly Payment	Balance Due

Have any household members filed Chapter 7 or 13 bankruptcy in the last 7 years? ☐ Yes ☐ No

If yes, what was the date of the bankruptcy discharge? _____

Will your household be receiving gift funds for the purchase of this BMR home? ☐ Yes ☐ No

If yes, how much do you anticipate and from whom? _____

Has any household member appeared on title for a residential property in the past 3 years? ☐ Yes ☐ No

If yes, please state the name of the household member and describe the real estate holding: _____

Applicant Signatures

I/we hereby certify that the information on this Below Market Rate (BMR) Home Ownership Program Application is true and correct; I/we have not omitted any assets, important credit information and/or information regarding current and/or closed accounts, liens, and/or court-ordered obligations. I/we understand that the seller will rely on this Application in selling me/us a BMR home and this information may be verified by the City of Dublin in qualifying us as the buyer of a BMR home.

_____	_____	_____	_____
Signature	Date	Signature	Date
_____		_____	
Print Name		Print Name	

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APPLICATION DISCLAIMER

As part of the review process, applicant(s) will be contacted directly to provide verification of their residence and employment history, and evidence supporting any or all stated information.

The undersigned acknowledge that reasonable efforts may be made to verify employment, residence and other information provided in the application, including, without limitation, contacting the applicant's employers or other sources of income to confirm the income information provided.

The undersigned hereby acknowledge that they have read the enclosed information and understand that neither acceptance as a participant in the application process, nor the receipt of any particular application number, constitutes a guarantee that the undersigned will be able to purchase a Below Market Rate (BMR) home.

The undersigned hereby represent and warrant that the information provided in this application is true, complete and correct, and the undersigned fully understand that to knowingly make a false or misleading statement or to knowingly fail to disclose material information in or concerning this application, will result in the City's denial of this application, the applicant's disqualification from eligibility for the program, and the possibility of an action for fraud.

The undersigned acknowledge that the seller and the City will rely upon this application in evaluating their eligibility for the purchase of a BMR home, and the undersigned authorizes the seller, the seller's affiliate, and/or the City of Dublin to order credit report(s) to evaluate their current credit worthiness and to verify the information requested in the application.

Applicant Signatures

Print Name	Print Name
Social Security Number	Social Security Number
Signature	Signature
Date	Date

DISCLOSURE STATEMENT

There are restrictions on the sale of the property you are buying. Except for a transfer to the City following the City's exercise of its option to purchase, this property may only be sold to an "eligible household" at a price not to exceed the adjusted resale price which is capped at an "affordable unit cost".

This means that you may **not** sell the property for market value to whomever you like.

These restrictions will be in effect until __*__ *(*this date will be filled in on the Restriction Agreement, it will be in perpetuity, or 30 or 55 years from the date of first sale of the home, depending on the development)*. **Any sale of the property in violation of the restrictions shall be voidable at the election of the City.**

To determine who an eligible household is, and what the adjusted resale price and affordable housing cost are, you should contact the Housing Division of the City of Dublin.

You should read the **Resale Restriction Agreement and Option to Purchase** recorded against the property. You may obtain a copy from the City of Dublin or from the escrow company.

You should also be aware that a **Performance Deed of Trust** will be recorded against the property to ensure compliance with the Resale Restriction Agreement and Option to Purchase. You may obtain a copy from the City of Dublin or from the escrow company.

I have read the foregoing and understand what it means.

_____ _____

Buyer Buyer

Please sign this disclosure and include it in your application packet. If you are approved to purchase a BMR home, you will be required to sign it again. This sample disclosure is not binding.

CREDIT REPORT AUTHORIZATION AND RELEASE

The buyer(s) identified below hereby authorize the City of Dublin (the "City") to obtain from any credit reporting agency selected by City, a standard credit report and such financial and other information City considers appropriate to evaluate the undersigned's application for participation in the City's home purchase and/or home financing programs (the "programs"). The undersigned also:

(i) authorize the City to release to credit reporting agencies a copy of the undersigned's application, including financial information, income, assets, liabilities, employment and other information that the buyer(s) have provided to the City in connection with their application to participate in the programs.

(ii) authorize the City and credit reporting agencies to verify information contained in the undersigned's application to City and in other documents provided in connection with the undersigned's application to participate in the programs, and to verify and obtain such information necessary to complete the buyers' credit report, including without limitation, verification of past and present employment, earnings, rents, mortgages, savings and other bank accounts, income tax returns, stock holdings and other assets, and liabilities, including without limitation, mortgages, auto loans, personal loans, credit cards and lines of credit as the City deems necessary to process the undersigned's application.

The buyer(s) agree that a photocopy of this form will also serve as authorization, and that the City may undertake the actions hereby authorized both prior to providing approval for participation in the programs and as part of subsequent eligibility and compliance monitoring.

The buyer(s) **DO** authorize City to share with potential mortgage lenders and/or home loan counseling agencies the information provided in connection with the undersigned's application for participation in the programs and the credit report that City obtains in connection therewith. Such lenders and counseling agencies may contact the undersigned to discuss home loans and counseling services for which the undersigned may be eligible. This consent to disclosure may be revoked by delivery of written notice to City.

Applicant Signatures

Print Name	Signature
Social Security Number	Date
Print Name	Signature
Social Security Number	Date

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AFFIDAVIT OF NON-INCOME

(Complete ONLY for applicant(s) NOT claiming any source of income)

Completing this form in no way affects your eligibility to be seen in this office; it is kept for verification purposes only, for the City of Dublin.

Applicant Name: _____

Current Address: _____

_____

Please state how you provide for your basic needs. How do you pay for rent, utilities, food, etc.? If you receive cash, how much do you receive, how often, and from whom?

_____

_____

_____

_____

Is this your usual income? ❑ Yes ❑ No

If no, what is it usually? Explain: _____

_____

_____

Usual annual income: $_____

I have told the truth about all sources of my income. To the best of my knowledge, I have not given false information or withheld information. I understand that if I do, I may be prosecuted, deemed ineligible for the program or in violation of program requirements, or be required to pay back the benefits I receive.

_____ _____

Signature Date

_____

Applicant Name (print)