



CITY OF DUBLIN

100 Civic Plaza, Dublin, California 94568

Website: <http://www.ci.dublin.ca.us>

Dear Interested Homebuyer:

The First Time Homebuyer Loan Program is capable of offering up to 10% of the Purchase Price for Market Rate homes and up to 15% of the Purchase Price or Below Market Rate homes (BMR). Applicants will only be required to pay back this loan when they sell the home, default, and in Market-Rate homes, when they refinance their primary mortgage. The maximum sale price on a home that qualifies for this program is \$781,000.

Applicants must meet the income and household size limits to qualify for City assistance.

Household Size	BMR Homes 120% of Area Median	Market-Rate Homes 140% of Area Median
1	\$70,400	\$82,180
2	\$80,500	\$93,800
3	\$90,500	\$105,560
4	\$100,600	\$117,320
5	\$108,600	\$126,700
6	\$116,700	\$136,080
7	\$124,700	\$145,460
8	\$132,800	\$154,840

Preference is given to applicants who live or work in Dublin, to senior citizens (62+), to the permanently disabled and to those who must relocate as the result of the demolition of their homes or of condominium conversion.

Attached is a packet of information needed for a First Time Homebuyer's loan. Please read the complete packet carefully. If you have any questions, please contact the Housing Division at (925) 833-6610.



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First Time Homebuyer Loan Program Guidelines

The program provides financial assistance to first time homebuyers within a certain income range to buy their first home in the form of a deferred loan.

Borrower Qualifications

- **MAXIMUM INCOME & HOUSEHOLD SIZE LIMITS**

Household Size	BMR Homes 120% of Area Median	Market-Rate Homes 140% of Area Median
1	\$70,400	\$82,180
2	\$80,500	\$93,800
3	\$90,500	\$105,560
4	\$100,600	\$117,320
5	\$108,600	\$126,700
6	\$116,700	\$136,080
7	\$124,700	\$145,460
8	\$132,800	\$154,840

- Borrower must provide sufficient documentation of income to the City for use in determining the borrower's income level.

Total Household Income means the total income of all residents of the household.

Borrower must submit a complete application to the City's Housing Division at least four weeks before scheduled close of escrow. Upon determination of eligibility for the Program, borrower shall receive a letter stating the maximum amount of loan funds a buyer is eligible for. ***This letter determines loan eligibility only.*** Since funding is limited and is available on a first come first serve basis, a letter of eligibility is not a guarantee that funds will be available to the borrower when requested.

Terms of the Loans

Market Rate and Below-Market Rate Loans Repayment

The Loan is a 30 year deferred loan. Repayment of the principal and interest on the second loan shall be due and payable at the earlier of the following events:

- Sale of the residence
- Payoff or refinance of the first mortgage loan (for Market Rate Units only)
- Upon the formal filing and recording of a Notice of Default

Maximum Sale Price

The maximum sale price on a home that qualifies for this program is \$781,000.

Loan Amounts

The First Time Homebuyer Loan Program is capable of offering up to 10% of the Purchase Price for market rate home and up to 15% of the Purchase Price for below market rate homes.

The maximum loan amount for which an Eligible Household may qualify does include the amount the City will front for servicing fees or the cost of any additional due diligence for which the City is required to obtain (i.e. title reports, termite inspection, credit report and appraisal). The City will deduct processing expenses from the loan amount.

Property Eligibility

Properties must meet the following requirements:

- Sales price of the home cannot exceed the City of Dublin's sales price limits established yearly
- Property must be located in Dublin, CA
- Be a single-family, one-unit residence, including condominium /PUD*
- Manufactured housing must meet secondary market eligibility requirements

*Condominium Occupancy - In accordance with Fannie Mae's "***Condominium Project Acceptance Policy***"

Equity Share and Interest Rates

Market Rate Units

Upon sale of the Property, repayment of the loan, or the occurrence of any Default Event, Borrower shall pay to City, in addition to the repayment of the loan principal, the greater of the following: (i) fixed interest rate set at the time the loan was made or (ii) an equity share based on the amount of the City's loan in proportion to the value of the property less the purchase price paid by the borrower at the time the property was purchased.

EXAMPLE

Borrower purchased a home for \$500,000, the City of Dublin provided a \$50,000 deferred loan:

Equity Share. \$50,000 is 10% of the sale price. Borrower sells the home 20 years later for \$700,000, the equity earned on the home is \$200,000 ($\$700,000 - \$500,000 = \$200,000$) 10% of \$200,000 or \$20,000 will be the City of Dublin's portion of this equity, payable on sale. The full amount to be repaid would be the principal borrowed (\$50,000) plus 10% of the equity (\$20,000) for a repayment obligation of \$70,000.

Fixed Interest Rate. Borrower sells his home 20 years later and the \$50,000 deferred loan has accrued at 3% simple interest over 20 years. The interest accrued over the 20 years is

\$30,000. The full amount due is the principal borrowed \$50,000 plus interest \$30,000 for a repayment obligation of \$80,000.

In the example provided above, the fixed interest rate option is the higher of the two and would be required for payment to the City.

Inclusionary Units

Upon the sale of the Property, repayment of the loan, or the occurrence of any Default Event, borrower shall pay the City the principal amount of this loan, together with simple interest rate become due and payable pursuant to the terms of the Promissory Note.

Prepayment

Borrower may prepay the loan at any time without penalty, so long as it provides the principal balance of this loan plus the accrued interest or equity share as set forth herein

Acceptable First Mortgages

The Loan may pair up with the following primary loan products: a fixed mortgage of 30 years or longer; some 5 year fixed and then adjustable rate mortgages (5/1 ARM); some products that offer interest only for a specified time period and then revert to a fixed mortgage of 30 years or longer, or any CalHFA product. The City will review first loan products on a case-by-case basis to determine the eligibility to collaborate with the City's Loan. The final determination will rest with the City.

Additional Down Payment Assistance

The Loan may also work with layered financing as long as the other loans do not reduce the security of the City's funds. Examples of permissible financing include primary loans provided by CalHFA.

Fees

The City has a \$1,500 Administrative Fee (paid at escrow) for the underwriting, processing, and servicing of First Time Homebuyer Loan. A deposit of \$755 towards the administrative fee is due at application. Additional fees for underwriting the loan are possible.

Should the applicant not follow through with the purchase contract and the City incurs costs on behalf of the applicant (such as a title report, credit report, pest inspection, or other costs), those costs are due to the City.

Primary Residence

Borrower shall use the home purchased under this program as their primary residence.

Preference Points

Preference is given to applicants who live or work in Dublin, to senior citizens (62+), to the permanently disabled, have family living in Dublin, and to those who must relocate as the result of the demolition or condominium conversion of their residence.

Loan Funds

Loan funds are available for down payment assistance and to pay for any nonrecurring closing costs associated with purchasing the home. Buyer shall not use loan funds to finance repairs, room additions or to purchase any non-real property, except for capital improvements verified by the City before construction.

First Time Homebuyer Loan Program Qualifications

Down Payment

Borrower must provide funds in an amount equal to a minimum of 3% of the purchase price for use as a down payment. Down payment funds must be in a financial institution account(s) for a minimum of three (3) months. Before escrow closes, down payment funds must be in possession of the escrow agent.

Credit

Borrower must have sufficient creditworthiness to qualify for a first mortgage from a City approved lender. Creditworthiness includes applicants having a credit score of at least 620 and has not filed bankruptcy in the last two (2) years.

Debt to Income Ratio

Borrower's total debt to income ratio may not exceed 50% of the Borrower's total income.

Co-Signatories

The Loan shall contain no co-signatories, and only the purchaser's name/s may be on the deed.

Legal Residency

Applicants and all household members must be United States Citizens or have the legal right to reside in the United States.

Pest Inspection

The City will secure a pest report from the applicant to or termite firm to determine that the structure is sound. Citations for pest infestation must be resolved as recommended in the report.

Homebuyer Inspection

Borrower must obtain a written property inspection report from a qualified home inspection company before the close of escrow. This report must cover all major systems in the house including but not limited to electrical, plumbing, foundations, drainage systems, paint, and all built-in appliances.

Homebuyer Education Certificate

Homebuyer must successfully complete a City approved first time homebuyer-training program before the close of escrow.

The required First Time Homebuyer class is available at one of these three locations. Please be advised that pre-register is required to attend. Please be sure to indicate to the agency that the class is a requirement under the City of Dublin Home Loan program.

Tri-Valley Housing Opportunity Center (no cost to applicant)
20 South L Street
Livermore, CA 94550
(925) 373-3930

The Unity Council (no cost to attend)
3411 East 12th Street, Suite 200
Oakland, CA 94601
(510) 535-7177
www.unitycouncil.org

Neighborhood Housing Services (may have fee for class in future)
Silicon Valley
1156 North Fourth Street
San Jose, CA 95112
(408) 279-2600
www.nhssv.org

Fulfilling the above requirements is the sole responsibility of the homebuyer. Failure to fully satisfy the above Program requirements might result in delay of loan funding or in loan denial as determined by the City's Housing Specialist.

DUBLIN FIRST TIME HOMEBUYER LOAN PROGRAM PROCESS

1. Once the City has received a complete application, applicants are required to meet with Dublin's Housing Department to review the loan application process and loan documents.
2. A qualified applicant who has met with City Staff and submitted a complete application will receive a Conditional Approval Letter. This letter indicates that all preliminary documents and qualifications comply with Dublin FTHLP Guidelines. City Staff will proceed with the processing of the application.
3. If the applicant has not already done so, applicant must take a First Time Homebuyer class and provide the completion certificate to the City of Dublin Housing Staff.
4. Once all due diligence (title report, termite report, appraisal, and any inspections the applicants request) have been completed, the City of Dublin will prepare the loan documents for applicant signature(s).
5. When escrow is ready to close, the escrow company will receive the City's loan documents for signing and recording.
6. When the escrow company has recorded all documents and the sale is complete, the City of Dublin will receive a closing statement from the escrow firm, called a HUD-1 form. The applicant(s) will then receive copies of all loan documents and the file will be complete. **APPLICANT IS NOW ARE A HOMEOWNER IN THE CITY OF DUBLIN.**
7. For compliance with the Program's rules and regulations, the City performs annual monitoring of homes. Any default of the Loan Agreement, Deed of Trust, or Promissory Note may result in the City calling the loan due immediately.

Loan Reservation & Disbursement Guidelines

Items needed to reserve funds for 60 days:

- Copy of the executed purchase agreement
- Copy of loan qualification letter for first mortgage
- Evidence of borrower's 3 % down payment
- Copy of First Time Homebuyer training certificate
- Dublin First Time Homebuyer Loan Program Eligibly Letter

To disburse funds into escrow:

- Title Company name, address, contact person, phone number, and escrow number
- Wire instructions to transfer funds to escrow account (instruction must be on Title Company letterhead, signed by the escrow officer handling transaction)
- Evidence of buyer's down payment in escrow
- Appraisal
- Termite clearance

After escrow closes:

- Title insurance naming City as a beneficiary
- Copy of Property Inspection report

Borrower acknowledges receipt of the City of Dublin First Time Homebuyer Loan Program Guidelines:

Applicant

Date

Applicant

Date



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HOMEBUYER LOAN APPLICATION CHECKLIST

Items Required for all City Loan Commitments and Funding

Note: In order to process this application, it must be complete with all applicable documents

- Signed Residential Loan Application
- Reportable Income
- Preference Point Application With Verification
- Four Recent Paycheck Statements or Current Profit & Loss Statement if Self-Employed
- Three Recent Years of Federal Income Tax Returns
- Current Financial Institutions Statements
- Purchase Contract
- Copy of Good Faith Estimate
- First Mortgage Loan Commitment/Approval Letter
- Evidence of Additional Down Payment Assistance
- Certificate of Completion of Homebuyer Education Course
- Credit Report
- No Income Affidavit
- Deposit Check

Instructions on all referenced documents follow this checklist



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INSTRUCTIONS FOR FIRST TIME HOMEBUYER LOAN PROGRAM APPLICATION CHECKLIST

Signed Residential Loan Application

Applicant(s) can submit a copy of the Residential Loan Application submitted to their mortgage lender or submit a new application. Please complete all sections of this application form. Should some item(s) not apply to you please write “not applicable” or n/a.

Reportable Income

All income received by any household member 18 years of age or older must be included with your application. Additional sources of income include:

- Compensation for services rendered including fees, commissions, tips, and bonuses. Net income derived from private businesses
- Gains from dealings in commercial property
- All interest, dividends, and royalties
- Winnings
- Alimony and child support
- Annuities, life insurance, and endowment contracts
- Income from pensions
- Income from discharge of indebtedness
- Partnership contributions
- Income from an interest in an estate or trust
- Public benefits including but not limited to TANF, SSI, disability income

Area Code (925) · City Manager 833-6650 · City Council 833-6650 · Personnel 833-6605 · Economic Development 833-6650
Finance 833-6640 · Public Works/Engineering 833-6630 · Parks & Community Services 833-6645 · Police 833-6670
Planning/Housing/Code Enforcement 833-6610 · Building Inspection 833-6620 · Fire Prevention Bureau 833-6606

Preference Point Application and Verification

The Program contains preferences for certain individuals (described below). Applicant with preference points, move ahead of other applications that have yet to receive a letter from the City confirming a complete application.

A household receives preference for a Loan if one of its members meets any of the following criteria:

Resident of the City of Dublin	3 points
Employed in the City of Dublin	3 points
Public Service Employee in the City of Dublin	1 point
Senior Citizen (62 years +)	1 point
Permanently Disabled Individual	1 point
Immediate family members that are Dublin residents	1 point
Relocated Dublin Residence due to demolition or condominium conversion	1 point

The following documents and criteria are required to verify a claim for a preference point.

Resident of Dublin

- Currently live in Dublin and have continuously for the past 12 months
- Copy of two utility bills (PG&E or water), one from at least one year ago and one most recent utility bill both showing the applicant with a Dublin address **or**
- Copy of a current rental agreement

Employed in the City of Dublin

- Currently work in Dublin and have continuously for the past six (6) months. *
- Copy of first and most recent paycheck stub establishing length of employment **or**
- Letter from employer, on company letterhead, indicating continuous employment for the past six months

*Newly hired teacher that will be working in Dublin may waive the six-month employment criteria by submitting a copy of their employment contract.

Public Service Employee working in Dublin

- In addition to the above employment verification and criteria, Applicant provides a letter from employer confirming employment and employer contact information.

Senior Citizens

- 62 years or older
- A valid California (or other state with photo i.d.) driver license **or**
- A valid California (or other state with photo i.d.) identification card **or**
- A valid passport

Permanently Disabled Individual

- A note from your doctor confirming that one applicant is permanently disabled **or**
- Other verification from a State Agency establishing permanent disability status **or**
- Verification of receipt of SSI

Immediate Family Member(s) That Are Dublin Residents

- Immediate family members must have continuously lived in Dublin for the past 12 months
- Copy of two utility bills (PG&E or water), one from at least one year ago and one most recent utility bill both showing the applicant with a Dublin address **or**
- Copy of a current rental agreement, **and**
- A copy of birth certificates for self and immediate family member, establishing relationship
- Other legal document establishing relationship

Relocated Dublin resident due to Demolition or Condominium Conversion

- Letter from apartment owner or management firm informing of either the imminent condominium conversion or that the unit is to be demolished.

Four Recent Paycheck Statements or Current Profit and Loss Statement If Self-Employed

Please provide your last four paycheck stubs are provided with the dates issued, year-to-date income paid and other current income statements for each household member who is age 18 and older.

- If employment of any household member is inconsistent or seasonal or in some other manner varies substantially from pay period to pay period please include at least at least four more paycheck stubs.
- If a household member is 18 years of age or older and is a full time student, income earned is not counted toward the household income. However the full time student must provide current verification of enrollment.
- Self-employed individuals must include most recent Profit & Loss Statement.

Three Recent Years of Federal Income Tax Returns

Please submit most recent **three years** of Federal Income Tax returns (1040,1040A, 1040EZ) for ***all household members***. Include all relevant schedules and forms. Tax Returns submitted must have signatures and dated.

Current Financial Institutions Statements

Please provide three (3) most current statements from all financial institutions where you or any household member 18 years and older holds any accounts. The financial institution statement must include all pages, the name or names of the account owner, and all transactions occurring during the reporting period.

- This includes checking and savings accounts from banks, savings and loans, credit unions, and brokerage houses accounts (i.e. stocks, mutual funds, or bonds).
- Stock and Mutual Funds accounts statements included the number of shares and value of each share be indicated and dividends received.

Purchase Agreement

Please provide a copy of your complete purchase agreement. Also include the contact information of the real estate agent assisting you with the purchase transaction.

Good Faith Estimate

Please submit your Good Faith Estimate form your first mortgage lender has provided.

First Mortgage Loan Commitment /Approval Letter

Please submit your first mortgage loan commitment/approval letter. Also include the contact information of the Loan Officer assisting you with your loan.

Evidence of Additional Down Payment Assistance

If you intend to use other sources of down payment assistance in addition to this loan, please include proof of these funds. This could be a gift of money from a relative, Mortgage Certificate Credit from the County of Alameda, or any other program providing assistance.

Certificate of Completion of Homebuyer Education Course

To qualify for a City of Dublin home loan you must have completed a HUD or Fannie Mae certified **eight (8) hour** First Time Homebuyer course.

There are three locations where this can be accomplished. All three of these will provide you with a certificate verifying that the class has been completed. Please include this certificate, or a copy with your application. Please be advised you must pre-register at all three locations.

You may take the First Time Homebuyer class at:

Tri-Valley Housing Opportunity Center (a nominal fee)
20 South L Street
Livermore, California
(925) 373-3930
www.tvhoc.org

The Unity Council (no cost to attend)
Alex Sasayama, Homeownership Counselor
3411 East 12th Street, Suite 200
Oakland, CA 94601
(510) 535-7177
www.unitycouncil.org

Neighborhood Housing Services (may have fee in future)
Silicon Valley
1156 North Fourth Street
San Jose, CA 95112
(408) 279-2600
www.nhssv.org

**PLEASE BE SURE YOU TELL THEM THAT YOU ARE TAKING THE 8-HOUR COURSE
AS A REQUIREMENT FOR THE CITY OF DUBLIN FIRST TIME HOMEBUYER
PROGRAM.**

Credit Report

If you have a current credit report, please include this in your packet. If you do not have a credit report you will be authorizing the City of Dublin to request and review your credit information.

No Income Affidavit

Adult member(s) of the household (other than a full time student) that do not claim income, please complete and submit an affidavit swearing this. If you cannot locate a suitable document please call the City of Dublin Housing Division for assistance.

Deposit Check

Applicants must submit a check for \$755 towards the administrative fee made out to the City of Dublin.

Uniform Residential Loan Application

This application is designed to be completed by the applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower", as applicable. Co-Borrower information must also be provided (and the appropriate box checked) when the income or assets of a person other than the "Borrower" (including the Borrower's spouse) will be used as a basis for loan qualification or the income or assets of the Borrower's spouse or other person who has community property rights pursuant to state law will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person has community property rights pursuant to applicable law and Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower _____	Co-Borrower _____	
I. TYPE OF MORTGAGE AND TERMS OF LOAN		

Mortgage Applied for:	<input type="checkbox"/> VA	<input checked="" type="checkbox"/> Conventional	<input type="checkbox"/> Other (explain):	Agency Case Number	Lender Case Number
	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA/Rural Housing Service			

Amount \$	Interest Rate %	No. of Months	Amortization Type:	<input checked="" type="checkbox"/> Fixed Rate	<input type="checkbox"/> Other (explain):
				<input type="checkbox"/> GPM	<input type="checkbox"/> ARM (type):

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Subject Property Address (street, city, state, & ZIP)	No. of Units
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Legal Description of Subject Property (attach description if necessary)	Year Built
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Purpose of Loan	<input checked="" type="checkbox"/> Purchase	<input type="checkbox"/> Construction	<input type="checkbox"/> Other (explain):	Property will be:
	<input type="checkbox"/> Refinance	<input type="checkbox"/> Construction-Permanent		<input checked="" type="checkbox"/> Primary Residence
				<input type="checkbox"/> Secondary Residence
				<input type="checkbox"/> Investment

Complete this line if construction or construction-permanent loan.

Year Lot Acquired	Original Cost	Amount Existing Liens	(a) Present Value of Lot	(b) Cost of Improvements	Total (a+b)
	\$	\$	\$	\$	\$

Complete this line if this is a refinance loan.

Year Acquired	Original Cost	Amount Existing Liens	Purpose of Refinance	Describe Improvements	<input type="checkbox"/> made	<input type="checkbox"/> to be made
	\$	\$		Cost: \$		

Title will be held in what Name(s)	Manner in which Title will be held	Estate will be held in:
		<input checked="" type="checkbox"/> Fee Simple
		<input type="checkbox"/> Leasehold (show expiration date)
Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain)		

III. BORROWER INFORMATION

Borrower	Co-Borrower
Borrower's Name (include Jr. or Sr. if applicable)	Co-Borrower's Name (include Jr. or Sr. if applicable)

Social Security Number	Home Phone (incl. area code)	DOB (mm/dd/yyyy)	Yrs. School	Social Security Number	Home Phone (incl. area code)	DOB (mm/dd/yyyy)	Yrs. School
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<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried (include single, divorced, widowed)	Dependents (not listed by Co-Borrower)	no.	ages	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried (include single, divorced, widowed)	Dependents (not listed by Borrower)	no.	ages
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Present Address (street, city, state, ZIP)	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	_____ No. Yrs.	Present Address (street, city, state, ZIP)	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	_____ No. Yrs.
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Mailing Address, if different from Present Address	Mailing Address, if different from Present Address
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If residing at present address for less than two years, complete the following:

Former Address (street, city, state, ZIP)	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	_____ No. Yrs.	Former Address (street, city, state, ZIP)	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	_____ No. Yrs.
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Former Address (street, city, state, ZIP)	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	_____ No. Yrs.	Former Address (street, city, state, ZIP)	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	_____ No. Yrs.
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Borrower		IV. EMPLOYMENT INFORMATION		Co-Borrower	
Name & Address of Employer	<input type="checkbox"/> Self Employed	Yrs. on this job	Name & Address of Employer	<input type="checkbox"/> Self Employed	Yrs. on this job
		Yrs. employed in this line of work/profession			Yrs. employed in this line of work/profession
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)

If employed in current position for less than two years or if currently employed in more than one position, complete the following:

Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)

V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION

Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	Present	Proposed
Base Empl. Income*	\$	\$	\$	Rent	\$	
Overtime				First Mortgage (P&I)		\$
Bonuses				Other Financing (P&I)		
Commissions				Hazard Insurance		
Dividends/Interest				Real Estate Taxes		
Net Rental Income				Mortgage Insurance		
Other (before completing, see the notice in "describe other income," below)				Homeowner Assn. Dues		
				Other:		
Total	\$	\$	\$	Total	\$	\$

* Self Employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements.

Describe Other Income **Notice:** Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-Borrower (C) does not choose to have it considered for repaying this loan.

B/C	Monthly Amount
	\$



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CREDIT REPORT AUTHORIZATION AND PRIVACY DISCLOSURE FORM

I hereby authorize and instruct the City of Dublin (hereinafter "City") to obtain and review my credit report. My credit report will be obtained from a credit reporting agency chosen by the City I understand and agree that City intends to use the credit report for the purpose of evaluating my financial readiness to purchase a home and/or to engage in post-purchase counseling activities.

My signature below also authorizes the release to credit reporting agencies of financial or other information that I have supplied to City in connection with such evaluation. Authorization is further granted to the credit reporting agency to use a copy of this form to obtain any information the credit reporting agency deems necessary to complete my credit report.

In addition, in connection with determining my ability to obtain a loan, I

_____ authorize

_____ do not authorize

_____ to share with potential mortgage lenders and/or counseling agencies my credit report and any information that I have provided, including any computations and assessments that have been produced based upon such information. These lenders may contact me to discuss loans for which I may be eligible, and these counseling agencies may contact me to discuss counseling services.

I understand that I may revoke my consent to these disclosures by notifying the City in writing.

Client's Name (Print)

Client's Name (Print)

Client's Signature

Client's Signature

Social Security Number

Social Security Number

Date

Date