



HAF First Time Homebuyer Grant Application and Document Checklist

Thank you for your interest in the HAF First Time Homebuyer Grant sponsored by the Santa Clara County Association of REALTORS® and Silicon Valley Association of REALTORS®. This program is administered by Housing Trust Silicon Valley.

To apply for the HAF grant, please review this document checklist and program description, and submit a complete application. When purchasing a home, timing is of the essence. For quick processing of your application, it is imperative that you submit only a complete application with all requested documents as outlined below.

Please include **ALL** of the following documents:

- 1. Grant Program Application (signed and dated)
- 2. Copy of Preapproval letter from Lender
- 3. Uniform Residential Loan Application (Fannie Mae Form 1003) signed & dated by borrowers and loan officer/ mortgage loan originator
- 4. Ratified and Signed Purchase Contract
- 5. Preliminary Title Report with attached wire instructions
- 6. Copy of Lender's Loan Estimate (signed & dated by borrowers)
- 7. Copy of valid government issued identification of applicant(s)

Email Grant applications with **ALL** requested documents to assetmanagment@housingtrustsv.org

Or delivered to:

Housing Trust Silicon Valley
75 E. Santa Clara Street, Suite 1350
San Jose, CA 95113
Attn: HAF First Time Homebuyer Grant

For any questions, email assetmanagment@housingtrustsv.org or by phone to Jeanette at (408) 436-3450 ext. 221

Funds are limited and available on a first come first served basis.
Program will end when funds are depleted.

Funds are reserved upon receipt of a complete application and all requested documentation. Incomplete applications will not be accepted.

Housing Trust Silicon Valley reserves the right to decline a HAF First Time Homebuyer Grant application at any time prior to the close of escrow of the subject property if the agency obtains information contradictory to that of the application provided by the applicant. Any misrepresentations or falsifications on this application will result in disqualification from this and future programs.

Housing Affordability Fund (HAF) First Time Homebuyer Grant

Program Description: The Santa Clara County Association of REALTORS® (SCCAOR) and Silicon Valley Association of REALTORS® (SILVAR) saw an unmet need in assisting first time homebuyers and applied for the \$100,000 grant from the California Association of REALTORS® Housing Affordability Fund.

The HAF First Time Homebuyer Grant may be used for customary buyer paid **non-recurring closing costs**.

- Applicant(s) may be eligible for up to **\$5,000**.
- The HAF First Time Homebuyer Grant is forgiven at close of escrow. No repayment is required.
- REALTOR® assisted purchase transactions only (no refinances).
- REALTOR® **must** be a member of the California Association of REALTORS®.
- Property must be a single family residence, townhome or condominium.
- Program Area includes Silicon Valley and the Greater Bay Area.
- One application per transaction.
- Applicant(s) for the grant must be the buyers on the purchase transaction and the borrowers on the first mortgage.
- This grant is administrated by Housing Trust Silicon Valley (HTSV)

Eligibility Requirements:

1. The applicant(s) must be a first-time homebuyer. First-time homebuyer is defined as an applicant who has not owned a home as a principal residence within the last thirty-six (36) consecutive months to the date of purchase.
 - a. Applicant(s) will provide self-certification in the grant application.

2. The applicant(s) annual gross income by household size does not exceed 120% of the Area Median Income of the county the property is located.
 - a. Applicant(s) are the borrowers listed in the Loan Application (Form 1003), provided by the first mortgage lender.
 - b. Applicant(s) will provide self-certification for income in the grant application.
 - c. Annual gross household income is based on borrowers income as listed in the Loan Application (Form 1003), provided by the first mortgage lender.
 - d. Household size (including dependents) is verified by the information listed the Loan Application (Form 1003) provided by the first mortgage lender.
 - e. The Area Median Income Limit will be based on the County the subject property is located in, for example the 2018 Income Limit for Santa Clara County is as follows:

Table of 120% AMI by Household Size for Santa Clara County							
1	2	3	4	5	6	7	8
\$105,200	\$120,200	\$135,250	\$150,250	\$162,250	\$174,300	\$186,300	\$198,350

3. The subject property will be the primary residence of the applicant(s). Owner occupancy required.
4. Applicant(s) must be a U.S. Citizen or Permanent Resident Alien.
5. The applicant(s) must provide a ratified and signed purchase agreement for the subject property.
6. The transaction must be a REALTOR® assisted purchase transaction.
 - a. The REALTOR® must be an active California Association of REALTORS® (CAR) member.
7. A completed application with ALL requested documents are required to reserve the funds for the grant.
8. The Close of Escrow (COE) date is no more than 45 business days and no less than 14 business days from date of application.
9. Any funds from the grant not applied toward non-recurring closing costs will be returned to HTSV. The applicant will not receive any grant funds directly after closing.
10. The grant can only be applied to the customary non-recurring closing costs paid by the buyer. Non-recurring closing costs are defined as title/escrow/recording fees, loan fees including tax service and flood cert., HOA transfer fees, document transfer fees, and city transfer tax excluding any upfront fees paid outside of closing by the buyer.

Grant Repayment Terms: There is no repayment required. The grant is forgiven at the close of escrow.

Application Process: Applicant(s) who meet the eligibility requirements listed above can apply for a HAF First Time Homebuyer Grant, as follows:

1. To determine eligibility, the applicant and REALTOR® completes and signs the HAF Grant Application. Applicant will gather the documentation with assistance from the REALTOR® and Lender.
2. Submission of the grant application and required documentation to Housing Trust by email or in-person by the homebuyer, REALTOR® or Lender at least 14 business days before close of escrow.
3. Upon receipt of all documentation, HTSV will determine eligibility for the applicant and maximum grant amount.
4. Upon determination of program eligibility, an approved grant award letter and agreement will be issued. Applicant will sign and send back the grant award letter and agreement to HTSV.
5. HTSV will coordinate funding with the Title Company and review Closing Disclosure and estimated Settlement statement to confirm non-recurring closing costs.

Any funds from the grant not applied toward non-recurring closing costs will be immediately returned to HTSV.

Housing Affordability Fund (HAF) First Time Homebuyer Grant Application

Application must be completely filled out. Please use N/A if information requested in "Not Applicable."

1. Household Information:		
	Applicant	Co-Applicant
Name		
Social Security #		
Address		
City/State/Zip		
Phone (home)		
Phone (work)		
Email		
Date of Birth		
Age		
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (includes single, divorced, widowed)	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (includes single, divorced, widowed)
Relationship		
Are you a Senior Citizen? (62 years of age or older)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide
Are you disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide
Are you a Veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide

Attach a sheet for any additional co-applicant(s).

Full names, ages and date of birth of **all** other household members (Must match information of loan application)

Name	Age	Date of Birth	Relationship to Applicant/Co-Applicant

2. First Time Homebuyer Status Certification

You (applicant) and the co-applicant(s) must individually be a First-Time Homebuyer. Definition of a first-time homebuyer is an applicant or co-applicant(s) who has not owned a home as a primary residence within the last thirty-six (36) consecutive months to the date of application.

I/We certify that I/We HAVE NOT owned a home as a primary residence within the last three calendar years to the date of this application.

APPLICANT (Signature)

DATE

CO-APPLICANT (Signature)

DATE

3. Annual Gross Household Income Certification

I/We certify that the annual gross income of applicant(s) and co-applicant(s), who are the borrower(s), does not exceed 120% of the Area Median Income by Household Size for the county the property is located per the Program guidelines. I/We understand that the verification of the income is based on the income calculated in the loan application from the first mortgage lender:

APPLICANT (Signature)

DATE

CO-APPLICANT (Signature)

DATE

4. Property Transaction Information

Property Street Address:

City

Zip Code

County

Property Type: Single family Townhome Condominium

Contract Date:

Close of Escrow Date:

5. Title Company Information

Company Name:

Escrow Number:

Escrow Officer:

Phone Number:

Email:

6. Lender Information	
Loan Officer Name:	NMLS#:
Phone Number:	Email:
Company Name:	
Company Address:	

7. REALTOR (Buyer's Agent)- must certify and sign below	
Realtor Name:	BRE #:
Phone Number:	Email:
Company Name:	
Company Address:	

I certify that I am the **REALTOR®** in the subject property transaction listed above. I am representing the above named buyers applying for the HAF First-Time Homebuyer Grant. I further certify that I am a **member of the California Association of REALTOR®**.

REALTOR SIGNATURE DATE

8. Statement of Non-Discrimination

Housing Trust Silicon Valley (HTSV) is an equal opportunity lender. In accordance with applicable law, HTSV prohibits discrimination based on race, color, religion, creed, gender, sex, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, or the presence of children or any other consideration protected by federal, state or local laws. All such discrimination is unlawful. HTSV's commitment to equal opportunity applies to all persons involved in our operations and prohibits unlawful discrimination by any of Housing Trust's employees, including supervisors and coworkers.

9. Media Release

Publicity for this program helps the Housing Trust Silicon Valley to solicit voluntary donations from local governments, employers and citizens. To assist us with our fundraising efforts, we wish to identify those HAF First-time Homebuyer Grant Program recipients who are willing to share their home buying experience with others. I (we) am (are) willing to be contacted by Housing Trust staff, staff from Santa Clara County Association of REALTORS® (SCCAOR) and/or Silicon Valley Association of REALTORS® , and/or members of the media, to talk about how the Housing Trust's Homebuyer Program helped me (us) purchase my (our) home: (check one): Yes No

10. Applicant(s) Certifications

I (We) the undersigned applicant(s), as part of my (our) application for HAF First Time Homebuyer Grant certify the following:

1. I (We) understand that the decision to approve an applicant for the HAF First Time Homebuyer Grant is completely within the discretion of HTSV.
2. I (We) authorize HTSV to verify any information contained in the HAF First Time Homebuyer Grant application package.
3. I (We) certify that the information provided in this application is true and correct as of the date set forth opposite my (our) signature(s) on this application.
4. I (We) understand that the HAF First Time Homebuyer Grant is a grant program for first-time homebuyers. The grant is applied only to non-recurring closing costs for the purchase of the home. Non-recurring closing costs can vary and any funds remaining from the grant after the close of escrow will be returned to Housing Trust Silicon Valley.

PLEASE READ BEFORE SIGNING

I certify that the information given on this form is true and accurate to the best of my knowledge. I am aware that there are penalties for willfully and knowingly giving false information on an application. I understand that the information on this form is subject to verification.

Penalties for falsifying information may include denial to participate in the HAF First Time Homebuyer Grant, or if made evident after grant funding, immediate repayment of all funds received, and/or prosecution under the law.

I/We declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct and was executed in _____ (City), California.

APPLICANT

DATE

CO- APPLICANT

DATE



11. Applicant Release Authorization Form

Name(s) _____

Address _____

City/State/Zip _____

The undersigned certify the following:

1. I/We have applied for the Housing Affordability Funds (HAF) First-Time Homebuyer Grant from the Santa Clara County Association of REALTORS® (SCCAOR) and Silicon Valley Association of REALTORS®. This program is administrated by Housing Trust Silicon Valley.

2. I/We completed a grant application containing various information on the purpose of the grant, including the income information, first-time homebuyer status, subject property address and lender information. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the grant application with the employer and/or other documents, nor did I/We omit any pertinent information.

3. I/We understand and agree that **Housing Trust Silicon Valley** reserves the right to review the documentation. This may include verifying the information provided on the application with the lender, REALTOR, and Title Company involved in the transaction.

I hereby authorize the Housing Trust to verify my past and present employment earnings records, copies of tax returns, executed purchase contract, loan application, preliminary title report, loan estimate, closing disclosure, and the estimated and final settlement statement which are needed to process the HAF First Time Homebuyer Grant application. It is understood that a copy of this form will also serve as authorization.

The information the Housing Trust obtains is only to be used in the processing of my application for the HAF First Time Homebuyer Grant.

APPLICANT

DATE

CO-APPLICANT

DATE

NOTICE TO APPLICANT(S): You may revoke your consent at any time by notifying the Housing Trust Silicon Valley at 75 E. Santa Clara Street, Suite 1350, San Jose, CA 95113. You may also contact us at (408)436-3450. This consent will remain in effect until it is revoked or modified.

Housing Trust Silicon Valley will maintain a copy of this document. You are entitled to a copy of this document upon request. You may want to make a copy of this document for your records.



HOUSING TRUST SILICON VALLEY PRIVACY POLICY AND DISCLOSURE

Housing Trust Silicon Valley (HTSV) is concerned about and respects the privacy of our customers' personal financial information. We understand that our customers furnish sensitive information to us in the course of daily business, and we are committed to treating such information responsibly. We know that our customers expect privacy and security for their personal and financial affairs.

We will take all the necessary steps to safeguard sensitive information that has been entrusted to us by our customers. The following privacy policy and disclosure outlines our practice regarding personally identifiable financial information for consumers and those consumers who become our customers.

TYPES OF INFORMATION HTSV COLLECTS:

Housing Trust Silicon Valley collects nonpublic personal information from many sources. We collect nonpublic personal information directly from consumers on various applications and forms, for example, loan applications, and requests for information about products and services.

We collect information as a result of transactions between us and our customers and as a result of providing a product or service to our customers. This includes transaction information from other loans our customers may be applying for.

We receive information directly from the first lender that they have collected from credit reporting agencies.

Nonpublic personal information does not include that which we obtain from government records, widely distributed media, or government-mandated disclosures.

TYPES OF INFORMATION HTSV DISCLOSES:

Housing Trust Silicon Valley does not disclose any nonpublic personal financial information about our current or former customers to nonaffiliated third parties except as permitted by law. We may disclose certain personally identifiable information without allowing consumers the right to opt out of our sharing agreements in the following circumstances;

- To certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law to service the account, report to credit bureaus, manage risk, and perform other financial services related activities.
- To disclose information that we receive on a customer's loan application such as the customer's assets, liabilities, income, and employment history in order to determine whether a loan made to the customer is salable in the secondary market, for example.
- To disclose information necessary to enforce our legal or contractual rights or the right of any other person who is engaged in the financial transaction.
- To disclose information required in the ordinary course of business, such as in the settlement of claims or benefits or the confirmation of information to the consumer or the consumer's agent.
- To provide information to agencies, persons that are assessing our compliance with industry standards, and our attorneys, accountants, and auditors.
- To the extent permissible under the Right to Financial Privacy Act.
- To a consumer reporting agency under the Fair Credit Reporting Act.
- To comply with federal, state, or local laws, rules, and other applicable legal requirements.

SAFEGUARDING CUSTOMER INFORMATION:

Housing Trust Silicon Valley protects consumer privacy by ensuring that only employees who have a business reason for knowing information have access to it. We have appointed our Chief Lending Officer as the financial privacy coordinator, who is responsible for maintaining internal procedures to ensure that our customers' information is protected. For example, information in Homebuyer Assistance Program files can only be accessed by employees who work in the Homeownership Program or Asset Management departments.

All employees have a copy of this policy and are trained at least annually regarding the importance of safeguarding customer information. Any employee who violates our privacy policy is subject to disciplinary action.

If we change our policy or practice by, for example, adding a category of information that will be disclosed to a third party, we will notify existing customers and give them an appropriate time period to opt out of the disclosure.

APPLICANT

DATE

CO-APPLICANT #1

DATE