

Redwood Grove

APPLICATION CHECK LIST PACKAGE

Buyer Name _____	Date _____
Co-Buyer Name _____	Date _____

STEP 1: ATTEND a Project Meeting (1/9/2018, 1/10/2018, 1/11/2018, 1/13/2018) Date Attended _____

STEP 2: SIGN-UP to get Pre-Qualified (See attached Pre-Qualification info sheet)

STEP 3: CHOOSE a Preferred Lender:

Burbank Housing has two preferred lenders for Redwood Grove.

Please select the lender you would like Burbank Housing to submit your application to:

- CALIBER HOME LOANS**
Mary Kennaugh: (707) 303-2912
Chris Doolittle: (707) 303-2902
- GUILD MORTGAGE COMPANY**
Suzanne Martindale: (707) 385-8474
Mark Hall: (415) 524-3426

STEP 4: COMPLETE this cover page along and return with the following documentation to Burbank Housing (Email, Mail, Drop Off, or Bring on 1/27/2018)

- COMPLETED APPLICATION
- PAYSTUBS (Last 30 days for each buyer. INCLUDING DECEMBER)
- W2's FOR THE LAST 2 YEARS (in yearly order)
- 1099'S (if self-employed) FOR THE LAST 2 YEARS (in yearly order)
- FEDERAL & STATE TAX RETURNS FOR 2016 AND 2015 (INCLUDE ALL SCHEDULES AND ATTACHMENTS)
- BANK STATEMENTS FROM THE LAST 60 DAYS
- RETIREMENT ACCOUNTS
- COPIES OF ID'S (driver's license)
- COPIES OF RESIDENT ALIEN CARD (if applicable. Please copy front & back)
- COPIES OF SOCIAL SECURITY CARDS
- SIGNED BORROWER'S AUTHORIZATION TO RELEASE INFORMATION

If Applicable:

- IF RETIRED: Award Letter or retiree statement for any Social Security, retirement or pension income
- IF PAYING OR RECEIVING CHILD SUPPORT: Copy of court order and proof of payments
- IF BANKRUPTCY IN LAST 7 YEARS: Copy of bankruptcy papers, including schedule of debtors & discharge date
- IF FORECLOSURE OR SHORT SALE IN PAST 7 YEARS: Provide the complete property address below:

Property Address: _____

City, State Zip _____

ALL APPLICATIONS DUE TO BURBANK NO LATER THAN February 12, 2018

STEP 5: GET prequalified (See pre-qualification info sheet)

STEP 6: RECEIVE a pre-qualification and be entered into a lottery for the Redwood Grove Development

**PLEASE PROVIDE COPIES ONLY
NO STAPLES, NO PAPER CLIPS, SINGLE SIDE COPIES ONLY**

Contact Us

Burbank Housing

790 Sonoma Avenue, Santa Rosa, Ca 95404

707-890-6383

burbankhousing.org/homeownership

homeownership@burbankhousing.org





For office use only [] Lottery #

Before you begin: read the accompanying FAQ sheet & brochure. Direct your questions to the homeownership staff at 707.890.6383. Hablamos español.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. IF SOMETHING IS NOT APPLICABLE TO YOU WRITE N/A

How did you hear about Redwood Grove? [] Newspaper [] Mailing [] Flyer [] Website [] Friend [] Other [] Signage [] Facebook [] Broker - Name & Phone # of Broker (attach business card)

SECTION 1. CONTACT INFORMATION

Full Name as it appears on your driver license _____ Daytime Phone _____
Home address _____ Home Phone _____
City, State, Zip _____ Email: _____
Mailing address (if different from above) _____

SECTION 2. CURRENT HOUSING INFORMATION

What is your current monthly rent payment? _____ How long have you lived at your current address? _____
Do any adult household members own a home now? _____ Have any adult household members owned a home in the past 3 years? _____
Do any adult household members currently own a mobile home? _____ if yes, do you own the land? _____
Have any adult household members had a Foreclosure in the past 7 years? _____ or Short Sale in the past 4 years? _____
If Yes to foreclosure or short sale, provide complete address of property _____
Have any adult household members filed for bankruptcy in the past 3 years? _____ if yes, provide discharge date _____

OPTIONAL QUESTION: Are you or any members of your household disabled? Please describe nature of disability: _____

SECTION 3. HOUSEHOLD MEMBERS INFORMATION

Table with columns: NAME AS IT APPEARS ON YOUR DRIVER LICENSE (INCLUDE YOURSELF), RELATIONSHIP TO APPLICANT ON SECTION 1?, WILL THIS PERSON BE ON THE LOAN? YES - NO, SOCIAL SECURITY #, DATE OF BIRTH, FULL-TIME STUDENT? YES - NO, QUALIFIED ALIEN? * YES - NO, RESIDENT ALIEN? YES - NO, US CITIZEN? YES - NO. Rows for ADULTS and CHILDREN.

* VALID WORK PERMIT AND VALID SOCIAL SECURITY NUMBER

SECTION 4. EMPLOYMENT INFORMATION - List all household members who are over 18 years of age AND employed. Also list employers for the past two years if applicable. Also, list any other income you are receiving besides your current employment, ex. (child support, social security).

Name of Household Member _____
Employer/Income Source _____ City _____
Date(s) Employed From: _____ To: _____ Job/Title _____
Gross Monthly Income (Net income if self-employed) _____ Employer Phone _____
Name of Household Member _____
Employer/Income Source _____ City _____
Date(s) Employed From: _____ To: _____ Job/Title _____
Gross Monthly Income (Net income if self-employed) _____ Employer Phone _____

Name of Household Member _____

Employer/Income Source _____

Date(s) Employed From: _____ To: _____

Gross Monthly Income (Net income if self-employed) _____

City _____

Job/Title _____

Employer Phone _____

Name of Household Member _____

Employer/Income Source _____

Date(s) Employed From: _____ To: _____

Gross Monthly Income (Net income if self-employed) _____

City _____

Job/Title _____

Employer Phone _____

SECTION 6. FINANCIAL INFORMATION

What is the annual gross household income? **2017 \$** _____ **Projected for 2018 \$** _____

Include all wage and non-wage sources, including payments from Social Security, alimony, child support, and SSI income.

How much cash do you have available toward a down-payment or closing costs? \$ _____

List your debts. Attach separate sheet, if necessary.	Monthly Payment	Months Left to Pay	Unpaid Balance
Auto Loan	\$ _____	_____	\$ _____
Student Loan	\$ _____	_____	\$ _____
List Credit Cards Below:			
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
TOTALS:	\$ _____	_____	\$ _____

SECTION 7. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish the information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)

<input type="checkbox"/> BORROWER <input type="checkbox"/> I do not wish to furnish this information	<input type="checkbox"/> CO-BORROWER <input type="checkbox"/> I do not wish to furnish this information
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male

All Adult Household Members Must Sign & Date the Application

Burbank Housing will not discriminate against any applicants on the basis of race, color, religion, national origin, sex marital status, age (provided applicant has the capacity to enter into a binding agreement), disability, gender or otherwise.

I/We, the undersigned, give our permission to Burbank Housing Development Corporation and/or Caliber Home Loans or Guild Mortgage Company to perform a credit review and pre-qualification on all applicants for the purpose of determining my/our eligibility for the purchase of a home.

I/We certify that the information provided in this application is true and correct on the date set forth and I/we acknowledge my/our understanding that any intentional or negligent misrepresentation of the information provided herein may result in rejection of this application and/or further participation in any Burbank Housing program.

Applicant Signature _____ Date Signed _____ Applicant Signature _____ Date Signed _____

Applicant Signature _____ Date Signed _____ Applicant Signature _____ Date Signed _____

Mail, email or fax this completed application to:

Burbank Housing Homeownership Dept., 790 Sonoma Ave, Santa Rosa, CA 95404, homeownership@burbankhousing.org, fax 707-890-6383



Burbank Housing licensed by CalBRE #01154604

Robyn van Ekelburg, Corporate Broker CalBRE #01336834, NMLS #334668

Updated 1/3/2018

Contact Us | burbankhousing.org/homeownership | 707.890.6383 | TTY 877.735.2929 | Voice Relay 888.877.5379

RELEASE OF INFORMATION

I authorize the release of any information BURBANK HOUSING DEVELOPMENT CORPORATION may request from third parties regarding myself and all other persons included in the application for Redwood Grove including the following:

• Personal, Credit, and Landlord	• Alimony
• Criminal Background	• Child Support
• Employer References	• Family Support
• Apartment Rentals and Tenant History	• Financial Assistance
• Employment	• General Assistance
• Self Employment	• Educational Grants and/or Work Study
• Unemployment	• Savings and Checking Accounts
• Social Security Benefits	• Assets
• Disability Income	• Annuities
• Worker's Compensation	• Child Care Expenses
• TANF/AFDC	• Disability
• Pension Benefits	• School, Education or Academic Records
• Union Benefits	• Any other Income or Assets not listed
• Caliber Home Loans	• Guild Mortgage Company

NAME (PLEASE PRINT)

SIGNATURE

DATE

ONE FORM PER PERSON ONLY

PLEASE COPY AS NECESSARY

EQUAL HOUSING OPPORTUNITY

