City of Fremont - Hartford / Lennar Development
City's First Time Homebuyer Program
Below Market Price (BMP) Home for Sale

Hartford BMP Home Lottery Application Forms

Applicant's Name: _____

Applicant's Name: _____

Applicant's Name: _____

Applicant's Name: _____

Date Submitted: _____

Lottery Application Overview and Instructions Form

Lottery Application Deadline: Wednesday, April 2, 2025, at 5:00 p.m.

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

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 Fremont. BAAHA's administrative role and responsibilities will only include:

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

A lottery eligibility determination provided by BAAHA only provides the applicant the capacity to participate in the Hartford BMP Home lottery. The City of Fremont conducts a thorough review of the application packet submitted by the applicants and determines who will qualify for the lottery.

GENERAL INSTRUCTIONS

➢ **Overview** - Review guidelines, restrictions, and requirements available at BAAHA's website located at myhomegateway.org/hartfordbmp3bdhome.html.

➢ **Hartford BMP Home Lottery Application Packet** – Complete all required forms and submit the necessary documents listed below. If the BMP Home Lottery Application Packet is submitted with incomplete forms or missing any required documents, it will be rejected and will not be processed.

    1) **Forms** – All **three** forms listed below must be filled out in their entirety, signed, and submitted. Do not separate the forms provided. Read the instructions and provide the requested information. Answer all questions fully and accurately. If a question does not apply to you, type or print "N/A" or "NONE" if the answer is none.

        a. BAAHA Lottery Application Overview and Instructions Form (this form)
        b. Below Market Price Home Eligibility Checklist
        c. First Time Homebuyer Application Form

        Note: All three (3) forms are combined into one (1) document file.

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.

2) **Requirement for First Lender Approval and Additional Information** – The BMP Home Lottery Application Packet must be submitted with a First Lender Approval Packet from one of the City of Fremont's Participating Lenders. The First Lender Approval Packet must include the following:

   a. Preapproval Letter
   b. First Lender Electronic Loan Application or Form 1003
   c. First Lender Transmittal Summary or Form 1008

   The City has provided lenders with instructions regarding loan approval requirements for Hartford BMP Home applications. Provide the following information regarding your first lender:

   First Lender Company Name: _____

   Loan Officer's Name: _____

   Loan Officer's Email Address: _____

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

   Requirement for Accurate Information on Application – Information provided in the application must be accurate. Your first 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 application should be consistent with the information that will be provided by your first lender. The program approval underwriting process conducted by the City will require supporting and verifying financial documents 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.

3) **Picture IDs** – BMP Home Lottery Application Packet 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.

➢ **Submission** – Submit the complete Hartford BMP Home Lottery Application Packet to BAAHA at info@myhomegateway.com by **Wednesday, April 2, 2025, at 5:00 p.m.**

➢ **Real Estate Agent Not Required** – Applicants are not required to have a real estate agent to apply for the Hartford BMP Home lottery.

➢ **Questions** – For any questions regarding application forms, the application process, or any other inquiries related to the BMP Home, direct all communications to BAAHA. You can reach BAAHA through email at info@myhomegateway.com. Do not contact the City of Fremont regarding the application process, as they will refer you back to BAAHA. For frequently asked questions, visit the City's BMP Homes FAQs.

➢ **City of Fremont's First Time Homebuyer Guidelines** – For a more in-depth explanation regarding the City's First Time Homebuyer Program, visit the City's First Time Homebuyer Program Guidelines.

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 Hartford BMP Home Lottery Application Packet, I/we have reviewed and understand the information provided on the Hartford BMP Homes website posted at: myhomegateway.org/hartfordbmp3bdhome.html.
- I/we are submitting this application with the requisite First Lender Approval Packet 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 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

Address of BMP Home: _____

Applicant's Name(s): _____

Current Address: _____ City & Zip: _____

Daytime Phone No/s: _____ Email Address: _____

Annual Income: $ _____Household Size: _____ Number of Adults: _____

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

Eligibility Requirements: Initial to confirm that you understand the eligibility requirements

_____ Priority will be given to those currently living or working in Fremont

_____ First time home buyer(s) or have not owned a house for the last 3 calendar years

_____ Household annual gross income (from all adults 18+) does not exceed income limits listed on the flyer

_____ Loan Pre-Approved by a City Participating Lender

_____ Credit Score 660+ for all adults over 18 years of age

_____ Head of household must have at least two years of employment history and should not have been a full-time student in the past six months

Documentation: Initial to confirm that in addition to the preliminary application documents listed above, you will submit the following documents within two (2) business days after being selected as the prospective buyer

_____ 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 and other financial 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 are aware that

_____ All adults (over 18 years of age) must be on the title

_____ All adults (over 18 years of age) must submit a credit report

_____ All adult household members must be included on the City's application, mortgage, title, and all agreements with the City for the BMP home

_____ All adults (over 18 years of age) must complete an 8-hour First Time Home Buyer Class

I understand that if I am selected as a prospective buyer, I must provide all necessary information to the City upon request. The City will conduct a thorough review of my eligibility, which will include assessments of my income and proposed financing. I acknowledge that being a prospective buyer does not guarantee that I will purchase the BMP Home.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

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

CITY OF
Fremont

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

Will your household size change in the next 6 to 12 months? If yes, what will be the new household size?
Please Explain:

SECTION 3: Funds Available from ALL Accounts Under Your Name (will be verified by a lender)

Funds for Downpayment, Closing Costs & 2-Month Housing Expenses	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 Available for Cashout (Stocks, Bonds, etc.)	$	$
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: *Bi-weekly Paycheck Formula Sample* (Average paycheck stubs provided x26) /divided by 12)	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 *(sum of all income sources)* ➡	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 Debts or Payments

	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   Date

_____   _____   _____
Co-Applicant's Name (please print)   Signature   Date