



San Pablo Loan Assistance for Sustainable Housing (SPLASH)





• APPLICATION •

Instructions

The application must be completed and submitted with all required supportive documentation. The Applicant must **pay a \$100 fee** to the Program Administrator to process this application.

SUBMISSION
OPTIONS

EMAIL info@sanpabloedc.org


MAIL San Pablo EDC SPLASH Program
1000 Gateway Ave, 1st Floor
San Pablo, CA 94806


REQUIRED SUPPORTIVE DOCUMENTS

Below is the list of required documents that must be submitted to apply for a SPLASH loan.

- Check in the amount of \$100 payable to San Pablo Economic Development Corporation. A returned item fee, also known as a non-sufficient funds (NSF) fee, will be charged if the check is returned by the processing bank.
- Proof of legal residency for the individual(s) on the title. Acceptable forms of verification include a US Passport, US birth certificate, or Resident alien card
- Certificate of Completion of HUD-certified Homebuyer Education Course
- Income Eligibility Documents
 - Last four paycheck statements 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 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 and loss statement.
 - Proof of other 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

- Three Years of Signed Federal and State Income Tax Returns
Submit most recent three years of signed federal and state income tax returns (1040, 1040A, 1040EZ) for all household members. Include all relevant schedules and forms.
 - Three Months Current Financial Institutions Statements
Provide three most current statements from all financial institutions where you or any household member, 18 years and older hold 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 (e.g. 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.
 - Non-Income Affidavit (if applicable)
Adult member(s) of the household (even a full-time student) that do not claim income must complete and submit an affidavit swearing this.
- A copy of the credit report from the primary lender
 - A copy of your purchase agreement
 - First Mortgage Loan Commitment /Approval Letter
 - Evidence of Additional Down Payment Assistance
If you intend to use other sources of down payment assistance in addition to this loan, include proof of these funds. This could be a gift of money from a relative, a Mortgage Certificate Credit from Contra Costa County or any other program providing assistance.
 - A copy of the Uniform Underwriting and Transmittal Summary from the primary lender
 - A copy of the completed Uniform Residential Loan Application from your first lender
 - Appraisal
 - Preliminary Title Report
 - Residential Health and Safety Inspection Certificate
 - Home and pest inspection from licensed professionals
The pest inspection report must confirm that the structure is sound and any noted pest infestations must be resolved as recommended in the report. The home inspection report must cover all major systems, including, but not limited to, electrical, plumbing, and drainage, as well as the foundation, paint, and appliances.

If a Certificate of Program Eligibility is issued to an applicant, the SPLASH Program Administrator will request additional documents through Escrow instructions.

About the SPLASH program

LOAN APPLICATION PROCESS

1. Review qualification requirements & complete Program Interest & Eligibility Form

**OPTIONAL
conditional
pre-qualification
process**

Thoroughly review this application packet and the City's SPLASH Program Guidelines to verify that you meet established qualification requirements.

Applicants who wish to receive a pre-qualification letter may choose to follow the pre-qualification process to receive a determination in writing regarding household income eligibility. The pre-qualification process does not verify debt-to-income ratio or affordable housing cost. Moreover, this process does not guarantee that funds will be available to the Applicant if/when a formal application is submitted.

Applications for pre-qualification are subject to a fee.

2. Homebuyer education

Complete an approved first-time homebuyer class.

3. Pre-qualify with a lender

Work with a lender of your choosing to get pre-qualified to purchase a home. Potential financing must meet the City's primary mortgage requirements. It is recommended that Applicants work with a lender that is familiar with available first-time homebuyer programs.

4. Execute a purchase contract

Work with a real estate agent to find a desirable home for sale in the City of San Pablo. It is recommended that Applicants work with a real estate professional that is familiar with available first-time homebuyer programs. Prepare an offer and execute a purchase agreement on the home of your choosing.

5. Submit the SPLASH Application

Prepare and submit a complete application packet. Be sure to include all required supportive documentation.

6. Program Administrator review and qualification determination

The Program Administrator will make every effort to review your application and qualification materials and determine eligibility within 10 working days of receipt of a complete application.

7. Loan documents

The Program Administrator will prepare escrow instructions and submit them to the escrow officer. The instructions will describe the documentation the City will need to prepare loan agreements and fund the loan.

8. Sign paperwork

The Program Administrator will prepare the appropriate loan documents for you to sign at closing.

9. Monitoring and correspondence

You must complete annual surveys to verify ongoing compliance with the owner-occupancy requirement and the hazard and flood insurance requirements. Any default on the signed agreements may result in the City calling the loan due immediately.

You must contact the Program Administrator when contemplating a sale or refinance.

ELIGIBILITY REQUIREMENTS

Income	Total gross household (all individuals age 18 or older) income must not exceed 80% of Area Median Income
Assets	The household may have no more than \$250,000 in total assets, excluding pensions and federally approved pre-tax savings accounts.
First-Time Homebuyer	No household member may have owned any interest in real property during the three-year period prior to the household's application date.
Owner Occupancy	The household will occupy the unit as its principal residence within 30 days of the close of escrow and reside in the unit for the term of the loan.
Homebuyer Education	All titleholders must complete an approved first-time homebuyer class and receive a certificate of completion within 6 months of the date of application. Organizations that offer homebuyer classes include: <ul style="list-style-type: none">➤ Credit.org: www.homeownership.org/first-time-home-buyer-program➤ ECHO Housing: www.echofairhousing.org (in person/virtual)(FREE)➤ BALANCE.org: ww.balancepro.org
Credit	All persons appearing on the mortgage must have a minimum FICO credit rating of 620 points from all three credit agencies, as determined by the primary loan lender. All applicants must not have filed for bankruptcy in the last three (3) years. Persons with records of deeds-in-lieu of foreclosure or judicial or non-judicial foreclosure, including short sales, are subject to a seven-year waiting period before they may be considered for the program.
Loan Preapproval	Homebuyers must be pre-approved for a home loan that conforms to City requirements.
Debt to Income Ratio	Homebuyers' proposed debt (based on current liabilities and proposed housing payment) may not exceed 40% of the household's monthly income. This is also known as the debt-to-service coverage ratio (DSCR).

SPLASH LOAN TERMS

Loan Amount	Up to 20% of the purchase price or a maximum of \$100,000
Loan Term	30-year, deferred payment
Down Payment	Borrower must provide the minimum down payment required by their primary loan.
Repayment	Repayment of principal and interest/ equity share is due upon the sale of the property, payoff, or refinance of the first mortgage, upon the formal filing and recording of a notice of default, or the expiration of the loan term (whichever is earliest).
Interest/ Equity Share	<p>Upon the sale or other transfer of the home (including a refinancing), or the occurrence of any default event, the Borrower must pay the loan principal, as well as loan interest/ equity share. The loan interest is the greater of:</p> <p>(a) shared appreciation equal to the portion of the home’s appreciation attributable to the Program loan; or (b) three percent (3%) per annum simple interest.</p> <p>The shared appreciation is based on the amount of the SPLASH loan in proportion to the original purchase price of the home and the amount by which the property has increased in value, based on a third-party appraisal to determine the fair market value of the property.</p>
Prepayment	Borrower(s) may prepay the Loan at any time without penalty (provided that the payment covers the principal as well as the accrued interest or equity share).
Fees	A \$100 nonrefundable fee is owed at the time the application is submitted. A \$900 nonrefundable lender’s fee will be charged to the Borrower for the processing and servicing of the Program loan at closing through escrow account. Fees may be adjusted from time to time.
Use of Loan Funds	Loan funds may be used for down payment assistance and to pay for non-recurring closing costs associated with the home purchase. Loans may not be used for repairs, room additions, or non-real property purchases.
Property Eligibility	Properties must be located in the incorporated City of San Pablo and may be a single-family home, condominium, or a town home.
Acceptable Primary Loan Terms	Must be a term of 30 years, fixed interest rate, and require fixed payments over the life of the loan.
Unacceptable Primary Loan Products	Interest-only loans, Negative amortizing loans, Adjustable rate loans, Balloon payment loans, Lines of credit that exceed the resale price of the home, Stated income loans, Excessive points and fees

Household Member 1 INCOME

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE	TITLE / POSITION	YEARS AT EMPLOYER	CITY EMPLOYER LOCATED IN	GROSS YEARLY INCOME
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 1 ASSETS *Include investment accounts. (Enter retirement accounts in next section.)*

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 1 RETIREMENT Do you intend to access a retirement account for this purchase?

If yes, please note which account below in the notes section provided. Write "0" in the total box if you have no retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 1 CREDIT & DEBTS

FICO/CREDIT SCORE: _____ AS OF: ____/____/20____

NAME OF CREDITOR/LENDOR:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Household Member 2 INCOME

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE	TITLE / POSITION	YEARS AT EMPLOYER	CITY EMPLOYER LOCATED IN	GROSS YEARLY INCOME
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 2 ASSETS *Include investment accounts. (Enter retirement accounts in next section.)*

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 2 RETIREMENT Do you intend to access a retirement account for this purchase?

If yes, please note which account below in the notes section provided. Write "0" in the total box if you have no retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 2 CREDIT & DEBTS

FICO/CREDIT SCORE: _____ AS OF: ____/____/20____

NAME OF CREDITOR/LENDOR:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Household Member 3 INCOME

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE	TITLE / POSITION	YEARS AT EMPLOYER	CITY EMPLOYER LOCATED IN	GROSS YEARLY INCOME
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 3 ASSETS *Include investment accounts. (Enter retirement accounts in next section.)*

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 3 RETIREMENT Do you intend to access a retirement account for this purchase?

If yes, please note which account below in the notes section provided. Write "0" in the total box if you have no retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 3 CREDIT & DEBTS

FICO/CREDIT SCORE: _____ AS OF: ____/____/20____

NAME OF CREDITOR/LENDOR:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Household Member 4 INCOME

NAME OF CURRENT PLACE OF EMPLOYMENT/INCOME SOURCE	TITLE / POSITION	YEARS AT EMPLOYER	CITY EMPLOYER LOCATED IN	GROSS YEARLY INCOME
				\$
				\$
				\$
				\$
			TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 4 ASSETS *Include investment accounts. (Enter retirement accounts in next section.)*

NAME OF BANK/INSTITUTION:	TYPE OF ASSET ACCOUNT (e.g. checking, savings):	CURRENT CASH VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 4 RETIREMENT Do you intend to access a retirement account for this purchase?

If yes, please note which account below in the notes section provided. Write "0" in the total box if you have no retirement accounts.

NAME OF BANK/INSTITUTION:	TYPE OF ACCOUNT (e.g. 401K, IRA):	CURRENT VALUE:
		\$
		\$
		\$
		\$
	TOTAL OF ALL AMOUNTS HERE:	\$

Household Member 4 CREDIT & DEBTS

FICO/CREDIT SCORE: _____ AS OF: ____/____/20____

NAME OF CREDITOR/LENDOR:	TOTAL OUTSTANDING BALANCE:	MINIMUM REQUIRED MONTHLY PAYMENTS:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OF ALL AMOUNTS HERE:	\$	\$

ADDITIONAL FINANCIAL INFORMATION:

Disclosure Notice & Certification

You are applying for financial assistance in the form of a shared appreciation loan (SAL) to purchase a home through the City's SPLASH Program. It is your responsibility to submit a complete application. Your application will be reviewed for completeness and eligibility based on the information you submit. The application must be complete when submitted. Submitting an application is not a guarantee that you will be able to buy a home.

You must submit a complete application no later than four weeks before the scheduled close of escrow.

Upon approval of the application by the Program Administrator, you will receive a Certificate of Program Eligibility. This letter will indicate the maximum amount of SPLASH loan funds for which you are eligible. This letter determines program eligibility only and is not a guarantee that funds will be available to the borrower when requested.

The instructions will describe the documentation the SPLASH Program Administrator will need in order to prepare Program loan documents and fund the loan. Documentation needed will include (but may not be limited to) a title report, home and pest inspection reports, an appraisal, and documents regarding the primary loan and any other secondary loan.

Funds will be provided giving preference to households with one or more individuals in the following categories who are deemed to have a priority need for housing in the City of San Pablo:

- SPLASH-qualified Teacher
- SPLASH-qualified First Responder
- Senior
- Veterans

Subsequently, funds will be provided on a first-come, first-serve basis upon completion of the following:

- acknowledgement from the applicant or applicant's agent that an offer to purchase an eligible home has been accepted,
- evidence of approval of the first mortgage,
- applicant's completion of a City-approved homebuyer-training program.

DISCLAIMER SIGNATURE

1. *I/We acknowledge that I/we have read and understand this statement, and that I/we have had any questions about the application process answered to our satisfaction.*
2. *I/We acknowledge that I/we have received and understand the Housing Successor Agency of the City of San Pablo SPLASH FIRST-TIME HOMEBUYER LOAN PROGRAM Guidelines.*
3. *I/We acknowledge and understand that my Application will be relied upon for purposes of determining my/our eligibility for this loan. I/We acknowledge that a material misstatement fraudulently or negligently made in my Application or in any other statement made by me/us in connection with the Application may result in the denial of my/our Application, or, if the sale has been closed prior to discovery of the false statement, all principal and interest of the second mortgage held by the City will become immediately due and payable.*
4. *I/We the undersigned hereby certify that I/we am/are applying to receive secondary mortgage financing to purchase a home through the Housing Successor Agency of the City of San Pablo SPLASH FIRST-TIME HOMEBUYER LOAN PROGRAM as my/our principal residence.*

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date