CITY OF ROSEVILLE CALIFORNIA

Housing Division
316 Vernon St. Suite #150
Roseville, CA 95678

Checklist for Affordable Purchase Resale Program

This form must be completed by your lender. Before submitting, your lender must verify that your household meets the program's income eligibility guidelines and complete the form with all required information and documentation listed.

Applicant Name(s): ______________________________________ Phone Number: _________________________

Lender: ____ Phone Number: _____________________

Circle the income category for which the purchaser qualifies.
*Purchaser's exceeding a 20% down payment, cash assets in excess of $100,000, receiving a gift, qualifying with a co-mortgagor, and/or owning other real estate will be qualified on a case-by-case basis.

Family Size	Middle Income 81% - 100% of Median Income
1-2	$131,400
3+	$152,500

Step 1: Written 3rd party verification of all income and assets including:

_____ Employment verif – 2 months pay stubs
_____ Self-Employment – Tax Returns or 12 months Profit & Loss Statements
_____ Social Security/SSI benefits – current year
_____ Unemployment
_____ Alimony
_____ Child Support
_____ VA or Military Benefits
_____ Retirement Funds
_____ Government Grants
_____ TANF (Welfare Benefits)
_____ Gift funds
_____ 2 months of Savings Account statements
_____ 2 months of Checking Account statements
_____ Trust Funds
_____ Stocks & Bonds (Cash Value)
_____ Life Insurance (Cash Value)
_____ Pensions and/or Annuities

Eligibility: ☐ Approved ☐ Denied Determination made by: _____________________ Date: ____________

Step 2: All of the following must be submitted prior to final approval of an Affordable Purchase Loan
*A complete package must be submitted at least ten (10) business days prior to close of escrow.

_____ Certification of Qualified Purchaser Eligibility (City Form)
_____ Affordable Handbook – signature page only
_____ 8 hours of Homebuyer Training Certificate
_____ Copy of Drivers Licenses & Social Security Cards
_____ Loan Estimate
_____ Loan Application
_____ Underwriting and Transmittal Summary
_____ Preliminary Title Report
_____ Credit Report
_____ Purchase Agreement
_____ Closing Disclosure
_____ 1st Mortgage Note and Deed of Trust
_____ Date projected for close of escrow: _______________

Final Loan Approval: ☐ Approved ☐Denied Determination made by: _____________________ Date: __________

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Certification of Qualified Purchaser Eligibility

Resale Home Address: ______________________________________

I/we have read and answered truthfully, fully, frankly and personally each of the following questions for all persons who are to purchase the unit being applied for in the above residential project. Listed below are the names of all persons who intend to reside in the unit:

1. Members of Household	2. Relationship	3. Age	4. Social Security Number	5. Place of Employment

INCOME COMPUTATION

6. The total gross anticipated income calculated in accordance with this paragraph 6, of all persons (except children under the age of 18 years) listed above for the 12-month period beginning the date that I/we plan to move into a unit is $__________________.

Included in the total anticipated income listed above are:

a. All wages and salaries, overtime pay, commissions, fees, bonuses, tips and other compensation for personal services, before payroll deductions.
b. Net income from operation of a business or profession.
c. Periodic amounts received from social security, retirement funds, and the like.
d. Income received in place of earnings (such as unemployment benefits).
e. Welfare assistance payments.
f. Periodic allowances like spousal or child support.
g. Military pay.

Excluded from such anticipated income are:

a. Casual, sporadic or irregular gifts;
b. Amounts which are specifically for or in reimbursement of medical expenses for any family member.
c. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
d. Amounts of educational scholarships paid directly to the student or the educational institution, and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books, and equipment. Any amounts of such scholarships or payments to veterans not used for the above purposes are to be included in income;
e. Hazardous duty pay to a family member in the armed Forces who is away from home and exposed to hostile fire;
f. Relocation payments under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
g. Foster child care payments;
h. The value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1977.

7. This certificate is made with the knowledge that it will be relied upon by the DEVELOPER to determine maximum income for eligibility to occupy the unit; and I/we declare that all information set forth herein is true, correct and complete and based upon information I/we deem reliable and that the statement of total anticipated income contained in paragraph 6 is reasonable and based upon such investigation as the undersigned deemed necessary.

8. I/We will assist the DEVELOPER in obtaining any information or documents required to verify the statement made herein, including either an income verification from my/our present employer(s) or copies of federal tax returns for the immediately preceding calendar year.

9. I/We acknowledge that I/we have been advised that the making of any misrepresentation or misstatement in this declaration will constitute a material breach of my/our agreement with the DEVELOPER to purchase the unit and will entitle the DEVELOPER to cancel my/our contract for sale.

10. **I/we understand that the property we are buying is subject to an Affordable Purchase Housing Agreement between DEVELOPER and the City of Roseville, and that the Agreement contains provisions which may affect my/our title to the property and right to sell the property.** As owners, I/we will be subject to the agreement, and I/we agree to comply with it. I/We acknowledge receipt of a copy of the Agreement and of a handbook generally explaining its terms, if applicable.

I/We declare under penalty of perjury that the foregoing is true and correct.

Executed this ______________ day of __________________ in the City of ______________________, California.

_________________________ _________________________
Applicant Applicant

[All persons listed in number 2 above except children under the age of 18 years must sign this form]

FOR COMPLETION BY DEVELOPER OR AGENT:

1. Calculation of eligible income:
   a. Enter amount for entire household in 6 above: $_____________
   b. (1) Deduct this amount which is excluded from such anticipated income according to paragraph 6. $_____________
      Reason for exclusion is ____________________
      ____
   c. Total Eligible Income (line 1a less 1b) $_____________

2. The amount entered in 1c:
   a. _________ Qualifies applicant for guidelines at 80%-100% median household income
   b. Was verified by use of:
      _________ Employer income verification
      _________ Copies of tax returns
      _________ Other

3. Lot Number of Affordable Unit to be conveyed: ____________________

   Affordable Purchase Price: $________________________

   Market Value: $________________________

   2nd Note from City of Roseville: $________________________

4. I witnessed the above applicant's signature(s), and have given him/them a copy of the handbook explaining its terms, if applicable.

   I declare under penalty of perjury that the foregoing is true and correct.

Executed this ______ day of ______________ in the City of __________________, California.

Date: _________________ ________________________________
Lender