THE CITY OF
BRENTWOOD

FIRST TIME HOMEBUYER PROGRAM/AFFORDABLE HOUSING PROGRAM
INITIAL WAIT LIST APPLICATION

**PLEASE READ THIS SECTION CAREFULLY. ANY OMISSION OF REQUESTED INFORMATION WILL BE CAUSE FOR REJECTION OF YOUR WAITLIST APPLICATION.**

Submittal and acceptance of this Waitlist Application provides the applicant a place on the City of Brentwood's FTHB/AHP waitlist to purchase an affordable single-family unit as these units are made available. Submittal and acceptance of this Waitlist Application does not represent any obligation or agreement on the part of the City to provide an affordable home for waitlist applicants to purchase.

1. **You must qualify under the income and first time homebuyer guidelines, including but not limited to the following:**

    a. Fall within the income range for low income households based on household size (see attached income guidelines).

    b. Have not owned a home for the last 3 years.

2. Confirm your eligibility by completing the First Time Homebuyer Program survey (page 1). Should you have any questions about your eligibility, please contact the Housing Division at (925) 516-5405.

3. Complete the requested employment, income and household size information on the application form (page 2).

4. Certify your eligibility by reading and signing the statements on page 3.

5. Return your completed application to the address below. The first 100 applications will be accepted on a first-come basis, after which the waitlist will close until further notice.

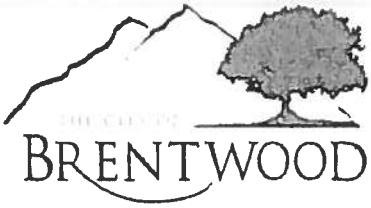
Affordable Housing Program/First Time Homebuyer Program (FTHP/AHP)
Community Development Department—Housing Division
City of Brentwood
150 City Park Way
Brentwood, California 94513

For more information on the First Time Homebuyer Programs, visit the City's website www.brentwoodca.gov or contact the Housing Division (925) 516-5405. The FTHP/AHP Administrative Manual is available for review at the above address.

For City use only:

Date/time received:_____

By (initials):_____




# FIRST TIME HOMEBUYER PROGRAM/AFFORDABLE HOUSING PROGRAM
# INITIAL WAIT LIST APPLICATION

Are you ready to own your own home in the City of Brentwood? The City's Affordable Housing Program (AHP) may be able to assist you in making homeownership a reality. Down payment assistance funds and affordable units are limited. *Please read all of the information provided regarding the waitlist application and selection process.*

**COMPLETE THE THREE STEPS BELOW AND RETURN THIS FORM BY THE DEADLINE DATE TO:**

Affordable Housing Program/First Time Homebuyer Program (FTHP/AHP)
Community Development Department—Housing Division
City of Brentwood
150 City Park Way
Brentwood, California 94513

If you have any questions, please contact the Housing Division (925) 516-5305 or email web_housing@ci.brentwood.ca.us.

***STEP 1: See if you are eligible by answering the following survey questions:***

Yes! ☐ **Can you certify that you are a first-time homebuyer who has not owned a primary residence during the last three years?**

Yes! ☐ **Are you able to complete the City's two required first time homebuyer courses?**

Yes! ☐ **Do you plan to live in the home that you may be eligible to purchase in the City of Brentwood?**

Yes! ☐ **Are you currently employed full-time?**

Yes! ☐ **Are you able to contribute the required amount of $4,000 (minimum) personal savings? (Must currently have minimum in savings account)**

Yes! ☐ **Do you meet the income guidelines based on family size? (See the attached Income Guidelines)**

**ALL INCOME INFORMATION PROVIDED WILL BE SOLELY USED TO DETERMINE PROGRAM ELIGIBILITY AND WILL BE KEPT STRICTLY CONFIDENTIAL.**

*STEP 2: Complete the following information:*

**Part A: Residence/Employer.** *Preference is given to Brentwood residents or workers who have lived or worked in Brentwood for at least six months prior to application to the program.*

| | Applicant | Co-Applicant (Person buying with applicant) |
|---|---|---|
| Name | | |
| Home Address | | |
| City/State/Zip | | |
| Contact Phone | | |
| Years/months at address | | |
| Employer Name | | |
| Occupation | | |
| Employer Address | | |
| City/State/Zip | | |
| Work Phone | | |
| Years/months at job | | |

**Part B: Income Eligibility.** *Participants must be within the income guidelines described on the attached income guidelines sheet. The definition of what is and is not included in annual income is based on the current guidelines published by the California Housing Finance Agency. Please include the following: wages, salaries, business income, interest and dividend income, retirement and insurance income, unemployment and disability income, welfare assistance, alimony, child support, and Armed Forces income.*

**Total Annual Household Income (total of all adult household members): $_____**

**Household Size (circle): 1 2 3 4 5 6 7 8 or more**

***See attached for current income guidelines.**

## C. CERTIFICATION OF APPLICANT(S)

I/WE UNDERSTAND THE FOLLOWING:

- THAT ANY AND ALL INFORMATION PROVIDED WILL BE USED TO DETERMINE ELIGIBILITY FOR SUBSTANTIAL PUBLIC BENEFITS AND ANY AND ALL INFORMATION CONTAINED IN THE RECORDS KEPT BY THE CITY CAN AND WILL BE USED FOR MONITORING, AUDITING AND ESTABLISHING (MY/OUR) ELIGIBILITY AND PRIORITY PREFERENCE FOR THE CITY OF BRENTWOOD'S FIRST TIME HOMEBUYER PROGRAMS.
- THAT I/WE WILL BE REQUIRED TO PROVIDE VERIFIABLE DOCUMENTATION TO SUPPORT THE STATEMENTS MADE HEREIN PRIOR TO PURCHASING A HOME THROUGH THE CITY OF BRENTWOOD'S FIRST TIME HOMEBUYER PROGRAMS.
- THAT IF THERE ARE ANY FALSE STATEMENTS OR MISREPRESENTATIONS ON THIS WAITLIST APPLICATION, I/WE WILL RELINQUISH ALL RIGHTS TO PARTICIPATE IN THE CITY OF BRENTWOOD'S FIRST TIME HOMEBUYER PROGRAMS.

I/WE CERTIFY THE FOLLOWING:

- THE INFORMATION PROVIDED IN THIS WAITLIST APPLICATION TO THE CITY OF BRENTWOOD'S FIRST TIME HOMEBUYER PROGRAMS IS TRUE AND CORRECT.
- MY/OUR COMBINED ANNUAL HOUSEHOLD INCOME IS WITHIN THE INCOME LIMITS FOR OUR HOUSEHOLD SIZE.
- I/WE CURRENTLY HAVE MORE THAN THE REQUIRED MINIMUM AMOUNT OF $4,000 AVAILABLE FOR THE REQUIRED DOWNPAYMENT AMOUNT; OR
- I/WE CURRENTLY HAVE ONLY THE REQUIRED MINIMUM AMOUNT OF $4,000 TO PARTICIPATE IN THE AFFORDABLE HOUSING PROGRAM / FIRST TIME HOMEBUYERS PROGRAM.
- I/WE HAVE NOT OWNED A HOME WITHIN THREE YEARS.
- I/WE WILL OCCUPY THE UNIT AS MY/OUR PRIMARY RESIDENCE.
- I/WE UNDERSTAND THAT THE RESALE VALUE OF A UNIT PURCHASED THROUGH THE CITY OF BRENTWOOD'S AFFORDABLE HOUSING PROGRAM IS RESTRICTED FOR 45 YEARS.

| Applicant Signature | Date | Co-Applicant Signature | Date |
|---|---|---|---|
| Print Full Name | | Print Full Name | |

# City of Brentwood
# Affordable Housing Information – July 1, 2014 to June 30, 2015

**Maximum Household Income Limits (minimum to maximum)**

| | Household Size | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1-Person | 2-Person | 3-Person | 4- Person | 5-Person | 6-Person | 7-Person |
| Low Income | $32,751<br>$45,700 | $37,401<br>$52,250 | $42,101<br>$58,800 | $46,751<br>$65,350 | $50,501<br>$70,550 | $54,251<br>$75,800 | $58,001<br>$81,000 |

**Maximum Affordable Sales Price (Rounded to nearest $1,000)**[1]

| | Dwelling Unit Size | | | | | |
|---|---|---|---|---|---|---|
| | 1 BDRM | 2 BDRM | 3 BDRM | 4 BDRM | 5 BDRM | 6 BDRM |
| Low Income Dwelling Unit | $136,000 | $150,000 | $167,000 | $181,000 | $195,000 | $205,000 |

[1] These are MAXIMUM prices. Resale and refinance housing prices are based in accordance with approved Administrative Manual for the First Time Homebuyer Program, Attachment B-1.

Source: State Department of Housing and Community Development (HCD) June 5, 2014 and Affordable Housing Model prepared by City of Brentwood's Housing Division June 5, 2014.