



Housing Trust Silicon Valley  
Homebuyer Programs

## Program Eligibility Application and Checklist

Thank you for your interest in Housing Trust Silicon Valley (Housing Trust) Homebuyer Programs. To determine program eligibility, interested applicants must complete the Program Eligibility Application and provide the required documents. Please review Program Eligibility Application Checklist and Tips provided in this application.

A complete Program Eligibility Application package is required for program eligibility determination. Review of a complete application package by Housing Trust staff may require up to 14 business days. It is highly recommended that applicants do not enter into a purchase agreement contract prior to receiving a Program Eligibility Determination letter from Housing Trust. An incomplete application may not be accepted.

Application and all required documents must be hard copies. We will not accept any original documents. Do not email the application or documents unless otherwise requested. Application and required documents must be submitted in person and by appointment only to the Homebuyer Programs Department at:

Housing Trust Silicon Valley  
75 East Santa Clara Street, Suite 1350  
San Jose, CA 95113

All documents accepted become the property of Housing Trust Silicon Valley. You must keep your own copies for reference. We cannot provide additional copies of an applicant's documentation.

For questions or to schedule an appointment, please email: [homebuyer@housingtrustsv.org](mailto:homebuyer@housingtrustsv.org) or contact Homebuyer staff at (408) 703-3837 ext. 301

For additional information about Housing Trust's Homebuyer Programs, visit [www.housingtrustsv.org/programs/homebuyer-assistance](http://www.housingtrustsv.org/programs/homebuyer-assistance)

This is not a loan application or commitment to lend housing funds. This application is for determination of program eligibility only. Any misrepresentations or falsifications on this application will result in disqualification from this and future Housing Trust Silicon Valley Homebuyer Programs.



**Special Instructions for the Acceptance of**  
**Online Eligibility Applications**  
***April 9, 2020***

Out of an abundance of caution and for the health of our staff and clients, we are not accepting applications in person at our office.

We are offering applicants who have received a lender pre-approval letter a pre-purchase review with our Homebuyer Education Specialist.

Applicants meeting the pre-purchase review requirements can submit an Eligibility application and the required documents through a secured portal. The Homebuyer Education Specialist and the Homebuyer Programs team will provide email instructions on the process and the access for the secured portal.

We thank you for your patience and understanding during this time

	<b>Eligibility Application and Supporting Documents – Documents listed below are required.</b>
<input type="checkbox"/>	<b>Program Eligibility Application – signed/dated by all applicants and co-applicants over the age of 18.</b>
	<b>RESIDENCY – Proof of residency is required for EACH household member – Review the <u>Application Tips</u> for acceptable and alternative documentation for household members.</b>
<input type="checkbox"/>	Valid U.S. Passport, Naturalization Certificate, Certified copy of U.S. Birth Certificate or U.S. Permanent Resident Card (Green Card) USCIS Form I-551 <b>(Required for the Primary Borrower/Applicant).</b>
<input type="checkbox"/>	Valid California issued Driver's License or Identification Card for ALL adult household members <b>(Required).</b>
<input type="checkbox"/>	Copy of Social Security card <b>(Required for the Primary Borrower/Applicant)</b> must be provided by adult household members, if applicable.
<input type="checkbox"/>	Alternative Documentation – Copy of Individual Taxpayer Identification Number <b>(For adult household members, if applicable)</b>
<input type="checkbox"/>	Certified copy of U.S. Birth Certificate/U.S. Passport <b>for children 18 years and younger (Required).</b>
	<b>PARTICIPATING LENDER REQUIRED DOCUMENTATION</b>
<input type="checkbox"/>	Pre-Approval letter from the Participating and Approved Lender.
<input type="checkbox"/>	Lender Credit Report (Housing Trust will request from the Participating Lender).
<input type="checkbox"/>	Gift Letter (If receiving gift funds) – Provide letter signed and dated along with proof of funds (donor statement) from each donor.
	<b>OTHER SUPPORTING REQUIRED DOCUMENTATION</b>
<input type="checkbox"/>	Copy of Current Lease OR Rental Agreement (All pages) must be signed by landlord and all adult household members.
<input type="checkbox"/>	Documentation of three (3) months of rental payments (e.g. cancelled checks) – Cash payment or receipts are not acceptable.
<input type="checkbox"/>	Last three (3) months of paid utility bills (e.g., PG&E, San Jose Water, Santa Clara Electric).
<input type="checkbox"/>	Certificate(s) of completion for the HUD certified 8-Hour Homebuyer Education Class from an approved designated agency for all borrowers and co-borrowers including non-borrowing spouse.
	<b>INCOME Documents – REQUIRED FOR ALL ADULT HOUSEHOLD MEMBERS OVER THE AGE OF 18.</b> <i>See Sections 2 &amp; 3 of the Program Eligibility Application Tips for more details.</i>
<input type="checkbox"/>	Copies of <b>FOUR (4)</b> most recent and consecutive paystubs for <b>ALL</b> employed adult household members.
<input type="checkbox"/>	Copies of last <b>THREE (3)</b> years Federal and State Tax returns with all W-2s, 1099s and Schedules (signed/dated) for all adult household members.
<input type="checkbox"/>	Copies of the last <b>THREE (3)</b> years tax transcripts from the IRS for each adult Household member.
<input type="checkbox"/>	If Self-Employed: Year-to-date Profit and Loss statement prepared and signed by a CPA/Tax Preparer on their letterhead and/or by Applicant (at the discretion of Housing Trust).
<input type="checkbox"/>	If receiving Social Security/Disability/Unemployment/Contributions/Spousal/Child Support – Provide verifiable documentation.
	<b>ASSET Documents – REQUIRED FOR ALL ADULT HOUSEHOLD MEMBERS OVER THE AGE OF 18</b> <i>See Section 4 of the Program Eligibility Application Tips for more details.</i>
<input type="checkbox"/>	Checking/Savings – Copies of <b>THREE (3)</b> most recent monthly statements from all checking/savings accounts
<input type="checkbox"/>	Money Market Funds, Mutual Funds, or Certificates of Deposit (CD) and any other asset account – Copies of <b>THREE (3)</b> most recent monthly statements.
<input type="checkbox"/>	Stocks & Bonds – Copies of <b>THREE (3)</b> most recent monthly account statements. For Bonds, need a list of Bonds with Amount and Serial Numbers.
<input type="checkbox"/>	Retirement accounts (401K, CalPERS, CalSTRS, 403B, TSP, IRA, or Profit-Sharing Plan) – Copies of the <b>THREE (3)</b> most recent monthly statements OR most recent quarterly statement.

# Program Eligibility Application Tips

**INSTRUCTIONS:** Tips are provided to help applicants with questions regarding the required documentation. It is not meant to replace or limit the documentation that is required and listed in the Program Eligibility Application and Documentation Checklist. Start gathering your documents as soon as possible. Any delays could result in an incomplete application. **No screenshots or pictures of documents are allowed.**

Save this Eligibility Application and Documentation Checklist to your computer after you have completed it, so that it is ready for uploading to a secured online portal that Housing Trust will share with you. Housing Trust will email you separate instructions on the process. You do not need to digitally sign this application at this time. **How to save this PDF: after you have opened and filled-it out the application, click on the File button (on the upper left), select Save As, and choose a location on your computer to save to, such as your Desktop.**

1. **Program Eligibility Application and Documentation Checklist** – Fill out the application completely and review the checklist of ALL **required** documents.
  - The Borrower is the primary Applicant and Co-borrower is Co-applicant #1.
  - ALL adult household members (18 years of age or older) are listed on the application.
  - **ALL adult household members provide their income, tax and asset documentation, regardless if they are not co-borrowers on the loan.**
2. **Tax Returns** – **ALL** adult household members provide copies of the last three (3) calendar years (signed and dated) complete Federal and State Income Tax Returns with ALL Schedules (A, B, C, D, E, etc.), W2s, 1099s including 1099-INT, 1098, etc.
  - Household member receiving several W2s, 1099s, 1098s from different employers for the requested tax years provides copies of ALL those forms.
  - Household members who are dependents are listed on the tax returns of the Borrower(s)
  - For any non-filing adult household member, the following must be provided:
    - Verification of non-filing for each tax year requested.
    - Wage and income transcript for each tax year requested – Last three (3) calendar years.
  - \*\*\*Please note the Internal Revenue Service (IRS) may take 10 business days or more to provide the documents\*\*\*
  - For Amended Tax Returns – Provide copy of the Amended Tax Return and Tax Return originally submitted to the Internal Revenue Service.
3. **Income** – Documentation to be provided by ALL adult household members

**For W-2 hourly or salaried employees** – Most recent and consecutive four (4) paystubs. Paystubs must be legible and clear.

- Verification of Employment (VOE) – ALL working adult household members will provide the contact information of the HR/payroll person at the application appointment.
  - Housing Trust sends the VOE directly to the employer.
  - Your employer may use a third-party provider for verification. A check from the applicant will be required to cover the cost of the service fee. Employer's ID number and employee salary key is required.
  - If you recently changed jobs, you must provide contact information for the HR/payroll person of the previous employer.
- Applicants receiving Restricted Stock Units (RSUs) from their employer must provide current vesting schedule.
- Any job changes are disclosed immediately to Housing Trust and the lender. Failure to do so could invalidate the application and program eligibility determination (pre-approval letter from Housing Trust).

**For Self-employed, independent contractor, or any side business that provides a source of income** – Applicant must provide the following:

- Year-to-Date Profit and Loss Statement.
- Last three (3) calendar years of Federal and State tax returns (personal & business) with all schedules, 1099s, etc.
- Business asset accounts – Copies of the three (3) most recent monthly statements for all business accounts
- Copy of business license (if applicable).
- Additional documents – Depending on types of self-employment, partnership, corporation, LLCs, etc. or business.

**For other income** – Provide most recent statements showing income from social security, annuities, insurance policies, retirement funds, pensions, disability, death benefits, child support or alimony (see #12 and #13 on next page), public assistance, or any other source.

Contact Housing Trust for additional documentation requirements.

4. **Assets – ALL adult household members complies by providing third-party documentation (bank, credit union, etc.)**

- Applicant must show funds are currently available for borrower's down payment and closing costs.
- **Statements for the last three consecutive monthly statement periods are required for ALL Asset Accounts.**
  - This includes all liquid and non-liquid account such as Checking, Savings, Money Market, Stocks, Stock Options, Bonds, Mutual Funds, Certificate of Deposits, etc. and **from** all adult household members.
  - Statements from ALL retirement accounts are also required (see below).
- **All statements must be clear, legible, and must include ALL pages, including blank pages.**
- Identify the purpose of any non-direct payroll and/or non-electronic deposits over \$500 including ATM deposits that appear on your statements.
  - Provide copies of the deposit slips, documents of funds deposited and written explanations for the deposits.

**Retirement Accounts** (401K, CalSTRS, CalPERS, 403b, Pension, IRA, Roth IRA, TSP, Profit Sharing Plan, etc.) – Can be accessed through your plan provider's portal through its website.

- 401K or 403B withdrawal used for down payment or reserves - provide the terms and conditions of the withdrawal.
  - If 401K or 403B withdrawal is a loan - provide documentation from the provider showing the monthly repayment amount, term of the loan and interest rate.

5. **Lender Documentation**

- **Pre-approval** – After obtaining a pre-approval from an approved participating lender, applicant(s) must send a PDF copy to the Housing Trust. Applicant(s) are required to bring a copy to the appointment as well.
  - **The pre-approval must be valid for at least 90 days. Contact Housing Trust staff for more information.**
- **Credit Report** – Housing Trust will contact lender directly and request a copy of credit report. If the lender is unable to provide, Housing Trust will require the borrower's authorization to acquire a credit report.
  - A credit report for Non-Borrowing spouse (not on the loan or pre-approval) will be required. Housing Trust will require a check to cover the fee for the credit report from vendor.

6. **Proof of Rent**

- **Copy of Current Lease OR Rental Agreement** (ALL pages, must be signed by both tenants and landlord).
- **Three (3) months of rental payments** (e.g. cancelled checks).
  - For rent paid through an online portal, provide a copy of rental account ledger that reflects the last 3 months of rental payments.
  - The rental payments must clearly show the landlord or property management company.
  - All adult household members on the application must listed as tenants in the rental agreement.
  - For all other circumstances, contact Housing Trust staff for information.
- **Three (3) months of paid utility bills** (e.g. PG&E, San Jose Water, Santa Clara Electric, etc.) ALL pages, including blank pages.
  - Utility Bill must show address and applicant's name.

7. **Residency Documentation** – *Refer to the Empower Policies and Procedures, Section G. Eligible Household, Paragraph 4 Residency on page 12.*

- State Issued Identification, Birth Certificates, Passports, and other forms of acceptable identification – Must be current (not expired), clear and legible
- The **Primary Borrower and Primary Applicant** (are the same person) must provide:
  - Proof of U.S. Citizenship or naturalized citizenship, or permanent legal residency (holders of permanent "green cards"); and
  - A copy of a valid Social Security card; and
  - An unexpired/ valid California issued Driver's License or Identification card.
- **Co-borrowers and/or non-borrowing spouse** must provide:
  - Proof of U.S. Citizenship or naturalized citizenship, or permanent legal residency (holders of permanent "green cards"), if applicable
  - A copy of a valid Social Security card or an unexpired, valid Individual Taxpayer Identification Number (ITIN) card or letter from the Internal Revenue Service stating its issuance; and
  - An unexpired/ valid California issued Driver's License or Identification card.
- For any adult household member (except for any borrower, co-borrowers and non-borrowing spouse) who is unable to meet the residency requirements must present the alternative documentation:

- An unexpired, valid Individual Taxpayer Identification Number (ITIN) card or letter from the Internal Revenue Service stating its issuance; and
  - An unexpired/ valid California issued Driver's License or Identification card; or
  - Identification that meets IRS guidelines for acceptable proof of identity and foreign status: <https://www.irs.gov/individuals/revised-application-standards-for-itins>.
  - Any children in the household, the following is provided:
    - U.S. Birth Certificate issued by the state where the child was born; or
    - Current and valid U.S. Passport; or
    - Current and valid Passport issued by Country of origin.
  - Household members without proof of permanent legal residency in the U.S. are not prohibited from occupying the home as guest of Applicant. If such household members have been residing in Applicant's household for more than 30 days at time of application, such household members must also be listed in Applicant's application and must provide all required income and asset documentation for inclusion in Applicant's Gross Household Income and Assets.
8. **Gift Letter** – Gift Letter (Housing Trust Gift Letter form required) must be signed by both donor and applicant.
- At application, a copy of the most recent bank statement from donor is required. The bank statement must show enough funds to cover the gift amount.
  - Gift funds that have already been deposited to bank account still require gift letter, copy of funds deposited (such as cashed check) and copy of donor's bank statement showing the transfer to applicant's account.
9. **Certificate of Completion for a HUD certified 8 Hour Homebuyer Education class from a designated HUD approved agency** – All borrowers and co-borrowers (including non-borrowing spouses) required to attend this class.
- The certificate of completion must be less than two (2) years at the date of application.
  - Attendance of Homebuyer Education class or course can be in person or through a designated agency's online course.
10. **Judgments, Liens and Collections**
- Judgment and liens – Are paid prior to conditional Housing Trust loan approval. Applicant provides valid third party documentation showing payment and debt is cleared.
  - Collections – May require repayment terms. Please speak to your lender and Housing Trust staff for clarification.
11. **Bankruptcy, Short sale and Foreclosure**
- Bankruptcy (Chapter 7 or 13) – The discharge date must be more than four (4) years prior to application date.
  - Applicant(s) must provide the following: filed bankruptcy petition, the discharge of debtor from bankruptcy court and any other related, filed documents.  
 \*\*\*Copy of bankruptcy documents can be obtained at PACER (Public Access to Court Electronic Records) website: [www.pacer.gov](http://www.pacer.gov)\*\*\*
  - Short sale – Four (4) years or more prior to application date. Applicant(s) provide address of property, sale date and close of escrow date and/or any short sale documents (if available) from a mortgage lender and title company in a letter of explanation. The letter must be signed and dated by the applicant(s).
  - Foreclosure – Seven (7) years or more prior to application date. Applicant(s) provide address of property and/or any foreclosures documents (if available) from the mortgage lender or title company in a letter of explanation. The letter must be signed and dated by the applicant(s).
12. **Final Divorce Decree and Dissolution** – Provide filed final divorce decree, filed marital settlement agreement, and any attached documents including court ordered alimony, payment history and records.
13. **Child Custody and Support Agreement** – Provide filed court order child custody and support agreement and any documents including payment history and records.
- If there is no formal child support agreement, Applicant(s) must provide a "Certificate of Clerk" from Santa Clara County Superior Court stating there is no confidential parentage or child support records on file.
14. **Documentation that is not in English** – Must be translated to English by a certified Notary service. You must provide original document, translated document, invoices that reflects the charges for the translation services and notes what document was translated. For additional requirements, contact Housing Trust.

***Any questions regarding documentation must be directed to Housing Trust prior to the application submission appointment. Email [empowerhomebuyersccc@housingtrustsv.org](mailto:empowerhomebuyersccc@housingtrustsv.org).***

<b>I/WE ARE APPLYING FOR:</b> (please select <b>ONE</b> program)		<input type="checkbox"/> <b>Empower Homebuyers SCC</b> (No application fee required) <input type="checkbox"/> <b>HELP</b> (\$100 non-refundable program eligibility application fee, payable to Housing Trust Silicon Valley)	
<b>I. HOUSEHOLD COMPOSITION (NUMBER OF MEMBERS IN HOUSEHOLD):</b>			
Full name, gender, date of birth of <b>ALL</b> other members in the household and relationship to the Applicant			
Name	Gender	Date of Birth	Relationship to Applicant
			APPLICANT
Have <b>you or any adult household member</b> ever owned a home as a primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No    If <b>Yes</b> , Address _____ Date Purchased _____ City/State/Zip _____ Date Sold _____			
Are you or any member of your household a senior citizen (62 years+)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide		<input type="checkbox"/> Applicant <input type="checkbox"/> Household Member
Are you or any member of your household disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide		<input type="checkbox"/> Applicant <input type="checkbox"/> Household Member
Are you or any member of your household a Veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Provide		<input type="checkbox"/> Applicant <input type="checkbox"/> Household Member
<b>YOU MUST PROVIDE THE FOLLOWING INFORMATION FOR EACH HOUSEHOLD MEMBER OVER THE AGE OF 18</b>			
<b>II. APPLICANT INFORMATION (Borrower/ Head of Household)</b>			
<b>NAME:</b> Last, Middle Initial, First Name		<b>MARITAL STATUS</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced If Married, Name of Spouse: _____	
<b>CONTACT PHONE NUMBER</b> <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work (_____) _____ - _____		<b>EMAIL:</b> _____	
<b>DATE OF BIRTH</b> (mm/dd/yyyy) ____/____/____	<b>SOCIAL SECURITY NUMBER:</b> _____	<b>CALIFORNIA DL/ID #</b> _____	
<b>PRESENT ADDRESS:</b> _____ City _____, Zip _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent    Years/Months at Present Address: _____			
<b>List Previous Addresses if Residing at Present Address for LESS than THREE (3) Years:</b>			
FORMER ADDRESS	RESIDENCY BEGIN	END	OWN/RENT
			<input type="checkbox"/> Own <input type="checkbox"/> Rent
			<input type="checkbox"/> Own <input type="checkbox"/> Rent

APPLICANT EMPLOYMENT INFORMATION: Provide ALL Sources of Income			
Name and Address of Employer: <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed    Business Phone (include area code): (_____) _____ Position/Title/Type of Business _____  		Yrs. on the job  Yrs. employed in this line of work/profession  Dates (from – to)  Monthly Income \$ _____	
<b>Provide additional employment or sources of income you have: (Documentation Required)</b> Name and Address of Employer: <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed    Business Phone (include area code): (_____) _____ Position/Title/Type of Business _____  		Yrs. on the job  Yrs. employed in this line of work/profession  Dates (from – to)  Monthly Income \$ _____	
If not employed, provide source of income: <input type="checkbox"/> Retired <input type="checkbox"/> Disability <input type="checkbox"/> Social Security <input type="checkbox"/> Other: _____ Amount received: \$ _____    Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____			
CO-APPLICANT #1 INFORMATION			
<b>NAME:</b> Last, Middle Initial, First Name  		<b>MARITAL STATUS</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced If Married, Name of Spouse: _____	
<b>CONTACT PHONE NUMBER</b> <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work (_____) _____ - _____		<b>EMAIL:</b> _____	
<b>DATE OF BIRTH</b> (mm/dd/yyyy) _____/_____/____	<b>SOCIAL SECURITY NUMBER:</b> _____-_____-____	<b>CALIFORNIA DL/ID #</b> _____	
<b>PRESENT ADDRESS:</b> _____ City _____, Zip _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent    Years/Months at Present Address: _____			
<b>List Previous Addresses if Residing at Present Address for LESS than THREE (3) Years:</b>			
<b>FORMER ADDRESS</b>	<b>BEGIN</b>	<b>RESIDENCY</b>	<b>END</b>
			<input type="checkbox"/> Own <input type="checkbox"/> Rent
			<input type="checkbox"/> Own <input type="checkbox"/> Rent



CO-APPLICANT #1 EMPLOYMENT INFORMATION: Provide ALL Sources of Income			
Name and Address of Employer: <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed _____ _____ Business Phone (include area code): (_____) _____ Position/Title/Type of Business _____ _____		Yrs. on the job _____ Yrs. employed in this line of work/profession _____ Dates (from – to) _____ Monthly Income \$ _____	
<b>Provide additional employment or sources of income you have: (Documentation Required)</b> Name and Address of Employer: <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed _____ _____ Business Phone (include area code): (_____) _____ Position/Title/Type of Business _____ _____		Yrs. on the job _____ Yrs. employed in this line of work/profession _____ Dates (from – to) _____ Monthly Income \$ _____	
If not employed, provide source of income: <input type="checkbox"/> Retired <input type="checkbox"/> Disability <input type="checkbox"/> Social Security <input type="checkbox"/> Other: _____ Amount received: \$ _____    Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____			
CO-APPLICANT #2 INFORMATION			
<b>NAME:</b> Last, Middle Initial, First Name		<b>MARITAL STATUS</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced If Married, Name of Spouse: _____	
<b>CONTACT PHONE NUMBER</b> <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work (_____) _____ - _____		<b>EMAIL:</b> _____	
<b>DATE OF BIRTH</b> (mm/dd/yyyy) ____/____/____	<b>SOCIAL SECURITY NUMBER:</b> _____	<b>CALIFORNIA DL/ID #</b> _____	
<b>PRESENT ADDRESS:</b> _____ City _____, Zip _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent    Years/Months at Present Address: _____			
<b>List Previous Addresses if Residing at Present Address for LESS than THREE (3) Years:</b>			
<b>FORMER ADDRESS</b>	<b>BEGIN</b>	<b>RESIDENCY</b>	<b>END</b>
			<input type="checkbox"/> Own <input type="checkbox"/> Rent
			<input type="checkbox"/> Own <input type="checkbox"/> Rent

CO-APPLICANT #2 EMPLOYMENT INFORMATION: Provide ALL Sources of Income	
Name and Address of Employer: <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed _____ _____ Business Phone (include area code): (_____) _____ Position/Title/Type of Business _____ _____	Yrs. on the job
	Yrs. employed in this line of work/profession
	Dates (from – to)
	Monthly Income \$
<b>Provide additional employment or sources of income you have: (<i>Documentation Required</i>)</b> Name and Address of Employer: <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed _____ _____ Business Phone (include area code): (_____) _____ Position/Title/Type of Business _____ _____	Yrs. on the job
	Yrs. employed in this line of work/profession
	Dates (from – to)
	Monthly Income \$
If not employed, provide source of income: <input type="checkbox"/> Retired <input type="checkbox"/> Disability <input type="checkbox"/> Social Security <input type="checkbox"/> Other: _____ Amount received: \$_____    Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____	

**FOR ADDITIONAL CO-APPLICANT(S) INFORMATION, PLEASE DUPLICATE  
THESE PAGES TO FILL OUT AND ATTACH TO THIS APPLICATION**

III. INCOME – List the GROSS ANNUAL INCOME for ALL Household Members over the age of 18				
INCOME SOURCE	APPLICANT	CO-APPLICANT #1	CO-APPLICANT #2	TOTAL
Wages, Salaries, Tips, etc.	\$	\$	\$	\$
Business Income	\$	\$	\$	\$
Unemployment & Disability	\$	\$	\$	\$
Interest & Dividend Income	\$	\$	\$	\$
Retirement & Insurance	\$	\$	\$	\$
Alimony, Child Support	\$	\$	\$	\$
Gift Income	\$	\$	\$	\$
Welfare Assistance	\$	\$	\$	\$
Armed Forces Income	\$	\$	\$	\$
Other Income <i>(such as regular monthly support from non-household member)</i>	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$

IV. ASSETS – List the CASH VALUE OF ALL LIQUID AND NON LIQUID ASSETS EXCLUDING RETIREMENT ACCOUNTS for ALL household members over the age of 18				
Applicant/CoApplicant(s) Name	Name of Financial Institution	Describe Type of Account: <i>Checking, Savings, Money Market, Stocks, Stock Options, Bonds, Mutual Funds, Certificate of Deposits</i>	Account #: (Last FOUR digits only)	Balance
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>TOTAL CASH VALUE OF ALL LIQUID AND NON LIQUID ASSETS</b>				\$

V. ASSETS – List the VALUE OF ALL RETIREMENT ACCOUNTS for ALL household members over the age of 18				
Applicant/CoApplicant(s) Name	Name of Financial Institution	Describe Type of Account: 401K, CalSTRS, CalPERS, 403b, Pension, IRA, Roth IRA, TSP, Profit Sharing Plan, etc.	Account #: (Last FOUR digits only)	Balance
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL VALUE OF ALL RETIREMENT ACCOUNTS				\$

VI. LIABILITIES – Include all installments and revolving debts including student loans, car lease, etc. for all borrowers including non-borrowing spouse				
Applicant/CoApplicant(s) Name	CREDITOR NAME & ADDRESS	TYPE OF ACCOUNT (Revolving or Installment)	MONTHLY PAYMENT	BALANCE DUE
			\$ 0	\$
			# Payments _____	
			\$	\$
			# Payments _____	
			\$	\$
			# Payments _____	
			\$	\$
			# Payments _____	
			\$	\$
			# Payments _____	
			\$	\$
			# Payments _____	
			\$	\$
			# Payments _____	
			\$	\$
			# Payments _____	
TOTAL VALUE OF MONTHLY PAYMENTS				\$

**VII. ADDITIONAL EXPENSES – List any additional liabilities and other regular expenses including but not limited to alimony, child support, judgments, child care, union dues, rent, personal loans or medical expenses on behalf of dependents**

Applicant/CoApplicant(s) Name	TYPE OF EXPENSE	MONTHLY PAYMENT	BALANCE DUE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL VALUE OF ALL MONTHLY ADDITIONAL EXPENSES			\$

**VIII. PURCHASE PRICE AND DOWN PAYMENT**

PRE-APPROVED MORTGAGE LOAN AMOUNT PERLENDER \$ \_\_\_\_\_  
(from the Lender Pre-Approval letter)

HOUSING TRUST- DOWN PAYMENT ASSISTANCE REQUEST \$ \_\_\_\_\_

YOUR DOWN PAYMENT CONTRIBUTION \$ \_\_\_\_\_

PRE-APPROVED PURCHASE PRICE PER LENDER \$ \_\_\_\_\_  
(from the Lender Pre-Approval letter)

WHAT AMOUNT OF GIFT FUNDS (IF ANY) ARE INCLUDED \$ \_\_\_\_\_  
IN YOUR DOWN PAYMENT CONTRIBUTION ABOVE?

**IX. PLEASE ANSWER THE FOLLOWING QUESTIONS**

Have you or any member of the household ever filed for bankruptcy (Chapter 7 or Chapter 13)? If YES, please state the date of discharge: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding judgments against you or any member of the household?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or any member of your household had a past foreclosure, short sale, or deed in lieu of foreclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or any member of your household owned real property at any time within the last three (3) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**X. MEDIA RELEASE AND CONSENT**

Publicity for our homebuyer programs 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 Homebuyer 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 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

Where did you hear about the Housing Trust's Homebuyer Program? (Check all that apply):

☐ Lender ☐ Real Estate Agent ☐ Newspaper ☐ Other, please specify \_\_\_\_\_  
☐ County ☐ Workshop/Class ☐ Housing Trust website ☐ Radio/ TV

You are not required to furnish the following information, but are encouraged to do so. For race, you may check more than one designation.

1. Ethnicity	2. Race		
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian & Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> White	

#### XI. STATEMENT OF NON-DISCRIMINATION – Signature on page 9

Housing Trust Silicon Valley (Housing Trust) is an equal opportunity lender. In accordance with applicable law, Housing Trust 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. Housing Trust'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.

#### XII. CERTIFICATION – Signature on page 9

##### I/WE UNDERSTAND THAT:

- Any and all information provided will be used to determine eligibility for the requested Homebuyer Program. All information contained in the records kept by Housing Trust Silicon Valley can and will be used for monitoring, auditing and establishing my/our program eligibility for the requested Homebuyer Program; otherwise this information is confidential.
- In order to determine my/our household's eligibility, I/we are required to provide all missing and additional documents that the Housing Trust may request following the Eligibility Application Appointment. All documents must be submitted within 30 days of the appointment. Failure to do so can result in determining my/our application as Incomplete, and therefore, my/our household will be determined Program Ineligible. If my/our household wishes to reapply in the future, a new eligibility application package will need to be submitted.
- All documents submitted will become the property of Housing Trust, and that I/we must keep my/our own copies for reference. Housing Trust will not make copies of submitted documents, such as income, tax, asset documentation, etc.
- Applicant(s) understand that if the application contains false statements, false or falsified documentation, or misrepresentations, the applicant will be ineligible for all Homebuyer Programs for up to one year or more.
- Housing Trust Silicon Valley reserves the right to decline a Homebuyer Program Eligibility Application any time if the agency obtains information contradictory to that of the application or documentation provided by the applicant(s).
- The Applicant(s) are responsible in keeping all documentation for program eligibility current. Any changes to employment, income, credit, assets, status, household size and/or compositions whether or not it affects program eligibility must be disclosed immediately to the Housing Trust.
- Any job changes must be disclosed immediately to the Housing Trust and the Lender. Failure to do so could invalidate the application and pre-approval.
- Borrower(s) will sign a Promissory Note and a Deed of Trust with the Housing Trust. The Deed of Trust will be recorded as a second lien on the property being purchased in conjunction with this loan and the Promissory Note must be executed by the borrower(s)
- The Homebuyer program is a loan secured by the Deed of Trust, which must be paid back either when the home is sold, upon expiration of the term, upon default of any terms or conditions, or any specific program requirements of the Housing Trust loan.
- If the Applicant(s) obtain assistance through a Homebuyer Program, the Applicant(s) will comply with annual certification. The Housing Trust will be continuously auditing and monitoring compliance with the program requirements.
- If the Applicant(s) obtain assistance through a Homebuyer Program, the Applicant(s) understand they will be required to maintain a Hazard Insurance Policy on the home and will name Housing Trust as additional insured.

##### I/WE CERTIFY THE FOLLOWING:

- That I/We have not entered into a purchase sale agreement for a property. I/We understand that I/We must wait until a program eligibility determination is made and we are in receipt of the program eligibility determination letter before we can extend an offer for a property.
- That I/We have provided true, accurate and verifiable documentation to support the statements made herein prior to receive assistance from Housing Trust Silicon Valley for the purchase of a home. I/We further certify to immediately contact Housing Trust Silicon Valley if there are any changes to my/our household including and not limited to employment, income, assets, status, residence, credit, household size and/or compositions, etc.

- That there is no additional income or assets or persons living in or contributing to the household other than those described here.
- That the combined household income and assets are below the required maximum household income and assets for the eligible program.
- That I/We HAVE NOT owned a home or had ownership in a home or any vested interest in home within the last consecutive 36 months from the date of application.
- That, regardless of the requested assistance, I/We have funds required for down payment contribution and for closing costs.
- That owner occupancy is required for the duration of the Program term. The property will not be used as an investment property, vacation home, or recreational home. Any changes in occupancy requires immediate written notification to the Housing Trust. Also, I/We will notify the Housing Trust in writing if the residence ceases to be my/our primary residence.
- That I/We understand ALL the program requirements and restrictions.
- That I/We understand that there are consequences for failure to comply with program requirements before, during, and after purchasing a unit with assistance from Housing Trust Silicon Valley and I/We have been informed about those consequences.

**PLEASE READ BEFORE SIGNING – ALL ADULT HOUSEHOLD MEMBERS MUST SIGN BELOW**

**I/We certify that the information given on this form is true and accurate to the best of my (our) knowledge. I/We am/are aware that there are penalties for willfully and knowingly giving false information on an application for Federal, state or local funds. I/We understand that the information on this form is subject to verification. Penalties for falsifying information may include denial to participate in the Housing Trust's Homebuyer Programs, or if made evident after loan funding, immediate repayment of all funds received, sale of home 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 #1

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT #2

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT #3

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT #4

\_\_\_\_\_  
DATE



**Disclaimer**

This is not a commitment to lend. Guidelines and minimum requirements are subject to change without notice. Subject to review of credit and/or collateral; not all applicants will qualify for financing. Equal Housing Opportunity. Housing Trust is a California Community Lender licensed by the Department of Business Oversight. State of California CFL Lender License #6053356. NMLS License #287840.