



DATE RECEIVED BY CITY: \_\_\_\_\_

**REDEVELOPMENT AGENCY OF  
THE CITY OF SAN JACINTO  
DOWN PAYMENT ASSISTANCE PROGRAM (DPAP)  
GRANT APPLICATION**

**INTRODUCTION:**

This application will help City of San Jacinto Redevelopment Agency (RDA) staff and officials make a decision regarding your request for a down payment assistance grant through the RDA's Down Payment Assistance Program (DPAP). This application will be used for the preliminary review of your grant request only. Completion and submission of this application does not obligate the RDA to allocate DPAP grant funds to your housing purchase.

**NOTE:** Please keep your answers brief and contained within the space provided. In the event that additional information is needed, you will be contacted by RDA staff.

Name of Applicant(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Address of Property Being Purchased: \_\_\_\_\_

APN Number: \_\_\_\_\_

Primary Lender: \_\_\_\_\_

Lender's Telephone Number: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Appraised Value: \_\_\_\_\_

Estimated First Mortgage: \_\_\_\_\_

Proposed Amount of Grant: \_\_\_\_\_

## DPAP SUBMISSION CHECKLIST:

All applications must be typed or printed neatly. All forms should be filled out completely. Make sure applications are signed, and notarized, where required. **Incomplete applications will not be accepted.** All items must be included in initial submittal - faxes will not be accepted for the reservation phase. Reservations that are missing any required items will not be processed and will be returned to the Lender.

The DPAP uses a three-phase process: reservation, request for funding, and closing. The items required for each phase are as follows:

**DPAP Reservation.** The following items are required in order to reserve funds for a specific grant applicant:

- Cover Letter from Primary Lender (Certifying Applicant Has Qualified for Primary Loan)
- Copy of fully completed and signed Grant Application.
- Down Payment Assistance Program Grant Reservation Form.
- Signed Original Certification of Applicant Form.
- Signed original of Income Affidavit form (if applicable).
- Copies of Paycheck Stubs for two months.
- Copy of last three years federal tax returns or Income Tax Affidavit. **PLEASE NOTE:** The applicant must sign the tax returns stating that "This is a true and exact copy of the return submitted to the IRS."
- Copy of the signed Sales Agreement, or equivalent, including all counter-offers.
- Copy of the Escrow Instructions.
- Copy of the complete Preliminary Report of Title.
- Summary Page of Appraisal performed on the Property within 90 Days of Application
- Completed Program Financing Worksheet or Good Faith Estimate of Closing Costs.

**PLEASE NOTE:** For each year of tax returns submitted the statement, "**This is a true and exact copy of the tax return submitted to the IRS**" must be added to each tax return with the applicant's original signature next to the statement.

The Agency has **ten working days** to review and approve these items.

***Thank you for your interest***

## FINAL APPROVAL PHASE

The lender will submit the following two items:

- Copy of Certificate of Occupancy (New Home); or submits request for Certificate of Compliance (existing home/new home uninhabited for two years).
- Copy of the buyer's completion of the Home Buyer Education class

The Agency has **three working days** to review and approve these items.

## CLOSING PHASE

- Buyer(s) attend settlement appointment and sign all loan closing documents including all legal documents prepared by the Escrow Company. Agency documents to be signed and **notarized** at closing include, but are not necessarily limited to, the following:
  - Wire Instructions to include:
    - Bank:
    - Address:
    - City/State
    - Telephone Number:
    - ABA:
    - Account:
    - Credit To:
    - Home Buyer's Name and Address:
    - Wire Amount:
    - Escrow Officer:
    - Escrow Number:
  - Down Payment Assistance Program Disclosure Statement.
  - Grant Agreement with Affordability Covenants
  - Notice of Affordability Restrictions on Transfer of Property
  - Request for Notice – Escrow/Title Company closes out the Program File, completes the Redevelopment Agency's Request for Notice pursuant to Section 2924B of the California Civil Code, and forwards it to the Agency for signature and recording.

**NOTE-** All Closing Documents requiring a signature must be **notarized**.

FAILURE TO SUBMIT "REQUEST FOR NOTICE" WITHIN FIFTEEN (15) DAYS OF CLOSING WILL RESULT IN SUSPENSION OF THE PARTICIPATING LENDER, INCLUDING ALL BRANCHES, FROM THE PROGRAM. THE AGENCY WILL NOT ACCEPT FUNDING RESERVATION REQUESTS FROM A SUSPENDED PARTICIPATING LENDER.

**Redevelopment Agency of the City of San Jacinto  
595 S. San Jacinto Avenue  
San Jacinto CA 92583**

**Down Payment Assistance Program**

**Grant Reservation**

Lender \_\_\_\_\_

Lender Address: \_\_\_\_\_

Lender Telephone: \_\_\_\_\_

Authorized Lender Representative: \_\_\_\_\_

**The Redevelopment Agency of the City of San Jacinto requests that a cover letter be provided from the primary lender chosen by the applicant on the lender's letterhead. This letter should certify that the lender has agreed to provide a primary mortgage loan scheduled to close on \_\_\_\_\_, 2011.**

The primary lender's cover letter should include at a minimum the following information:

1. Name of Applicant(s)
2. Current Address
3. Applicant's Telephone Number
4. Address of Home Being Purchased
5. Assessor Parcel Number
6. Purchase Price
7. Estimated First Mortgage Amount
8. Gross Annual Household Income
9. Basic Terms of Loan

**Redevelopment Agency of the City of San Jacinto**  
**595 S. San Jacinto Avenue**  
**San Jacinto CA 92583**

**Certification of Applicant**

The undersigned, has applied for a down payment assistance grant from the Redevelopment Agency of the City of San Jacinto (RDA) in conjunction with the RDA's Down Payment Assistance Program (DPAP), and hereby acknowledges and understands the following:

1. The DPAP grant is to be used in conjunction with a mortgage loan for the purchase of a single-family residence, which is required to be used as your principal residence within sixty (60) days after the closing of the mortgage loan. The home shall not be used as a business or as a vacation (second) home. All applicants and co-applicants (if applicable) must use the home as their primary residence.
2. The decision to provide the first mortgage loan is completely within the discretion of the mortgage lender with whom you have applied. The RDA makes no decision in regard to the approval of any first mortgage loan.
3. The decision to provide a down payment assistance grant under the DPAP is within the sole discretion of the RDA, and is dependent upon your application meeting all requirements of the DPAP and upon the RDA's approval of your lender and the terms of your first mortgage, as well as the availability of funds.
4. The decision of which home to buy is within the sole discretion of the buyer and the buyer understands that the down payment assistance grant under the DPAP is not limited to specific homes. The buyer has performed his/her own investigation of the housing market, and has independently selected a home to purchase.
5. The buyer shall satisfy him/herself as to the condition of the home prior to closing escrow. The buyer shall confirm that requested repairs are complete prior to close of escrow, and that all systems are operating properly. RDA shall not be responsible for any repairs to the home at any time.
6. The buyer understands that he/she is required to attend a Home Buyer Education Class as soon as possible in the purchase process and that a down payment assistance grant shall not be approved under the DPAP until the buyer submits evidence of attendance of this class.
7. To schedule a class, call Fair Housing at 1-800-655- 1812 or Neighborhood Housing Service at 951-300-1757, or in the Desert, Rancho Housing Alliance at 760-391-5883 and ask for a first time home buyer appointment.

Listed below are the names of all persons who intend to reside in the residence and include the income of all adults age 18 and older:

Name	Relationship to Head of Household	Age	Social Security Number	Employer	Annual Income
TOTAL HOUSEHOLD INCOME					

1) You certify that you have not had a previous ownership interest in a principal residence during the last three (3) years. A down payment assistance grant will not be provided under the DPAP if you have had a previous ownership interest in a principal residence during the last three (3) years. In connection with the requirement listed above, you will be required to submit copies of your previous three (3) years federal income tax returns, and if unavailable, you will cooperate with the lender to submit alternative documentation acceptable to the lender and the RDA.

2) You certify that you have insufficient funds available to pay for all estimated non-recurring closing costs and fees in connection with the home purchase, and you have provided to the lender all required information to enable lender to determine your total income from assets and your available funds to pay for closing costs.

3) You acknowledge that a material misstatement **negligently** made in any statement by you in connection with an application for a down payment assistance grant under the DPAP will constitute a violation of law and may be punishable by a fine; and a material misstatement **fraudulently** made by you will constitute a violation of law and may be punishable by a fine, in addition to any criminal penalty imposed by law. Any DPAP grant commitment made based on a material misstatement shall be revoked.

4) By affixing your signature to this document, you acknowledge that you have read and understand all of the elements as indicated, and give your consent to proceed with the application for a down payment assistance grant from the RDA under the DPAP.

**Redevelopment Agency of the City of San Jacinto  
595 S. San Jacinto Avenue  
San Jacinto CA 92583**

**Down Payment Assistance Program Application**

**SIGNATURE PAGE FOR CERTIFICATION OF APPLICANT**

**APPLICANT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 2011

**CO-APPLICANT (if applicable)**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 2011

## 2011 Riverside County Affordable Housing Worksheet

**Income Eligibility.** The DPAP is limited to buyers with a household income that does not exceed one hundred twenty percent (120%) of the area median income (i.e., moderate income households). Consequently, households that qualify as extremely low, very low or lower income also qualify for the Program. Income standards applicable to San Bernardino-Riverside County, based upon the size of the family, at this time are as follows:

<b>Maximum Annual Household Income Adjusted for Family Size Effective 2011</b>								
<i>Income Level</i>	<i>1 person household</i>	<i>2 person household</i>	<i>3 person household</i>	<i>4 person household</i>	<i>5 person household</i>	<i>6 person household</i>	<i>7 person household</i>	<i>8 person household</i>
<i>Extremely Low</i>	\$13,800	\$15,750	\$17,700	\$19,650	\$21,250	\$22,800	\$24,400	\$25,950
<i>Very Low</i>	\$22,950	\$26,200	\$29,500	\$32,750	\$35,400	\$38,000	\$40,650	\$43,250
<i>Lower</i>	\$36,700	\$41,950	\$47,200	\$52,400	\$56,600	\$60,800	\$65,000	\$69,200
<i>Median</i>	\$43,750	\$50,000	\$56,250	\$62,500	\$67,500	\$72,500	\$77,500	\$82,500
<i>Moderate</i>	\$52,500	\$60,000	\$67,500	\$75,000	\$81,000	\$87,000	\$93,000	\$ 99,000

These amounts are based on the median income of Riverside County, as released by the Department of Housing and Community Development (“HCD”) by memorandum dated as of June 23, 2011. These median income numbers are revised annually.

## **APPENDIX B CALCULATING GROSS INCOME**

As used in this Manual, the term “gross income” shall have the same meaning as set forth in Section 6914 of Title 25 of the California Code of Regulations, which provides as follows:

“Gross income” shall mean the anticipated income of a person or family for the twelve-month period following the date of determination of income. If the circumstances are such that it is not reasonably feasible to anticipate a level of income over a twelve-month period, a shorter period may be used subject to a redetermination at the end of such a period. “Income” shall consist of the following:

(a) Except as provided in subdivision (b), all payments from all sources received by the family head (even if temporarily absent) and each additional member of the family household who is not a minor shall be included in the annual income of a family. Income shall include, but not be limited to:

(1) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;

(2) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);

(3) Interest and dividends;

(4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see subdivision Periodic and determinable allowances such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling);

(6) All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse

**The following items shall not be considered as income:**

- (1) Casual, sporadic or irregular gifts;
- (2) Amounts which are specifically for or in reimbursement of the cost of medical expenses;
- (3) 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;
- (4) Amounts of educational scholarships paid directly to the student or to 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 of which are available for subsistence are to be included in income;
- (5) The special pay to a serviceman head of a family away from home and exposed to hostile fire;
- (6) Relocation payments made pursuant to federal, state, or local relocation law;
- (7) Foster child care payments;
- (8) The value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged the eligible household;
- (9) Payments received pursuant to participation in the following volunteer programs under the ACTION Agency:
  - (A) National Volunteer Antipoverty Programs which include VISTA, Service Learning Programs and Special Volunteer Programs.
  - (B) National Older American Volunteer Programs for persons aged 60 and over which include Retired Senior Volunteer Programs, Foster Grandparent Program, Older American Community Services Program, and National Volunteer Program to Assist Small Business Experience, Service Corps of Retired Executive (SCORE) and Active Corps of Executives (ACE).

**Redevelopment Agency of the City of San Jacinto  
Down Payment Assistance Program (DPAP) Application**

**Income Affidavit**

I (We) hereby certify that I (we) was (were) not required by law to file a Federal Income Tax Return for the following year(s) \_\_\_\_\_ for the following reason(s) state below:

1. I (We) acknowledge and understand that this Affidavit will be relied upon for purposes of determining my (our) eligibility for a down payment assistance grant under the DPAP.
  
2. I (We) acknowledge that a material misstatement negligently made in any statement by me (us) in connection with an application for a grant under the DPAP may be punishable by a fine; and a material misstatement fraudulently made in any statement made by me (us) in connection with an application for a grant under the DPAP may be punishable by a fine and repayment of all assistance received, in addition to any criminal penalty, including imprisonment, imposed by law. Any DPAP grant commitment made based on a material misstatement shall be revoked.

**APPLICANT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 2011

**CO-APPLICANT (if applicable)**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 2011