

## **AFFORDABLE OWNERSHIP HOUSING PROGRAM HOMEBUYER APPLICATION INSTRUCTIONS**

1. Fill out the application completely for all Adults and children who are anticipated to live in the home. Unrelated Applicants must show at least one full year of joint residency.
2. All employed Adult Household members must provide at least two years of Federal income tax payment history in the United States at the time of application.
3. Income information must be disclosed for all Adult Household members. Adult stay-at-home spouses, domestic partners and dependents that are reporting that they do not receive any type of income must fill out an affidavit certifying this fact.
4. Changes in employment may not have occurred within six months of application (such as a job change, termination, or decrease in salary).
5. Separated Applicants (not yet divorced) must have verifiable evidence of at least one full year of complete financial and residential separation.
6. Applicants with joint custody of children must verify at least 50% custody rights for a child to be considered part of the Household.
7. Applicants may not own other residential property, including mobile home property, unless such property will be sold prior to or in conjunction with the purchase of an Inclusionary Unit
8. Homebuyers are required to make a minimum down payment of 3% of the Affordable Sales Price. The minimum down payment amount must be made from the Homebuyer's own funds, and the Homebuyer must be able to demonstrate that these funds have been in their possession for at least three months. The Homebuyer down payment is capped at 20% of the Affordable Sales Price.
9. Gift funds cannot be used to fulfill the 3% minimum down payment obligation, and gift funds are included in the defined down payment cap. Gift funds cannot exceed 3% of the purchase price.
10. Gross Household Income may not exceed the maximum income limit as defined in the Affordable Ownership Housing Administrative Procedures – Owner Requirements.
11. Applicants must obtain fixed-interest mortgage financing with a term of at least 30 years. Interest-only and stated-income loans are not allowed.

- 12. Applicants must certify that they will reside in the Inclusionary Unit as their Primary Residence.
- 13. Applicants must have the right to permanently reside in the United States.
- 14. Applicant Households must be compatible with the size of the unit to be purchased. The minimum and maximum number of occupants are set as follows:

Number of Bedrooms in the Home	Number of Occupants	
	Minimum	Maximum
1	1	3
2	2	5
3	3	7
4	4	9

- 15. The City reserves the right to request any documents and/or information needed to verify program eligibility. It is the Applicant’s responsibility to demonstrate eligibility to purchase an Affordable Ownership Housing Program home. Applicants unable to provide satisfactory evidence of income, assets, or other qualifying criteria will not be considered.

**THRESHOLD QUESTIONS**

	Yes / No
Does any Household member have any ownership interest in real estate properties?	
Will the Affordable Ownership Housing Unit be your Primary Residence?	
Do all the Household members have the right to permanently reside in the United States?	

**REQUIRED DOCUMENTS**

- 1. Copy of California driver license or identification for all Adult Household members; copy of birth certificate for all dependents.
- 2. Copy of Residential Purchase Agreement and Real Estate Transfer Disclosure Statement (with City-required affordable housing program disclosure language) signed by both the Purchaser and Seller.
- 3. Completed and signed City forms:
  - a. Background and Financial Investigation Authorization;

- b. Certificate of Purchaser; and
  - c. Special Disclosure.
4. Copy of complete loan packet from mortgage lender (stated income and interest only loans are not allowed). The loan packet must include the fully completed, signed application, loan underwriting analysis, Truth-In-Lending Disclosure, income and asset verification, and conditions for final loan approval.
  5. Copy of three most recent months of checking, savings, and other investment account statements for all Adult Household members. If self-employed, 12 months of personal and business account statements are required. Account statements must demonstrate sufficient funds for down payment.
  6. Copy of three most recent months of pay stubs. Pay stubs must clearly identify business name, employee name, salary rate, hours worked, pay period, gross income, and year to date income.
  7. Signed copies of two most recent years of Federal income tax returns (with all schedules and attachments), including W2s & 1099s for all Adult Household members.
  8. If applicable: copy of divorce decree evidencing dissolution of marriage, child custody, child support, and/or alimony.
  9. If applicable: copy of pension statement, Social Security verification, welfare verification, or other income verification.
  10. If applicable, school registration documents for Adult, full-time student Household members.
  11. If applicable, evidence of sale of real estate. Sale of any residential real estate must be completed before final approval can be given for purchase of Affordable Ownership Housing Program unit.

# HOMEBUYER APPLICATION

This application must be completed, attached with all applicable required documents, signed by all Applicants and submitted to the City. Applicants should complete this form as "Applicant" or "Co-Applicant" as applicable. Co-Applicant information must be provided for all Adult Household members and/or individuals to be designated on the property title. In such cases, Co-Applicant income and credit history will be used as a basis for eligibility qualification.

## HOME INFORMATION

Address of Home to be Purchased	Project / Neighborhood Name
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## HOUSEHOLD INFORMATION

Name of Applicant		Name of Co-Applicant	
Marital Status	Date of Birth	Marital Status	Date of Birth
Social Security #	Driver License #	Social Security #	Driver License #
Employment Status	# Years at Current Address	Employment Status	# Years at Current Address
Current Address    ___ Own    ___ Rent		Current Address    ___ Own    ___ Rent	
Phone Number	Email Address	Phone Number	Email Address
If residing at current address for less than two years, complete the following:			
Prior Address    ___ Own    ___ Rent		Prior Address    ___ Own    ___ Rent	

List all additional Adults and children anticipated to live in the home. Use additional pages if necessary.

1. Name	Date of Birth	Social Security #	Relationship to Applicant
Current Address (if different than Applicant's)		Employment Status (if Adult)	
2. Name	Date of Birth	Social Security #	Relationship to Applicant
Current Address (if different than Applicant's)		Employment Status (if Adult)	
3. Name	Date of Birth	Social Security #	Relationship to Applicant
Current Address (if different than Applicant's)		Employment Status (if Adult)	
4. Name	Date of Birth	Social Security #	Relationship to Applicant
Current Address (if different than Applicant's)		Employment Status (if Adult)	

List full names of all persons that will appear on the title of the home:

Name	Relationship
1.	
2.	

## HOUSEHOLD INCOME

List annual income from the following sources for all Adult Household members expected to live in the home. Use additional pages if necessary.

Name of Household Member			
Employer Name Address Phone			
Position / Title			
Number of Years at this Job			
Base Annual Employment Income			
Annual Overtime / Bonuses / Commissions			
Dividends / Interest from Investments			
Pension / Social Security			
Child Support / Alimony			
Other (Describe)			
Total Annual Gross Income			
Total Annual Household Income (Sum of the Columns)			

## HOUSEHOLD ASSETS

List checking, savings, and other investment accounts below for all Adult Household members. Use additional pages if necessary.

Name of Applicant		Name of Co-Applicant	
Name and Address of Bank, S&L, Credit Union, Other		Name and Address of Bank, S&L, Credit Union, Other	
Account #	Account Type	Account #	Account Type
Name(s) on Account	Balance	Name(s) on Account	Balance
Name and Address of Bank, S&L, Credit Union, Other		Name and Address of Bank, S&L, Credit Union, Other	
Account #	Account Type	Account #	Account Type
Name(s) on Account	Balance	Name(s) on Account	Balance
Address of Real Estate Owned		Address of Real Estate Owned	
Current Value		Current Value	
Cash Value of Retirement Accounts & Pension Funds		Cash Value of Retirement Accounts & Pension Funds	
Cash Value of Other Assets		Cash Value of Other Assets	

**PURCHASE INFORMATION**

Name of Real Estate Agent	Agent's Company Name & Address	Telephone # & Email Address
Name of Mortgage Lender or Broker	Lender or Broker Company Name & Address	Telephone # & Email Address
Total Purchase Price of Home (including all associated costs)  Initials*	Mortgage Amount(s)  First Trust Deed: _____  Second Trust Deed: _____	Mortgage Terms  Loan Repayment Term: _____  Interest Rate: _____  Fixed or Variable: _____
<p>*Note: All Adult Household members must initial next to the Total Purchase Price of Home above, acknowledging that the price of the home is restricted under the City of Santa Ana Affordable Ownership Housing Program. By initialing this price, you indicate your understanding and agreement that no payment will be made separate from this price and/or separate from the attached Residential Purchase Agreement by you or by anyone on your behalf.</p>		

**SOURCES OF FUNDS FOR DOWN PAYMENT & CLOSING COSTS**

List all funds intended to be used from bank accounts, Certificates of Deposit, mutual funds, and other sources for meeting down payment and closing costs needs:	
Source of Funds	Amount to be Used for Down Payment
1.	
2.	
3.	



**CERTIFICATION: I/We certify that the information provided in this Affordable Ownership Housing Program Application is true and correct as of the date set forth opposite my/our signature(s). I/We acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application shall result in civil liability and/or criminal penalties including, but not limited to fine or imprisonment or both and liability for monetary damages to the City, its agents, insurers, and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

**Please Note: Before submitting your application to the City, check carefully to make sure you have neatly and completely filled out the application and attached all required documents. Illegible or incomplete applications will not be accepted.**

# BACKGROUND & FINANCIAL INVESTIGATION AUTHORIZATION

## THIS FORM MUST BE SIGNED BY ALL ADULT HOUSEHOLD MEMBERS

By signing below, you provide irrevocable consent to the City for a background investigation and review of your financial affairs, budget, outstanding accounts, obligations, and debt. You understand that information obtained by the City may be governed by the Fair Credit Reporting Act (15 USC 181 ET Seq.) as it may be amended from time to time. Credit information will be obtained for affordable housing program eligibility review purposes only, and not for credit granting purposes or credit repair. All Adult Household members must sign this consent, attesting that you are the true and correct individual described below. Use additional pages if necessary.

Applicant's Full Legal Name (First, Middle, Last)	
Other names used in last 7 years	
Date of Birth	Social Security #
Current Address	
Prior addresses in last 7 years	
Signature	Date

Co-Applicant's Full Legal Name (First, Middle, Last)	
Other names used in last 7 years	
Date of Birth	Social Security #
Current Address	
Prior addresses in last 7 years	
Signature	Date