



Santa Clara County SCC40K Downpayment Assistance Loan Program

Checklist Form

Applicants Last Name _____

Estimated Close of Escrow _____

Submit the Following at least 30 Business Days Prior to Close of Escrow:

- 1. Signed Sales Agreement/ Real Estate Purchase Contract
- 2. Preliminary Title Report of Property being purchased.
- 3. Three months of paycheck stubs, evidence of regular overtime and/or bonuses, child support and/or alimony payments, and any other miscellaneous income documentation, etc. (All documentation must be dated within six months prior to loan closing) Note: County staff may request additional income documentation or clarification, as needed.
- 4. SCC40K Loan Application; signed and notarized.
- 5. HOME Agreement by and between The County of Santa Clara and the applicant; signed.
- 6. Pre-Purchase Homebuyer Education Course-Certificate of Completion
- 7. Certified Uniform Residential Property Appraisal Report
- 8. Fannie Mae/Freddie Mac 1003 Loan Application (typed and signed)
- 9. Fannie Mae/Freddie Mac 1008/1077, Underwriting/Transmittal Summary
- 10. Completed/Signed W-9 taxpayer ID Form for borrower. (Complete this form with the property address the borrower is purchasing, not their current address.)
- 11. Three (3) years most recent filed federal tax returns to determine that the applicant(s) qualifies as a first-time homebuyer.
- 12. If client is a Section 8 Program Participant, evidence of Program Participation.

**County of Santa Clara
SCC40K Loan Application**

This section must be signed by the Loan Officer and the Applicants. Applicant(s) signatures must be notarized.

Check and Complete:

_____ SCC40K Loan (\$40,000) Breakdown of Funds: \$ _____, \$ _____, \$ _____
_____ Other Amount \$ _____ Down Pmt Closing Costs Buy Down

Sales Price \$ _____
1st Loan Amount \$ _____

Applicant and Property Information

1. Applicant(s) Name(s) (to be shown on Deed of Trust) _____

2. Address to be purchased: _____
3. Borrower(s) Current Annual Household Income over coming 12 months _____
3. Number of Persons in Borrower Household _____ .
4. Household Type: Check:
 - Single, non-elderly,
 - Elderly,
 - Single parent,
 - Two parents;
 - Other _____
5. Borrower Ethnicity: (for head of household only)
 - White or Caucasian,
 - Black or African American,
 - Asian,
 - American Indian or Alaskan Native,
 - Native Hawaiian or Pacific Islander,
 - American Indian or Alaskan Native & White
 - Black or African American & White
 - American Indian or Alaskan Native & Black or African American
 - Other Multi Racial
6. Is Borrower currently receiving Section 8 Housing Voucher Assistance? Yes ____ NO ____
7. Census Tract # of Property to be purchased: _____
8. Is Property located in an **unincorporated** pocket of the County? Yes ____ NO ____

9. The Property is a:

- Condominium,
- Townhome,
- Single family attached,
- Single family detached, or
- Other _____

10. Property contains how many _____ bedrooms and _____ bathrooms?

11. The Property is:

- New construction or
- Previously occupied (existing/resale)

12. Borrower Current Address _____

13. Borrower(s) Phone and email: _____

14. Borrower(s) Own Funds/Downpayment: _____

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FINANCING INFORMATION

1st Loan Information:

Name of Funding Lender _____

Loan Amount _____

Initial Interest Rate _____ **Min. Monthly Payment (PITI) \$** _____

2nd Loan Information:

Name of Lender _____

Loan Amount _____

Initial Interest Rate: _____ **Min. Monthly Payment (PITI) \$** _____

3rd Loan Information: (if applicable)

Name of Lender/Source _____

Loan Amount _____

Initial Interest Rate _____ **Min. Monthly Payment (PITI) \$** _____

4th Loan Information: (if applicable)

Name of Lender/Source _____

Loan Amount: _____

Initial Interest Rate: _____ **Min. Monthly Payment (PITI) \$** _____

5th Loan Information: (if applicable)

Name of Lender/Source _____

Loan Amount: _____

Initial Interest Rate: _____ **Min. Monthly Payment (PITI) \$** _____

TOTAL Financing Excluding County Loan: _____

Additional Housing Expenses

(Do not leave any question blank! If the item is not applicable write “n/a.”) All Amounts should be calculated as Monthly Payments:

- 1. Monthly Real Estate Taxes. _____
- 2. Monthly Homeowners/ Association Dues. _____
- 3. Monthly Hazard Insurance Premium. _____
- 4. Monthly Mortgage Insurance Premium. _____
- 5. Other (describe). _____
- 6. Other Revolving Debt. _____
- 7. Monthly Car Payment. _____

Sub-Total of Additional Housing Expenses: \$ _____

Total of All Monthly Housing Expenses: \$ _____

First-time Homebuyer Certification

I (We) understand that I (we) am (are) not eligible for an MCC from the County, under this program, if I (we) individually or together had an ownership interest in a principal residence within three years prior to _____ (date initial request for application was signed). I (We) also understand that I (we) cannot have an ownership interest in a principal residence between the date of application and closing. For this purpose, a principal residence includes a single-family residence, condominium, share in a housing cooperative, any manufactured home or mobile home (as defined under federal and state law), or occupancy in a multifamily residence owned by me (us).

For this purpose, an ownership interest means ownership by any means, whether outright or partial, including property subject to mortgage or other security interest. An ownership interest also means a fee simple ownership interest, a joint ownership interest by joint tenancy in common, or tenant by the entirety, or a life estate interest. I (We) certify that I (we) have listed below all places of residence, whether owned or not, for a three-year period prior to _____ (date initial request for application was signed).

Owner Occupied Certification

I (We) understand that the property to be purchase with HOME and/or ADDI assistance will be used as our primary residence and not as a rental property. I (We) understand that I (We) must take ownership of the property within 36 months of signing the purchase agreement, or within 42 months of completion of the project.

Signature of Borrower #1

Signature of Borrower #3

Signature of Borrower #2

Lender or Brokers Certification

The undersigned has read the SCC40K Down Payment Assistance Program Manual provided by the County in its entirety and is submitting an application for a loan based on his/her understanding that the applicant(s) qualify for the SCC40K Program. The undersigned also hereby certifies that to the best of his/her knowledge and belief, each of the foregoing statements is true and correct and each of them is consistent with the information submitted by the applicant in connection with his/her application for a loan from all lenders in connection with this loan for the subject property. The undersigned certifies that no material misstatements appear in this loan application. The undersigned certifies that the Applicant(s) to the best of his/her knowledge qualifies as a first-time homebuyer under the Federal definition of a first-time homebuyer. The undersigned understands that each of these certifications is made under penalty of perjury and may be prosecuted to the fullest extent of the law.

Signature of Lender/ Broker

Dated

Lender Broker Contact Information

Printed Name of Lender/ Broker _____

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____

Continue to Page 7 for Applicants Certifications

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Applicant(s) Certification:
(Must be signed in the presence of a Notary Public)

The undersigned hereby certified that to the best of his/her knowledge and belief each of the foregoing statements is true and correct and each of them is consistent with the information submitted by the applicant in connection with his/her application for a loan from all lenders in connection with this loan for the subject property. The undersigned understands that these certifications are made under penalties of perjury and may be prosecuted to the fullest extent of the law.

Signature of Applicant

Social Security #

Date

Signature of Applicant

Social Security #

Date

Certificate of Acknowledgement

STATE OF CALIFORNIA } SS
COUNTY OF SANTA CLARA

On _____ before me, _____, a Notary Public, personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signatures(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

Name: _____
(typed or printed)