



Steps to Homeownership with Down Payment Assistance

Buying a home is a major life decision. Interested in applying for down payment assistance using one of Housing Trust Silicon Valley's programs?

The steps below will guide homebuyers to applying for down payment assistance and towards homeownership.

Step 1. Complete the Homeownership Assistance [Online Intake Form](#). Housing Trust staff will contact you within 3 business days to begin the pre-qualification process. This is NOT an application; it is only for pre-screening and does not place you on any wait list.

Step 2. Review the email from our Homebuyer Education Specialist outlining your next steps to homeownership.

A Purchase-Ready buyer is defined as a homebuyer who:

- Has attended an 8-Hour Homebuyer Education class;
- Is income eligible including having the required income to manage the new housing payment for the home;
- Has the required down payment (minimum 3% of the purchase price) and closing costs

If you find you are just beginning in your journey to homeownership then follow the steps below:

Step 3. Attend the required HUD Certified 8-Hour Homebuyer Education Class through the designated agency. This class helps homebuyers understand the steps to purchasing a home.

- All borrowers (including non-borrowing spouse) are required to take this class.
- A list of designated housing counseling agencies offering these courses is available on the program's webpage at:
<https://housingtrustsv.org/programs/homebuyer-assistance/empower-homebuyers-scc/>

Already attended the Homebuyer Education class and completed the online intake form?

- Attach the PDF copies of your Certificate of Completion and send it to:
 - For Empower: empowerhomebuyersccc@housingtrustsv.org
 - For HELP and other programs: homebuyer@housingtrustsv.org
- Important note: Your Homebuyer Education certificates will expire two years from the issue date.

Step 4. Start the pre-approval process with an approved and participating lender. After you have completed Steps 1-3, we will send you a participating Lender List of approved lenders.

- Talk to a few lenders and determine which lender you will work with to start the pre-approval process.

Step 5. Once you receive the lender Pre-approval Letter, email it to:

- For Empower: empowerhomebuyersccc@housingtrustsv.org
- For HELP and other programs: homebuyer@housingtrustsv.org

to set up a Pre-purchase Review appointment by phone with our Homebuyer Education Specialist.

Upon completion of your Pre-Purchase Review, you may be eligible to submit your eligibility application and required documents online with Housing Trust. You will be provided instructions on how and where to securely submit your eligibility application and required documents.

Congratulations on completing these five important steps toward your eligibility for down payment assistance and homeownership.

Housing Trust staff will review your eligibility application and documents. The process to determine program eligibility is approximately 14 business days depending on the completeness of the eligibility application package.

If Housing Trust determines that your household is eligible for the program, you will receive an Eligibility Determination letter (pre-approval) and now you are ready to shop for a home!

Tip: Join the Homebuyers Interest List to receive information about program updates, events, and upcoming free homebuyer webinars. Visit <https://housingtrustsv.org/programs/homebuyer-assistance/>.



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.