

The Bay Area Affordable Homeownership Alliance

READ BEFORE FILLING OUT APPLICATION



AFFORDABLE HOME BUYER PROGRAM (AHBP) APPLICATION INSTRUCTIONS

The Bay Area Affordable Homeownership Alliance (BAAHA) has been assigned to administer the AHBP Program that you are applying for. BAAHA's AHBP Program Application is used by BAAHA's staff to collect information and conduct an analysis to determine your household's preliminary program eligibility to participate in the purchase and/or securing Program financing of a specific AHBP program/property. All households must take the requisite time to truthfully and accurately complete the application. **The application must be filled out by a household member(s) and signed by all adult non-dependent household members that will be residing in the AHBP property.** *The application cannot be filled out by a real estate agent or loan officer.* **Applicants are required to complete the application in its entirety. Incomplete applications will not be processed and will be returned to the applicant.**

FILLING OUT AND SUBMITTING YOUR APPLICATION

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

- **Open 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. Print your name in the signature box if you cannot sign the application.
 - e. Attach the saved PDF adobe application file from your computer when emailing the application to BAAHA at info@myhomegateway.com. Make certain to state the property or program you are applying for in your email.
- **Print the application from the website** – fill the printed application out, scan it, and email it to BAAHA at info@myhomegateway.com. **BAAHA does not accept photographs of the application** – it must be a scanned PDF copy. Alternatively, you can **fax** a copy of the filled out application to **(415) 231-5181**

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

BASIC HOUSEHOLD INFORMATION

Dependents – dependents are members of the household that must be referenced in a primary or main household applicant's last year tax returns. Examples of dependents may include minor children and dependent elderly or disabled parents. **Spouses may not be claimed as a dependent.**

First Time Homebuyer Status – Households in which any and or/all adult non-dependent member has not owned a home or not been on title currently and over the past three years must check the No box. *Checking the "No box" verifies that all adult non-dependent household members are first time homebuyers.* Households in which any adult member has been on title or has owned a home over the past three years, or currently own a home, must check the Yes box. If any household member has sold a home within 3 years of this application, provide the date of close of escrow, and the amount the home was sold for (*use the "Market value/Price sold" line*).

General household information for all household members is requested on **pages 1 and 2**. This information covers household member names, address, contact information, dependents in the household, current living circumstances (*renting or owning*), Provide information regarding: if your household is a Section 8 Choice Voucher holder; and if every adult non-dependent member of the household has received HUD-certified education.

Lender Information – You are not required to have identified a lender to fill out and submit the application. Some AHBP property purchases will require that applicant(s) be approved by a City (or Program Administrator) chosen and authorized lender. If you are currently working with a lender, provide their name and email contact information.

Real Estate Agent information - You are not required to be working with a real estate agent to fill out and submit the application. Some AHBP transactions do not provide compensation to a cooperating real estate agent that represents and assists the buyer in the purchase of the AHBP. If you are currently working with a real estate agent, provide their name and email contact information.

HOUSEHOLD FINANCIAL INFORMATION

Financial information is required to be provided for all non-dependent adult household members that will be living in the AHBP home. Information for each individual adult member must be provided on a separate financial information application/form page. The application provides forms for three members; accordingly, if your household has over three adult members, contact BAAHA by email at info@myhomegateway.com to secure additional household financial information application forms.

Household Income Information. Current gross (before withholdings) income information must be provided for each primary non-dependent household member. When applicable, each household member must list multiple sources of income separately – do not combine all sources of income on one line. Other sources of income that must be reported may include (and not be limited to) alimony, child support, Social Security and/or disability, investment earnings, and self-employment. Provide projected annual net earnings for self-employment income. Provide the position and/or title and place of employment, how many years employed, and the city in which the employer is located. Supply your **gross projected annual** earnings from each income source. Your household must have earnings to apply for the AHBP program/property. **If none, write \$0 in the TOTAL box.**

Household Asset Account(s). All adult non-dependent household members must provide information for each institutional account they maintain. Provide the name of the bank/institution in which funds are located, the type of account it is (example: checking, savings, investments, etc.), and the total current cash value in the account. Cash is not allowed to be applied towards purchasing an AHBP property. Funds to participate in an AHBP property must be delivered and applied from a financial institution. Accordingly, do not provide cash balances. Your household must have assets/savings to apply for the AHBP program/property. **If none, write \$0 in the TOTAL box.**

Household Retirement Account(s) Information. Retirement accounts can be applied towards assisting with down payments, closing costs, and AHBP reserve balance requirements. Accordingly, all non-dependent adult household members are required to provide their institutional retirement account sources and balances. Examples of retirement accounts include and are not limited to: 403B, 401K, IRA, etc. **If none, write \$0 in the TOTAL box.**

Household Credit and Debt Information. Adult non-dependent household members must provide information for each outstanding debt that they have. Each line entry should state the name of the creditor, outstanding balance and minimum monthly payment required. If the household member has a zero outstanding debt balance for an existing credit account, they should still list the name of the creditor and state they have a zero balance on the account. If the household member has no outstanding credit they should state “None” under Creditor/Lender. The most recent credit/FICO score is required to be provided for each non-dependent household member.

REQUIREMENT FOR ACCURATE INFORMATION ON YOUR APPLICATION

Information provided in the application must be accurate. This information will be applied towards determining the household's preliminary program eligibility and preference rating to participate in the AHBP Program. A thorough and complete underwriting process will be conducted by the 1st mortgage lender and the City for all eligible applicants. At that time, all information provided in the application will be verified. The underwriting process will require that supporting and verifying financial documents be provided for each household member on title. Inaccurate or misrepresented information on the application will void and remove the household from participating in the AHBP lottery and program/property. All individuals signing the application will be declaring under the penalty of perjury under the laws of the United States of America that the information provided is true and correct.

APPLICATION ACKNOWLEDGEMENTS AND APPLICATION SIGNATURE PAGE

The Application Acknowledgement on the following page requires the head of the household signature prior to filling out and submitting the BAAHA AHBP application. The Acknowledgement verifies and certifies that the household:

- Has read and understands the information provided in the designated Program/Property webpage prior to submitting the AHBP application. The Program/Property website can be accessed by visiting BAAHA's general website at www.myhomegateway.com
- Upon reviewing the Program/Property website, your household had directed questions and concerns regarding program guidelines, parameters, and requirements; and questions regarding the application process to BAAHA by email at info@myhomegateway.com
- Information provided in your AHBP application must be truthful and accurate
- Has read and adhered to all the instructions provided with this AHBP application

The signature page at the end of the application requires that all BAAHA AHBP applicants signing the application **declare under penalty of perjury under the laws of the State of California that the information provided is true and correct.**



Affordable Home Buyer Program (AHBP) Lottery and Program Application Program Application Acknowledgements

This Application acknowledgement form is part of BAAHA's Affordable Home Buyer Program (AHBP) Application. Applicants must read and acknowledge the following general instructions prior to filling out and submitting BAAHA's AHBP application. Signatures for this and other forms provided in this application package may either be typed or handwritten.

Applicants must acknowledge reading each disclosure clause provided on this AHBP acknowledgement page by printing or signing their name below all represented acknowledgement clauses (A through D). Failure to read, acknowledge, and follow the required instructions will void your application. Voided applications will not be processed by BAAHA. Voided applicants will not be permitted to participate in a Program/Property Lottery. Only the designated head of household (household member 1) for the lottery application must acknowledge each clause represented below by printing or signing their full name.

- A. Review all information provided at BAAHA's Webpage regarding the BMR Program/Property you are applying for. Access to the AHBP information is available at BAAHA's website located at: <https://www.myhomegateway.org>. Failure to review the Property/Program general information and property eligibility guidelines prior to submitting your completed and signed application could void your application. BAAHA does not process voided applications. By writing/printing your name below this clause, you are *acknowledging that you have reviewed and understood the program guidelines and parameters represented in BAAHA's Program/Property website.*

(Head of Household print or sign full name here)

- B. Upon reviewing the AHBP Program/Property website information, contact BAAHA with questions and concerns you have regarding the required guidelines to be eligible to participate in the Program/Property lottery and purchase process. All questions must be directed to BAAHA by email at info@myhomegateway.com. *Make certain to contact BAAHA with questions **after** you have read the Property/Program informational website, and **prior** to submitting your application.* BAAHA does not allow adjustments to be made on an application after it has been submitted. Failure to acknowledge your requirement to contact BAAHA with Program/Property and application questions prior to submitting your application could void your application. BAAHA does not process voided applications. By signing/printing your name below this clause, you are *acknowledging that you understand the responsibility to contact BAAHA by email at info@myhomegateway.com to address questions related to the Program/Property eligibility and application submittal requirements.*

(Head of Household print or sign full name here)

- C. Information provided in your AHBP application must be truthful and accurate. BAAHA prohibits households to adjust provided information/data once your application has been submitted. Take the requisite time and effort to provide accurate information for **all** questions posted in the AHBP application. Inaccurate, inadequate, incomplete, and withheld information **will** void your application. BAAHA does not process voided applications. *By signing/printing your name below this clause, you verify and certify under California laws of perjury that information provided in this application will be truthful and accurate.*

(Head of Household print or sign full name here)

- D. Read and adhere to all the Lottery Application Instructions provided with this AHBP application. Failure to follow the lottery application instructions **will** void your lottery application. BAAHA does not process voided applications. *By signing/printing your name in the below space, you acknowledge that you have read the BAAHA BMR lottery application instructions.*

(Head of Household print or sign full name here)

I have read the above Affordable Home Buyer Program Application requirements, and acknowledge my understanding of the above noted requirements. I also understand that non-adherence to the above guidelines and requirements will void my Affordable Home Buyer Program Application. BAAHA does not process voided applications.

(Head of Household print or sign full name here)

BAAHA will not accept your household's AHBP application unless the head of your household has read, understood, acknowledged, and signed the above terms required to submit your household's AHBP Application.

Program Application

Read attached instructions prior to completing this application. All applicable items must be answered. Any omissions may result in the delay of the processing of your application. A PDF version of this application is available online at www.myhomegateway.org

Program selection: *This section must be completed in order to process this application*

Which property/program are you applying for? _____

Household member #1: *(This should be the primary household member)* Birthday (m/d/y): ____/____/____

First name: _____ Middle initial(s): ____ Last name: _____

Street address: _____ Apt#: ____ City: _____ State: ____ Zip: _____

E-mail address: _____ Phone#: _____

Household member #2: *(if applicable)* Birthday (m/d/y): ____/____/____

Check if dependent: _____ Check if same address: _____ What is relation to primary?: _____

First name: _____ Middle initial(s): ____ Last name: _____

Street address: _____ Apt#: ____ City: _____ State: ____ Zip: _____

E-mail address: _____ Phone#: _____

Household member #3: *(if applicable)* Birthday (m/d/y): ____/____/____

Check if dependent: _____ Check if same address: _____ What is relation to primary?: _____

First name: _____ Middle initial(s): ____ Last name: _____

Street address: _____ Apt#: ____ City: _____ State: ____ Zip: _____

E-mail address: _____ Phone#: _____

Household member #4: *(if applicable)* Birthday (m/d/y): ____/____/____

Check if dependent: _____ Check if same address: _____ What is relation to primary?: _____

First name: _____ Middle initial(s): ____ Last name: _____

Street address: _____ Apt#: ____ City: _____ State: ____ Zip: _____

E-mail address: _____ Phone#: _____

Household member #5: *(if applicable)* Birthday (m/d/y): ____/____/____

Check if dependent: _____ Check if same address: _____ What is relation to primary?: _____

First name: _____ Middle initial(s): ____ Last name: _____

Street address: _____ Apt#: ____ City: _____ State: ____ Zip: _____

E-mail address: _____ Phone#: _____

Total household size (HHS):

How many people are in the household, including dependents?: _____

First-time homebuyer status:

Have any household members owned a real property or been on title within the last 3 years Y N
to date? *(click one)*:

If any member has owned a property *within* the past 3 years, and no longer does, supply the date of closing and the amount the home was sold for. If any member *currently* owns a property, please provide the date it was purchased and current market value of the home.

Date sold/ purchased (m/d/y): ____/____/____ Market value/Price sold: \$ _____

Monthly Rent Amount:

What is your monthly rent payment: _____

Lender information:

Are you currently working with a lender? *(click one)*:

Y N

IF YES: Name: _____ Company: _____

Contact e-mail: _____ Phone: _____

Realtor information:

Are you currently working with a realtor? *(click one)*:

Y N

IF YES: Name: _____ Company: _____

Contact e-mail: _____ Phone: _____

Housing Choice Voucher Holder (Section 8):

Are you a Housing Choice Voucher Holder (Section 8)? *(click one)*:

Y N

Homebuyer education certificate:

Are all non-dependent household members currently certified from a HUD-approved homebuyer agency? *(click one)*: If you have a certificate please make certain to provide copies of certification with this application

Y N

If you would like to provide more information about your household, use this space provided:

Household Member 1 INCOME

Member Name: _____

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE:	TITLE / POSITION:	YEARS AT EMPLOYER:	CITY EMPLOYER LOCATED IN:	GROSS YEARLY INCOME:
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 1 ASSETS

If joint account, only enter the amount in one member's asset section.

Include investment accounts. Enter retirement accounts in next section.

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 1 RETIREMENT

You must provide information on your retirement account(s) even if you do not intend to use retirement funds to purchase your home. Enter Zero (0) if you do not have any retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 1 CREDIT & DEBTS

FICO/CREDIT SCORE: _____

AS OF: ____/____/20____

NAME OF CREDITOR/LENDER:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Household Member 2 INCOME

Member Name: _____

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE:	TITLE / POSITION:	YEARS AT EMPLOYER:	CITY EMPLOYER LOCATED IN:	GROSS YEARLY INCOME:
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

If joint account, only enter the amount in one of the member's asset section.

Household Member 2 ASSETS

Include investment accounts. Exclude retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 2 RETIREMENT

You must provide information on your retirement account(s) even if you do not intend to use retirement funds to purchase your home. Enter Zero (0) if you do not have any retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 2 CREDIT & DEBTS

FICO/CREDIT SCORE: _____

AS OF: ____/____/20____

NAME OF CREDITOR/LENDER:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Household Member 3 INCOME

Member Name: _____

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE:	TITLE / POSITION:	YEARS AT EMPLOYER:	CITY EMPLOYER LOCATED IN:	GROSS YEARLY INCOME:
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

If joint account, only enter the amount in one member's asset section

Household Member 3 ASSETS

Include investment accounts. Exclude retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 3 RETIREMENT

You must provide information on your retirement account(s) even if you do not intend to use retirement funds to purchase your home. Enter Zero (0) if you do not have any retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 3 CREDIT & DEBTS

FICO/CREDIT SCORE: _____

AS OF: ____ / ____ / 20____

NAME OF CREDITOR/LENDER:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Acknowledgement and Signature Page:

Information provided in this application establishes applicant(s) eligibility to participate in an Affordable Home Buyer Program.

All communications between applicant(s) and BAAHA pertaining to this application must be conducted by e-mail. BAAHA's email address is: info@myhomegateway.com

I (We) have made certain to fill out all sections within the application and provide required information pertaining to my/our household members.

I (We) have made certain that I (we) have written legibly. I (We) understand that BAAHA is not responsible to process the application due to illegible handwriting. Whenever possible, applicant(s) should electronically type information provided in the application.

I (We) verify and certify that the above information is truthful and accurate. Inaccurate or wrongful information will disqualify the household from the Program application process.

Per securing communicated written consent from adult non-dependent household applicants, I (We) authorize the Bay Area Affordable Homeownership Alliance, Inc. (BAAHA) to be able to share information provided in this application with affiliated organization; for the purpose of completing the program screening and eligibility process.

All applicants must submit a HUD education certificate prior to closing their purchase. HUD certificates must have been received within 12 months of the date of the application. All non-dependent adult applicants must be identified and listed on the submitted HUD education certificate. Check BAAHA's Program information website to determine if your household is required to complete homebuyer education prior to submitting your application.

All non-dependent members are required to sign the application. Dependent members are not required to sign the application. Dependent members include members that are claimed on a tax return as a dependent in the household.

I/we declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Member #1 name:_____Signature*:_____Date:____/____/20__

Member #2 name:_____Signature*:_____Date:____/____/20__

Member #3 name:_____Signature*:_____Date:____/____/20__

Member #4 name:_____Signature*:_____Date:____/____/20__

Member #5 name:_____Signature*:_____Date:____/____/20__

****Signature(s) may be handwritten or typed electronically. For handwritten signatures, print the name of the household member's name in the Member # name line.***