

Welcome

FOR YOUR INFORMATION

- Please note any questions you have during the presentation, as all questions will be answered at the end of our presentation.
- Guest lenders will be available to answer your loan questions at the end our presentations.



HouseKeys Buyers Session

— City of San Ramon —
County of Contra Costa



Today's Guest Loan Officers

- **Sandra Smith - Guild Mortgage**
- **Monica Fosbery - United Lending Partners**
- **Boyd Robinson - Cross Country Mortgage**
- **Akshay Parti - Shining Star Funding**



HouseKeys Team

- **Danielle De La Torre - Presenter**
- **Andrew Stebbins - Marketing Coordinator**
- **Christopher Jue - Program Support**



HouseKeys

Unlock Opportunities

Who We Are

A program administrator that connects YOU, the applicant, to a home for rent or to purchase at an affordable price based on county Income Category Limits*

***We do NOT make policy, build or price homes.**

We Work with Cities

As a program administrator, we work in partnership with cities to manage their affordable housing program to meet policy guidelines and fair housing standards

We Work with Developers

We also work with Developers to meet permit conditions requiring them to build and sell affordable units to eligible and qualified buyers or renters



TODAY WE WILL

Learn

what Affordable Housing is and how HouseKeys can help you

Find

out how to determine what opportunities you are eligible and qualify for



Let's Get
Started!

**FOR
SALE**



Opportunity Drawings - City Village



Drawing Entry Deadline:
10/27/2023 @ 5pm



Drawing Index #523, 4 Units
- Moderate Income

- 1016 Amethyst Court (Plan 4, Lot 62)
- 1516 Carmine Court (Plan 4, Lot 66)
- 3009 Ivory Terrace (Plan 3X, Lot 54)
- 3306 Seashell Terrace (Plan 3X, Lot 56)

- 4 Bed / 3.5 bath
- Sales Price: \$582,471
- HOA: \$356.39

Drawing Index #524, 2 Units
- Low Income

- 1111 Amethyst Court (Plan 3X, Lot 63)
- 1216 Azure Court (Plan 4, Lot 64)

- 4 Bed / 3.5 Bath
- Sales Price: \$270,588
- HOA: \$356.39

Drawing Index #525, 3 Units
- Very Low Income

- 3205 Ivory Terrace (Plan 1, Lot 53)
- 3110 Seashell Terrace (Plan 1, Lot 55)
- 1309 Azure Court (Plan 2, Lot 65)

- 3 Bed / 3.5 Bath
- Sales Price: \$151,458
- HOA: \$356.39



Income Category	% of AMI	Household Size 1	Household Size 2	Household Size 3	Household Size 4	Household Size 5	Household Size 6	Household Size 7	Household Size 8
Very Low	50%	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800	\$91,700	\$97,650
Low	80%	\$78,550	\$89,750	\$100,950	\$112,150	\$121,150	\$130,100	\$139,100	\$148,050
Moderate	120%	\$124,250	\$142,000	\$159,750	\$177,500	\$191,700	\$205,900	\$220,100	\$234,200

WHAT IS A BELOW MARKET RATE HOME?

- A Below Market Rate Home (BMR) is a home that has certain deed restrictions recorded on the property which ensure that the home remains affordable for future generations.
- BMRs are often a result of public investment in affordable housing developments or a result of “inclusionary housing policy” which ensures affordable homes are built as a result of market-rate development.



BASIC REQUIREMENTS OF A BMR

- The Owner **must occupy** the Property as the Owner's **principal residence** and is subject to annual compliance monitoring.
- **Future Sales Price** – The property is **restricted for resale to a low or moderate-income household** at a purchase price affordable to a low or moderate-income household, as applicable. (There are circumstances in which the property may not appreciate in value).
- The Owner **must give notice** to the City of San Ramon for a resale, refinance or capital improvement of the Property.
- The Owner's **rights to pledge** the Property as security for a debt **are limited**.
- The Owner **might not** be able refinance to pull out equity from their home (depends on the specific deed restriction agreement).
- Term of Restrictions: 30 years
- Any **misrepresentation or intentional deceit** by an applicant could result in loss of eligibility for the program and loss of the property

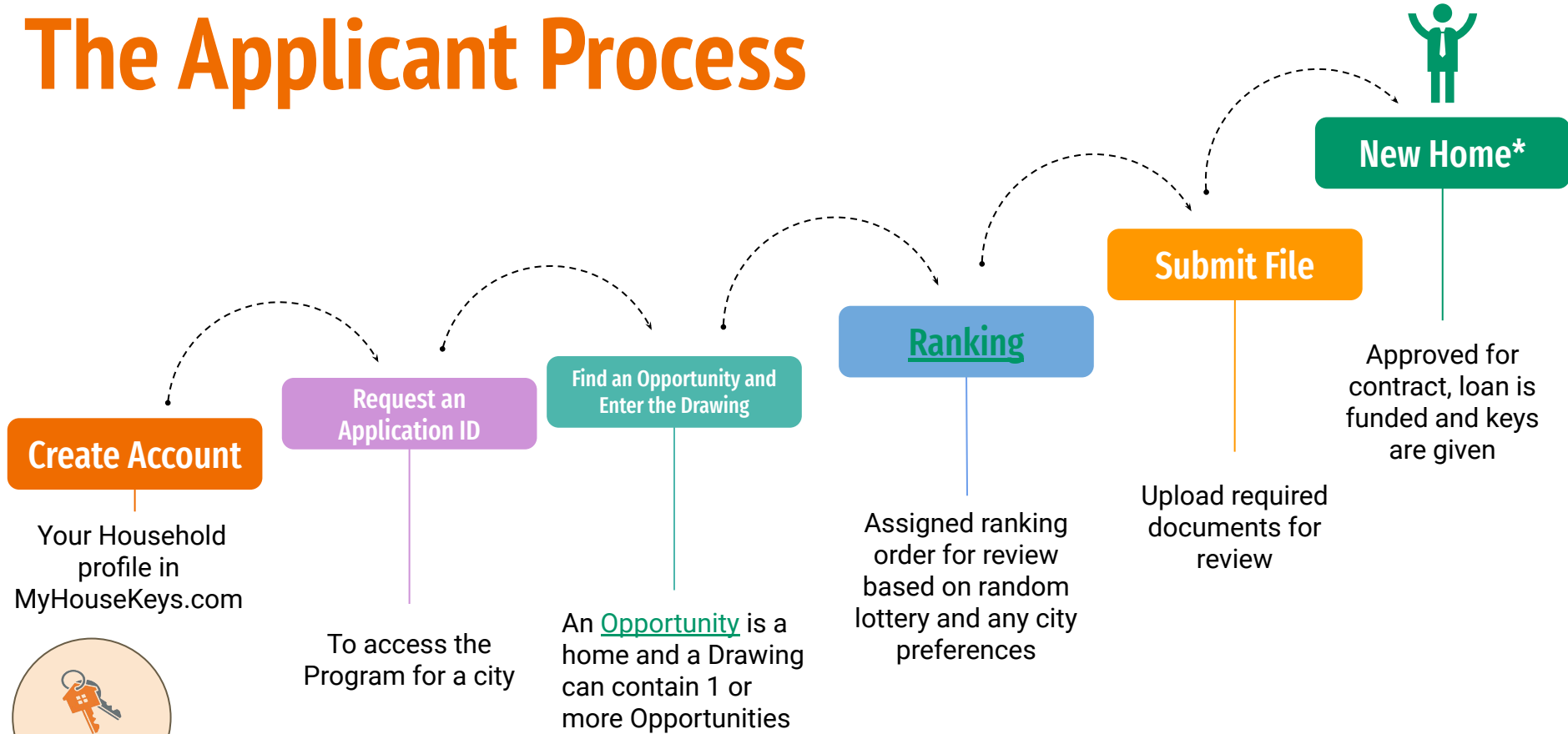


Program Guidelines: Minimum Requirements for Submission

- Must be a **First-Time Homebuyer** - Not have owned a home in the last 3 years
- **Total household income for all members**, 18 and over, is **under** the assigned income category maximum for the opportunity
- **Household size** meets the **minimum and maximum** occupancy requirement
- **Minimum of a 5%** of the sales price as a down payment (must be in the applicant's account for at least **3 months**)
- **Minimum Loan to Value (LTV): None.** All cash purchases allowed.
- Debt to Income (DTI): **Lender Ratios**
- Asset Income - **2.5% over \$5,000 (post-close)**, unless all-cash then **10% (pre-close)**



The Applicant Process



Some Important Terms

Area Median Income - Is the middle, not the average, of the income range of a region by household.

AMI



According to Cambridge.com, means inexpensive (subjective)
Cost based on county income category limits



"Affordable"

The value or amount received for one's labor and/or products produced **plus up to 10% of assets***

"Income"



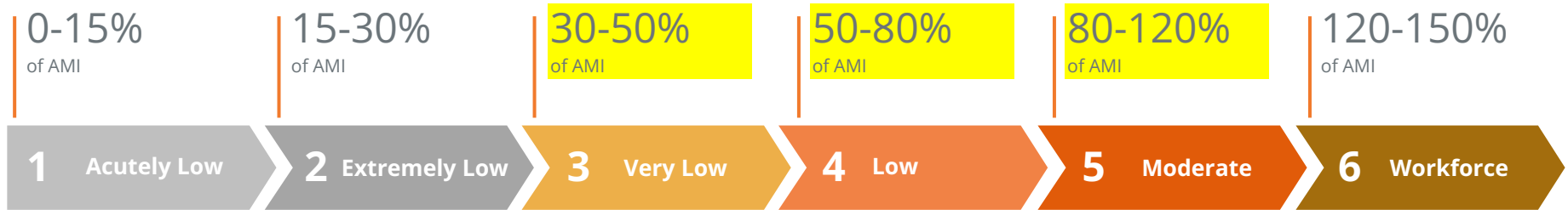
A percentage of Area Median Income which determines the categories of "affordability" for program eligibility that are set by HUD and then HCD



Income Limits

Income Limits

(Based off of Local County or Area Median Income (AMI) and Household size)



Each of the 3,006 counties in the U.S. has a different Area Median Income. That County Area Median Income (AMI) is used to drive the Income Category Limits above. Each Income Category Limit is used to calculate the rental rates and sales prices for “affordable” housing units.

WHO is eligible for the program opportunity is determined by these Income Limits and are *different* in each county.

Note: Affordable Prices are driven by the Incomes in the County



Am I Eligible?

- Total Household Income
- Household Size (Total number of household members)

HouseKeys

Every household member 18 years of age or higher must document income

Primary Applicant - \$50,000
Spouse - \$65,000
Dependent (18) - \$10,000
Total Income: \$125,000



HouseKeys is underwriting to a **MAXIMUM INCOME LIMIT** based on the **Projected Income** expected to be earned over the **NEXT 12 MONTHS.**

Household size maximums and minimums also factor into eligibility.

Am I Qualified?

- Can I make the payment?

Lender

Household members needed to qualify for the loan need to document income

Primary Applicant - \$50,000
Spouse - \$65,000
(\$50,000) – Avg. \$57,500
Total Income: \$107,500



The lender is underwriting to a **MINIMUM INCOME** based on the **documented income averaged over the PREVIOUS 24 MONTHS.**

Who is considered a household member?



- Every member of your current permanent household (including minors).
- You may form a household at application.
 - ALL adults (unless they are legal dependents of titleholders as claimed on the most recent tax return, under 24 and a child of the titleholder or recent immigrants with insufficient credit history*) are required to be on title, loan and restriction agreement.



Where do you land?

Number of Persons in Household:		1	2	3	4	5	6	7	8
Contra Costa County Area Median Income: \$147,900	Acutely Low	15550	17750	20000	22200	24000	25750	27550	29300
	Extremely Low	31050	35500	39950	44350	47900	51450	55000	58550
	Very Low Income	51800	59200	66600	73950	79900	85800	91700	97650
	Low Income	78550	89750	100950	112150	121150	130100	139100	148050
	Median Income	103550	118300	133100	147900	159750	171550	183400	195250
	Moderate Income	124250	142000	159750	177500	191700	205900	220100	234300



Let's Try

We are taking it up a notch. Determine if the family in each listing is **Eligible** and if they **Qualify**.

Watch out for, Minimum/Maximum Household Sizes, Listing Price, and Income Limits.



Jones' Listing

Sanchez' Listing

Nguyen's Listing

Let's Get Started!



Opportunity Drawings - City Village



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Opportunity Drawings - City Village

City Preferences Apply

Priority 1:

1. **Veteran honorably discharged from any branch of the United States Armed Forces; or**
2. **Certified First Responders (sworn police officers, firefighter, rescue worker, or any other person who provides emergency response, first aid care, or other medically related assistance) who are employed in such capacity that provides service in the City of San Ramon as defined by AB 1945, Chapter 68; or**
3. **Public Service Employee employed by a local government agency that provides services in the City of San Ramon (See Partial List below)**

***Employees must work at least 20-Hours per week and have been employed for at least one year at the time of application.**

- **Partial List of Public Service Employees includes individual employed by: City of San Ramon, SRV Unified School District, SRV Fire Protection District, Central Contra Costa Sanitary District, Dublin San Ramon Services District, County Library, DVC Community College, Contra Costa County Departments (County Clerk, District Attorney's Office, Health Department, etc.), County Connection (Bus/Transit Provider), and Contra Costa Transportation Authority.**

Priority 2:

(Special Needs Groups)

1. **Seniors (age 65 or older),**
2. **Persons with Disabilities (Verified through SSA Disability Benefit Award Letter)**
3. **Single-Parent Households,**
4. **Large Households (5 or more members), and**
5. **Qualified Homeless (CFR Section 578.3 of Title 24)**



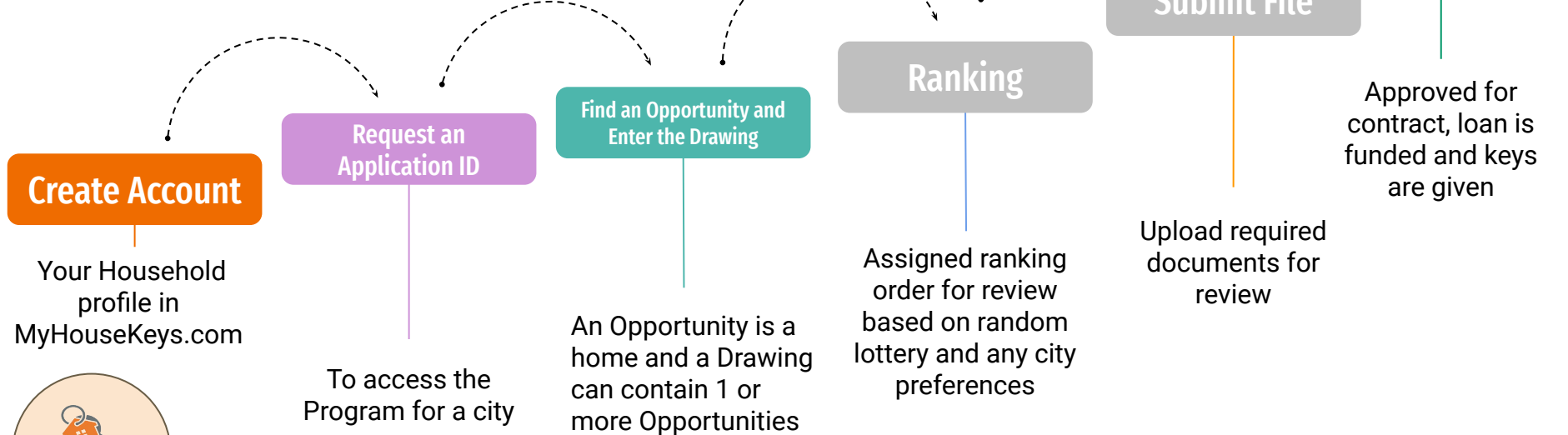
Minimum Income and Funds Needed

Property AMI	120%	80%	50%
Financing Scenario	OD 523	OD 524	OD 523
Bedroom Size	4	4	3
Property Address			
Annual income (Stated or on 1003)	\$147,216	\$75,319	\$47,857
Monthly Income (enter amount)	12268	6277	3988
SALES PRICE	582,471	270,588	151,458
Down payment %	5%	5%	5%
Buyers' Down payment (auto calculates based on %)	29,124	13,529	7,573
Other:	0	0	0
Subtotal of programs including Buyers Down Payment (does not include the closing costs)	29,124	13,529	7,573
MORTGAGE	553,347	257,059	143,885
Interest rate	7.500%	7.500%	7.500%
Term	30.00	30.00	30.00
LTV	95%	95%	95%
Principal payment	3869.09	1797.39	1006.07
Plus PROPERTY taxes '=price*0.0125/12 (auto calculates)	606.74	281.86	157.77
PMI if required by lender	0.00	0.00	0.00
Solar (included in purchase price)	0.00	0.00	0.00
Homeowner's Assn dues	356.39	356.39	356.39
Plus insurance - HO6	75.00	75.00	75.00
= Total monthly housing payment (auto calculates)	\$4,907.22	\$2,510.64	\$1,595.22
Buyers Housing Pmt calculated at 40% PITI (auto calculates)	\$4,907.20	\$2,510.63	\$1,595.23
Front End Ratio (40% or less for most Programs)	40.0%	40.0%	40.0%
Monthly debt (minimum payment required per credit report)	530.00	300.00	200.00
Back end ratio (45% or less for most programs)	44.3%	44.8%	45.0%
divided by PITI ratio	0.40	0.40	0.40
= monthly gross income	12,268	6,277	3,988
MINIMUM ANNUAL INCOME REQUIRED (at 40% front ratio)	147,216	75,319	47,857
FUNDS NEEDED			
Closing Costs - Estimated at 3.5%	\$20,386.49	\$9,470.58	\$5,301.03
Approximate funds Needed (down plus cc costs)	\$49,510.04	\$22,999.98	\$12,873.93

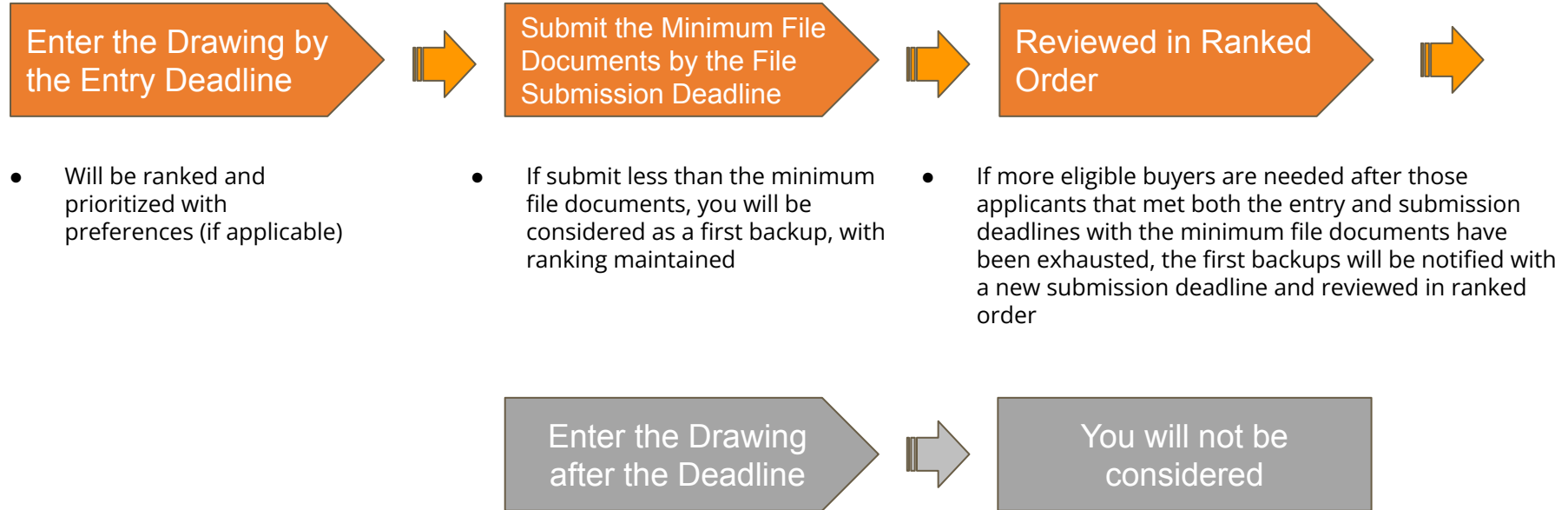


The Applicant Process

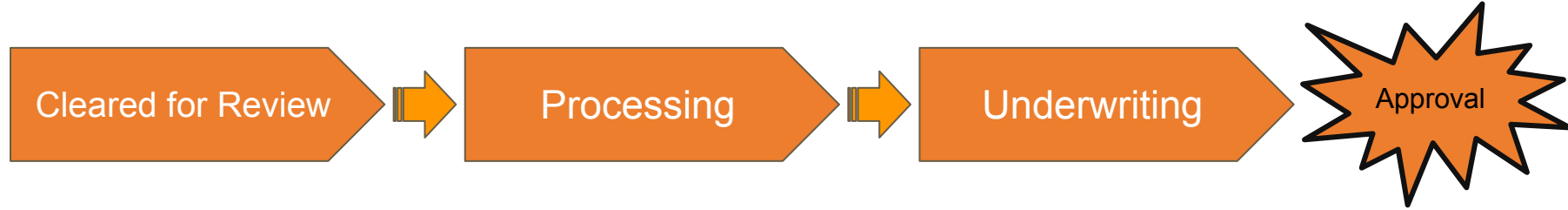
- First 3 steps are covered in the Program Workshop (webinar).
- Next date 10.24 at 6pm



The Review Process - Part 1 (Entry to Initial Assessment)



The Review Process - Part 2 (Initial Assessment to Underwriting)



- An Initial Assessment of your documentation is done by the Program Officer
- Your income is projected and general household makeup is confirmed
- You will receive a notification of your file being sent to Processing for further review.
- A Needs List is issued with a due date for the remaining items that apply on the Full Document Checklist
- If further clarification is needed, the underwriter will request documentation
- If found eligible, an approval will be issued and you go into contract



The *Minimum File Documents*

OWNERSHIP

1. HouseKeys Program Application (specific to the opportunity)
2. **Loan Pre-Approval Documentation (full purchase price)**
 - **1003 - Uniform Residential Loan Application**
 - **1008 - Uniform Underwriting and Transmittal Summary**
3. Latest Filed Tax Return (ALL pages)
 - Transcripts are not acceptable
4. Last Pay Stubs (or appropriate to your income type) for ALL members 18 and over
 - If self-employed, YTD Profit & Loss Statement
5. ALL current Asset Statements
 - Current means within 30 days of drawing entry
6. Exhibit E - Preference form **and** supporting documents
 - If have a preference or not



Sandra Smith - Guild Mortgage



- As your Senior Loan Officer, with years of experience in the mortgage industry, I bring passion, knowledge, and energy to every transaction. I enjoy and take great pride in assisting you on your journey of purchasing or refinancing your home. I make sure you feel informed and comfortable throughout the entirety of your contract, while remaining connected to my clients by providing bi-annual check-ins in the years to come. My team and I get VERY involved with making sure that ALL items are prepared best to present to underwriting for success. We are committed to helping you purchase the home of your dreams... let's make it happen TOGETHER!!!

Senior Loan Officer

3050 Citrus Circle, Suites 210 & 222

Walnut Creek, CA 94598

sandras@guildmortgage.net

[Directions](#)

Phone: (510) 788-6483

Mobile: (510) 301-0198

Fax: (866) 384-4294

Branch: (925) 906-8166



Monica Fosbery - United Lending Partners



- Over 20 years experience in the Lending Industry,
- I Thrive to find the best loan for each unique scenario. Conventional Loans, High Balance, Jumbo Loans, FHA & VA Loans. For purchase or refinances.
- I specialize on First Time Home Buyers, down payment assistance, purchases with no down payment, 1st and 2nd loan combos.
- Investors loans for rental properties, Flips, Self Employment loans, Creative financing; Loans with ITIN's.
- H1B Visa loans. etc...
- **Additional languages spoken:** Spanish



Senior Loan Officer

3825 Hopyard Rd #150
Pleasanton CA 94588

Email: monica.fosbery@gmail.com

BRE# 1162917

NMLS# 255724



Boyd Robinson - Cross Country Mortgage



- When you come to me for your mortgage, I begin by listening. I want to understand your goals and priorities so I can offer a home loan that's right for you. You may be a first-time homebuyer or a long-time homeowner. You may be buying an investment property or looking for a renovation loan. I offer a wide range of loan programs, from FHA and VA to conventional and jumbo. You are an individual and my recommendations will respect your unique circumstances.
 - Communication is key, and sharing information is as important as listening. I will make sure you know what's happening with your mortgage as it progresses through the process and will be available to answer your questions. I'll be with you every step of the way, from application to closing and beyond.
 - Whether you are buying, refinancing, or renovating, I am ready to give you the outstanding home loan experience you deserve.
-

Boyd Robinson

Loan Officer
NMLS #313231
1859 First Street
Livermore, CA 94550

Contact Methods

Email: boyd.robinson@ccm.com

Mobile: (925) 260-9590

Fax: (925)-495-2063



Akshay Parti - Shining Star Funding



Shining Star Funding is a division of American Pacific Mortgage Corporation (APM).

APM is a nationwide lender with 450+ locations nationwide and over 465K+ loans closed.

- 22 years of combined mortgage experience
- Offer wide range of loan products to meet most lending needs
- Quick Closings, Competitive Rates
- Direct Lenders with Inhouse Underwriting and Funding



Business Development Manager

6101 Bollinger Canyon Rd, #344
San Ramon, CA 94583

Email: akshay.parti@shiningstarfunding.com

MLO #2095035

M:925-820-2986



Loan Officer Panel Questions...

Guild
mortgage



CROSSCOUNTRY
MORTGAGE™



SHINING STAR FUNDING
A DIVISION OF AMERICAN PACIFIC MORTGAGE CORPORATION | NMLS 1850



1. Pre-Approval vs Pre-Qualification?
2. What documents do I need for a pre-approval?
3. Is my credit score affected with a pre-approval?
4. How long does it take to get a pre-approval?
5. How long is the pre-approval good for?
6. Do I need a pre-approval for each opportunity?
7. What happens to my pre-approval if the project is delayed?
8. Why do I need a pre-approval from an approved, registered lender?
9. Should I get pre-approved even if I haven't found a property to buy yet?
10. Other than rate, what should I consider when shopping for a loan?
11. Do's and don'ts for the buyer during the process?
12. When does my rate get "locked" and what if it needs to be extended? Cost?

- For ALL:

What DPA do you have available for BMR purchase?



Watch Out



**Are you
sure?**

Once you opt out of a drawing you will not be able to reenter

Watch Out



**One &
Done**

Cities only allow you to partake in one opportunity drawing at a time within their city.

NOW WHAT?

Sign Up



Program Workshop

Need more? Join us
for our more in depth
program workshop.

Join Us



FAQ's

Thursday/Friday at
12pm
Every other Saturday
at 10am

Look For



Opportunities

We encourage you to
start exploring
opportunities at
HouseKeys.org



TODAY WE:

Learned

what Affordable Housing is and how HouseKeys can help you

Found

out what opportunities you are eligible for and if you qualify for



Thank You!

Please stay for Q&A

Need to Chat?

- 1-877-460-KEYS (5397)
- customerservice@housekeys.org
- <https://www.housekeys.org/housekeylibrary>
- <https://www.housekeys.org>
- Danielle De La Torre
danielle@housekeys.org
<https://calendly.com/danielle-housekeys>

Program Workshop Agenda

1. Understand the process to apply to Programs, look for Opportunities you are eligible for and enter Opportunity Drawings
2. Learn about and enter at least one Opportunity Drawing
3. Upload the first of our Initial File Documents

**SIGN UP FOR OUR PROGRAM WORKSHOP
HERE**



APPENDIX - READING THE INCOME CATEGORY GRID

Let's Recap...

- Income Category limits are based on the Area Median Income (or AMI) by household size for a surrounding area, generally defined by the county lines
- The AMI is the midpoint of the income distribution for that area by household size
- This means that a household's income category can change, depending on the county or area of the program they are interested in



Download 2023 Income Limits by County [HERE](#)



APPENDIX - READING THE INCOME CATEGORY GRID

- To find out what category your household would be in Santa Clara County, you would start by finding the grid for “Santa Clara County Area Median Income” in the published limits from the Department of Housing and Urban Development (HUD) or Department of Housing and Community Development (HCD).
- Find the column that matches the number of people in your household
- Under that number, go down the column until you find the amount your total household income is **BELOW**.
Note: The amount shown is the **MAXIMUM** allowable amount for that category. Anything over that amount is into the next category.
- To the left of that amount is the Income Category for your household.



Number of Persons in Household:		1	2	3	4	5	6	7	8
Contra Costa County Area Median Income: \$147,900	Acutely Low	15550	17750	20000	22200	24000	25750	27550	29300
	Extremely Low	31050	35500	39950	44350	47900	51450	55000	58550
	Very Low Income	51800	59200	66600	73950	79900	85800	91700	97650
	Low Income	78550	89750	100950	112150	121150	130100	139100	148050
	Median Income	103550	118300	133100	147900	159750	171550	183400	195250
	Moderate Income	124250	142000	159750	177500	191700	205900	220100	234300

Download 2023 HUD Income Limits by County [HERE](#)



APPENDIX - READING THE INCOME CATEGORY GRID

- So what category are you in?
- Now let's look at a different county and do the same exercise.



Number of Persons in Household:		1	2	3	4	5	6	7	8
San Luis Obispo County Area Median Income: \$113,100	Acutely Low	11850	13550	15250	16950	18300	19650	21000	22350
	Extremely Low	24350	27800	31300	34750	37550	40350	45420	50560
	Very Low Income	40550	46350	52150	57900	62550	67200	71800	76450
	Low Income	64900	74150	83400	92650	100100	107500	114900	122300
	Median Income	79150	90500	101800	113100	122150	131200	140250	149300
	Moderate Income	95000	108550	122150	135700	146550	157400	168250	179100

- Are you in the same or a different category?
- Now that you know how to find your Household Income Category, you want to look for Opportunities in the same category for the same household size.
- Note: Generally, minimum household size standards apply (1 person per bedroom), but refer to program guidelines for exact standards and exceptions.

Download 2023 HUD Income Limits by County [HERE](#)



Deed Restrictions

CLICK [HERE](#) FOR OUR CITY DATA BASE



Deed Restrictions can include but are not limited to the following:

- **Resale Price Restriction**
 - When and It limits the how much you can sell it for during the duration of the agreement
 - If is sold before the term expires it needs to be sold to a qualified buyer
 - The agreement includes the resale price formula and is calculated at time of sale
 - It does not protect you from the market (e.g. in the event of the housing market crashing, the resale price may be less than the restricted value)
 - It may limit cash out refinances. In some cases, it may not allow it.
- **Annual verification of residency**
 - Proof that all the owners are living in the home
 - You cannot rent the home
- **Term of the restriction**
 - How long the restriction lasts
- **Transfers/Inheritance restrictions**
 - When life changes happen
- **Capital improvements**
 - Need to be approved by the city or the administrator before the works starts or you will not be able to recoup the value of the work done.
 - Some improvements may not be eligible because the home needs to remain affordable to the next buyer.

****The applicants must certify that they have reviewed and understand the Deed Restrictions (AKA Resale Restriction) and other applicable program documents [BEFORE](#) their file can be reviewed. ****

APPENDIX - DIFFERENT TYPES OF INCOME DOCUMENTATION

Company Employee

- Paystubs
- Offer letter

Non Working Income

- Retirement Account Statement...401K, Pension, IRA, etc
- Investment Account Statement
- Social Security award letter
- Unemployment Benefit statement

Self-Employed

- Current Year-to-Date Profit & Loss statement
Notarized
- 1099
- Contract

*Non-working adult with zero income would submit a exhibit B notarized



Glossary of Terms

Program

The formalization of a city's affordable housing policies and procedures for Ownership, Rental and Finance.

Drawing

A grouping that contains 1 or more opportunities.

Application ID

A record that attaches an applicant to a Program, providing access to its Opportunities through Drawings.

Ranking

A process by which a random number is assigned to each applicant in the Drawing. If **preferences** apply, the list is re-ordered accordingly, and the random number is the "tie-breaker".

Opportunity

A listing of an available home for purchase or rent. Could also be a finance resource.

Preference

A priority given to applicants that meet certain criteria for the program (i.e., live or work in the city). Determined by the city/county.

File

Verifiable evidence of an applicant's eligibility and qualification (documentation).

