



City of Fremont - Hartford / Lennar Development Below Market Price Home (BMP Home) Lottery Application Overview and Instructions

Lottery Application Deadline: April 2, 2025

This form is part of the Hartford BMP Home Lottery Application. Applicants must read the following instructions, provide information requested, and sign the acknowledgement at the end of this instructions document. Signatures for this and other forms provided in this application package may either be typed or hand written.

Applicants should direct questions they have regarding Lottery Application to BAAHA at info@myhomegateway.com. Do not contact the City of Fremont regarding the application process; you will be referred back to BAAHA. All communications with BAAHA are required to be conducted through email at info@myhomegateway.com

The Bay Area Affordable Homeownership Alliance (BAAHA) is contracted to administer lottery application intake and screening for the newly constructed Hartford Below Market Price (BMP) homes located in the City of Fremont. BAAHA's administrative role and responsibilities will only include:

- Collect BMP lottery screening applications from interested household
- Conduct a screening review and underwrite to determine the applicant household's eligibility to participate in the Hartford BMP lottery
- Provide the City of Fremont a lottery eligibility determination for the applicant's status to participate in the Hartford BMP lottery
- Provide the City of Fremont all documents related to the submission and underwriting of the Hartford BMP lottery application eligibility determination

A lottery eligibility determination provided by BAAHA only provides the applicant the capacity to participate in the Hartford BMP lottery. The City of Fremont will underwrite Program Approvals for lottery winners that will be purchasing the Hartford BMP Home.

The Hartford BMP Lottery Application Package consists of the following forms. All the below listed forms must be filled out in their entirety, signed, and submitted. Do not separate the forms provided. Incomplete forms will cause the entire application to be rejected and not processed.:

- Lottery Application Overview and Instructions
- Lottery Eligibility List
- Lottery Application

Make certain to complete the following steps prior to filling out the Hartford BMP Home Lottery Application Package;

- 1) Review all the Program guidelines, restrictions, and requirements. Program guidelines, restrictions, and requirements are available at BAAHA's website located at www.myhometateway.org/HartfordBMP3BDHome.html
- 2) Read and sign the Application Instructions and Overview.
- 3) For a more in depth explanation regarding the City's First Time Homebuyer Program guidelines, restrictions, and requirements visit the City's First Time Homebuyer Program website located at: <https://www.fremont.gov/home/showdocument?id=12285&t=638089467450400980>
- 4) Direct questions regarding the application and application process to BAAHA at info@myhomegateway.com. All questions must be provided by email.

Filling out and submitting your application

Use one of the following two alternatives to download and fill out your application:

- ***Download and save the application as an Adobe PDF/ file. This is BAAHA's preferred format to receive the completed and signed application.*** When downloading the application from the BAAHA website make certain to:

- a. Download the application from the web
 - b. Once downloaded make certain to OPEN the file as an adobe file.
 - c. Save the adobe PDF file on your computer. Do not fill out the application until you have opened it as an Adobe file (Reader or Acrobat) and saved it on your computer.
 - d. Fill out, sign (do not use DocuSign), and save the completed application on your computer. For electronic application signatures, type in your name in the signature box.
 - e. Attach the saved PDF adobe application file from your computer when emailing the application to BAAHA at info@myhomegateway.com. **Applications missing information with not be accepted.**
- **Print the application from the website** – If you cannot download and fill out the electronic application, then print the application from the website, fill it out and sign the printed application, scan it, and email it to BAAHA at info@myhomegateway.com. **BAAHA does not accept photographs of the application package** – it must be a scanned PDF copy. Alternatively, you can fax a copy of the application to (415) 231-5181

If you are having difficulties in downloading or processing your application please email BAAHA at info@myhomegateway.com

General Instructions

Application – BAAHA is using the City of Fremont’s First Time Homebuyer Application form. Make certain to note that Sections within the City’s application have specific instructions. Read the instructions and provide the requested information.

Additional Applicants – If there are more than two adult household members that will be on title, make certain to contact BAAHA at info@myhomegateway.com. BAAHA will issue a household member corresponding Application form for the additional household member(s) information.

Requirement for 1st Lender Approval and Additional Information – the BMP home application must be submitted with a 1st Lender Approval Package from one of the City of Fremont’s participating lenders. The application 1st Lender Approval Package must include a: Preapproval Letter, 1st Lender Electronic Loan Application, and 1st Lender Transmittal Summary. A list of Fremont’s current participating lenders is provided at the City website located at: <https://www.fremont.gov/home/showpublisheddocument/337/638466173929170000>.

Applications submitted without a 1st Lender Approval Package will not be accepted. The City has provided participating 1st lenders instructions regarding loan approval requirements for Fremont’s Hartford BMP applications. Provide the following information regarding your 1st lender:

1st Lender Company Name: _____ **Loan Officers Name:** _____

Loan Officers Email Address: _____

BAAHA, as part of its application review process, will correspond with the above listed loan officer.

Applications must also include a current photo identification (ID) for every adult household member who is 18 years of age or older — such as a passport, driver’s license, state ID, or school ID. Applications will not be accepted without the required 1st lender loan approval and current photo identification.

Requirement for Accurate Information on Your Application - Information provided in the application must be accurate. Your City approved 1st lender will be required to submit an approval letter and supporting lender documents as part of your household’s lottery application submittal and eligibility determination process. The information you provide in your Program Application should be consistent with the information that will be provided by your 1st lender. The Program Approval underwriting process conducted by the City will require supporting and verifying financial documents be provided for each household member on title. Inaccurate or misrepresented information on the application could eliminate the household from the lottery and participating in the BMP Home Program.

Acknowledgement and Information Release

Make certain to review the below terms prior to signing this acknowledgement and release. The undersigned applicant(s) acknowledge that:

- I/we have read and understand the information and instructions provided herein
- Prior to filling out and submitting the application, I/we have reviewed and understand the information provided in the Hartford BMP Homes website posted at: <https://www.myhomegateway.org/hartfordbmp3bdhomes.html>
- I/we are submitting this application with the requisite 1st Lender Approval Package and personal identification
- I/we are providing a complete and accurate application
- Applications that are Incomplete or missing required information will not be processed by BAAHA
- BAAHA is authorized to: share information provided in your application with the City of Fremont; and to secure additional required applicant(s) information from the first lender providing you first real estate loan approval. Required shared and secured information will be applied towards advancing underwriting the program screening and eligibility process

Signatures provided must be consistent with the information provided in your application

Applicant Signature OR Type in First and Last Name: _____ Date: _____

Applicant Signature OR Type in First and Last Name: _____ Date: _____

Applicant Signature OR Type in First and Last Name: _____ Date: _____

Applicant Signature OR Type in First and Last Name: _____ Date: _____



Below Market Price Home Eligibility Checklist

For BAAHA Use Only:

- Eligibility Checklist
- First Time Homebuyer Application Form
- Current Picture IDs for Adults 18 & older
- Pre-approved Loan Amount Letter

Address of Development: Hartford Below Market Price Homes

Applicant's Name(s): _____

Current Address: _____ City & Zip: _____

Daytime Phone No.: _____ Email Address: _____

Annual Income: \$ _____ Household Size: _____ Number of Adults: _____

Number of Children: _____ Age & Sex of Children: _____

Eligibility Requirements: Initial to confirm you understand the eligibility requirements

- _____ Priority will be given to those currently living or working in Fremont
- _____ First-time home buyers or have not owned a house for the last 3 calendar years
- _____ Household annual gross income (all income earners from all adults 18+) does not exceed income limits
(Check the Income Limits on the website: <https://www.myhomegateway.org/HartfordBMPHomes.html>)
- _____ Loan Pre-Approved by a City Participating Lender
- _____ Credit Score 660+

Documentation: Initial to confirm that in addition to the preliminary application documents, you will submit the following documents within two (2) business days after being selected from the lottery

- _____ Six (6) months of most current paystubs for all adults 18+
- _____ Three (3) most current income tax returns for all adults 18+
- _____ Copy of bank statements for the past six (6) months for all adults 18+
- _____ Documents to prove Fremont residency or employment
- _____ Current picture ID of all members of the household, including children (passport, driver's license, or school ID). If a picture ID is not available, a birth certificate is required
- _____ Proof of legal U.S. citizenship or permanent residency documents

Note: Non-US residents (non-citizens and non-immigrants) cannot participate in the BMP Home Program

Additional Requirements: Initial to confirm that if you are selected to purchase the home, you will be notified that

- _____ All adults (over 18 years of age) must be on the title
- _____ All adult household members must be included on the City's application, the mortgage, the title, and the agreements with the City for the BMP home
- _____ All adults (over 18 years of age) completed an 8-hour First Time Home Buyer Class

I understand that if I am selected as a prospective buyer from the lottery, I must provide all necessary information to the City upon request. The City will conduct a thorough review of my eligibility and will undergo an underwriting process. I also understand that being a prospective buyer does not guarantee that I will become the purchaser of the BMP home.

Applicant's Signature: _____ Date: _____
(type name for electronic application)

Applicant's Signature: _____ Date: _____
(type name for electronic application)

Applicant's Signature: _____ Date: _____
(type name for electronic application)

Applicant's Signature: _____ Date: _____
(type name for electronic application)



DO NOT WRITE IN THIS BOX
Official Use Only
 Date Received _____
 Pre-Qualified Yes ___ No ___
 Needs more info: _____

BELOW MARKET PRICE (BMP) HOME PROGRAM
First Time Homebuyer Application

Answer all questions fully and accurately. If a question does not apply to you, type or print "N/A." If the answer is none, type or print "NONE".

SECTION 1: Applicant Information

	Primary Applicant Information	Co-Applicant (person buying with applicant)
First and Last Name		
Email Address (PRINT CLEARLY)		
Home Phone / Cell Phone		
Home Address/Apt. Number		
City/State/Zip		
Employer Name		
Employer Address City/State/Zip/Work Phone		
Occupation		
Length of Current Employment		
Length of Previous Employment (if current employment is less than 2 years)		

SECTION 2: Household Size (Describe household make-up. If children are full time students, please state by their names)

Name of Adults (include yourself)	Relationship	Names of Children	Age	Relationship	
	Self				
					Total Household
TOTAL ADULTS		TOTAL CHILDREN			

SECTION 3: Funds Available to Purchase (will be verified by a lender)

	Applicant	Co-Applicant
Total Amount in your Checking Account(s)	\$	\$
Total Amount in your Savings Account(s)	\$	\$
Amount can be used from Retirement Funds	\$	\$
Gift Funds Available	\$	\$
Other Funds	\$	\$
TOTAL CASH AND ASSETS →	\$	\$
TOTAL COMBINED CASH & ASSETS →		\$

SECTION 4: Income (Require income for anyone 18 years or older-unless the person is a full-time student)

MONTHLY INCOME: <i>Bi-weekly Paycheck Formula Sample</i> <small>(Average paycheck stubs provided x26) /divided by 12</small>	Applicant	Co-Applicant	Adult / Child (18+)	Adult or Child (18+)
Gross Monthly Income				
Average Monthly Overtime				
2nd Job/Part-Time/Seasonal				
Commissions (1099s)				
Bonuses/Tips				
Dividends/Interest Earnings				
Business or Investment Earnings				
Pension/Social Security Benefits				
Veterans Administration Benefits				
Unemployment Compensation				
Public Assistance				
Alimony, Child Support, or Separate Maintenance Income				
Other (explain)				
Total Gross Monthly Income <i>(sum of all income sources)</i> ➔	Box A	Box B	Box C	Box D
Gross Annual Income ➔	Box A x 12 =	Box B x 12 =	Box C x 12=	Box D x 12=

TOTAL COMBINED GROSS ANNUAL INCOME ➔ \$

SECTION 5: Monthly Debt

	Applicant	Co-Applicant
Car Payment(s)	\$	\$
Other installment loan payments with ten or more monthly payments remaining (e.g. furniture, appliances, etc.)	\$	\$
Average Monthly Credit Card Payment Total	\$	\$
Student Loan Payment	\$	\$
Medical/Health Care Payment(s)	\$	\$
Alimony/Child Support Payments	\$	\$
Other Debts	\$	\$
TOTAL MONTHLY DEBT PAYMENTS ➔	\$	\$

TOTAL COMBINED MONTHLY DEBT PAYMENTS ➔ \$

SECTION 6: Credit History

	Applicant	Co-Applicant
Have you ever had a bankruptcy?	Yes What Year? _____ No	Yes What Year? _____ No
Do you have collection accounts? If yes, which type?	Yes No Medical Tax Credit Liens Cards Please explain: _____	Yes No Medical Tax Credit Liens Cards Please explain: _____
Are any of your accounts late?	30 days? 60 days? 90 days?	30 days? 60 days? 90 days?
Do you have any other credit issues that you know of? (collection accounts, charge-offs, tax liens, judgments, repossessions, foreclosures, or numerous late payments?)	Yes No If Yes, please explain: _____	Yes No If Yes, please explain: _____

SECTION 7: Qualifications

	Applicant	Co-Applicant
Can you certify that you have not owned a home in the last three calendar years?	Yes No	Yes No
Do you currently live or work in Fremont? Live in Fremont: An eligible household will be determined to live within the city if the applicant resides at a residential address that is physically located within the current incorporated area of the city of Fremont. The city may require applicants to submit a driver license, voter registration. Work in Fremont: An eligible household will be determined to work within the city if the applicant is working at least 20 hours or more per week within the incorporated area of the city. This includes applicants who have been hired or have received bona fide work offered in the city. Employment must be by an employer that pays business tax in Fremont, through operation of a city-based business that pays business tax in Fremont. Working in the city does not include self-employment consisting solely of operating a business entity established solely for the purposes of investment in a rental property.	Yes No	Yes No

Certification

I/we certify that the information submitted is true and correct to the best of my/our knowledge, and any misrepresentation is cause to prohibit my participation in any of the City’s programs.

Applicant’s Name (please print)	Signature (type name for electronic applications)	Date
Co-Applicant’s Name (please print)	Signature (type name for electronic applications)	Date
Co-Applicant’s Name (please print)	Signature (type name for electronic applications)	Date
Co-Applicant’s Name (please print)	Signature (type name for electronic applications)	Date