



Thank you for your interest in the
City of Redondo Beach Affordable Housing Program

Make sure that your application package includes the following forms:

- Pre-Application Checklist

- Homebuyer Eligibility Application
(make sure to include all applicable documents required)

- Certificate of Purchaser

- Background and Financial Investigation Authorization

Before submitting the application package, pay special attention to ensure that all forms are complete, accurate, and legible. Illegible or incomplete application packages will not be accepted and will be returned to the applicant.

The application package can be mailed or delivered to:

City of Redondo Beach Affordable Housing Program
c/o Housing Supervisor
1922 Artesia Blvd.
Redondo Beach, CA 90278

No faxed application packages will be accepted.



CITY OF REDONDO BEACH AFFORDABLE HOUSING PROGRAM HOMEBUYER APPLICATION INSTRUCTIONS

1.	Fill out the application completely for all adults and children who are anticipated to live in the home. Unrelated applicants must show at least one full year of joint residency.
2.	All employed adult household members must have at least one full year of verifiable income and Federal tax payment history in the United States at the time of application. Self-employed individuals must provide at least one continuous year of verifiable personal and business income .
3.	Gross income (before taxes and deductions) must be disclosed for all household members. Income includes any money received from any source, such as wages, interest, dividends, distributions, annuities, pensions, child support, alimony, etc.
4.	Changes in employment should not have occurred within four months of application (such as a job change, termination, or decrease in salary).
5.	Adult household members with no income must be a spouse/domestic partner, caregiver, or dependent of the applicant.
6.	Separated applicants (not yet divorced) must have verifiable evidence of at least one full year of complete financial and residential separation and must provide proof of legal separation.
7.	Applicants with joint custody of children must verify at least 50% custody rights for a child to be considered part of the household.
8.	Applicants may not own other residential property, including mobile home property, unless such property will be sold prior to or in conjunction with the purchase of an affordable unit.
9.	Homebuyers are required to pay the required minimum down payment (if any).
10.	Gift funds (including loans from family or friends) may not exceed \$20,000 .
11.	Household income may not exceed the maximum income limit as stipulated for each Affordable Housing Program project (low or moderate income).
12.	Household income cannot be less than the minimum amount required to pay the cost of owning a home. This amount is generally equal to twice the annual homeownership cost, which includes mortgage, insurance, taxes, maintenance, and homeowner association dues (as applicable).
13.	Applicants must use conventional mortgage financing. Interest only, adjustable rate, and stated-income loans are not allowed.
14.	Applicant households must be compatible with the size of the unit to be purchased.
15.	Applicants must certify that they will reside in the affordable unit as their primary residence.
16.	Applicants must have the right to permanently reside in the United States.
17.	The City of Redondo Beach reserves the right to request any documents and/or information needed to verify program eligibility. It is the applicant's responsibility to demonstrate eligibility to purchase an Affordable Housing Program home. Applicants unable to provide satisfactory evidence of income, assets, or other qualifying criteria will not be considered.
18.	Purchasers of moderate-income units may not have a gross household income lower than the maximum gross household income for a low-income household.



CITY OF REDONDO BEACH AFFORDABLE HOUSING PROGRAM HOMEBUYER ELIGIBILITY APPLICATION

This application must be completed, attached with all applicable required documents, signed by all applicants, and submitted to the Housing Department. Applicants should complete this form as “Applicant” or “Co-applicant” as applicable. Co-applicant information must be provided for all adult household members and/or individuals to be designated on the property title. In such cases, Co-applicant income and credit history will be used as a basis for eligibility qualification.

1. PROPERTY INFORMATION

Address of Property to be Purchased	Unit Number
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2. APPLICANT / HOUSEHOLD INFORMATION

Name of Applicant	Name of Co-Applicant
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Marital Status	Date of Birth	Marital Status	Date of Birth
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Social Security #	Driver License #	Social Security #	Driver License #
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Employment Status	# Years at Current Address	Employment Status	# Years at Current Address
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Current Address <input type="checkbox"/> Own <input type="checkbox"/> Rent	Current Address <input type="checkbox"/> Own <input type="checkbox"/> Rent
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Phone Number	Email Address	Phone Number	Email Address
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If residing at current address for less than two years, complete the following:

Prior Address <input type="checkbox"/> Own <input type="checkbox"/> Rent	Prior Address <input type="checkbox"/> Own <input type="checkbox"/> Rent
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List all additional adults and children anticipated to live in the home. Use additional pages if necessary.

1	Name	Date of Birth	Social Security #	Relationship to Applicant
	Current Address (if different than applicant's)		Employment Status (if adult)	

2	Name	Date of Birth	Social Security #	Relationship to Applicant
	Current Address (if different than applicant's)		Employment Status (if adult)	

3. HOUSEHOLD INCOME

Use the worksheet below to provide details of your income and assets. Use one line for each source of income and assets, as applicable. Fill out each line completely and accurately.

Household Member	Income Source (wages, Social Security, SSI, pension, child support, alimony, dividends, welfare, other including description)	Monthly, Weekly, Bimonthly, or Biweekly Amount	Annual Income To find annual: Multiply monthly by 12 Multiply weekly by 52 Multiply bimonthly by 24 Multiply biweekly by 26
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Annual Income Column Total			\$

Household Member	Asset Type (checking, savings, IRA, money market, stocks, bonds, certificate of deposit, real estate, other with description)	Cash Value of Asset (market value minus any penalties to turn into cash)	Interest Rate (if applicable)	Annual Interest (if applicable) Multiply Cash value of asset by interest rate
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
	Cash Value Column Total	\$	Annual Interest Column Total	\$

<p>Minimum Monthly Income Calculation</p> <p>Add the following monthly Housing Costs (from loan preapproval packet, realtor, mortgage lender/broker, or Housing Coordinator)</p> <p>Mortgage Payment _____</p> <p>Property Tax Payment _____</p> <p>Homeowner Association Dues _____</p> <p>Other Housing Costs _____ (insurance, utility allowance as obtained from Housing Coordinator)</p> <p>TOTAL _____ (Total monthly housing cost cannot exceed _____)</p>	<p>Maximum Income (2017 Income Limits)</p> <p>Household Income cannot exceed the limit below for the appropriate income level and household size:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Household Size</th> <th style="text-align: center;">Low Income Limit</th> <th style="text-align: center;">Median Income Limit</th> <th style="text-align: center;">Moderate Income Limit</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">\$50,500</td><td style="text-align: center;">\$45,350</td><td style="text-align: center;">\$54,450</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">\$57,700</td><td style="text-align: center;">\$51,580</td><td style="text-align: center;">\$62,200</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">\$64,900</td><td style="text-align: center;">\$58,300</td><td style="text-align: center;">\$70,000</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">\$72,100</td><td style="text-align: center;">\$64,800</td><td style="text-align: center;">\$77,750</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">\$77,900</td><td style="text-align: center;">\$70,000</td><td style="text-align: center;">\$83,950</td></tr> </tbody> </table>	Household Size	Low Income Limit	Median Income Limit	Moderate Income Limit	1	\$50,500	\$45,350	\$54,450	2	\$57,700	\$51,580	\$62,200	3	\$64,900	\$58,300	\$70,000	4	\$72,100	\$64,800	\$77,750	5	\$77,900	\$70,000	\$83,950
Household Size	Low Income Limit	Median Income Limit	Moderate Income Limit																						
1	\$50,500	\$45,350	\$54,450																						
2	\$57,700	\$51,580	\$62,200																						
3	\$64,900	\$58,300	\$70,000																						
4	\$72,100	\$64,800	\$77,750																						
5	\$77,900	\$70,000	\$83,950																						

4. HOUSEHOLD ASSETS

List checking, savings, and other investment accounts below for all adult household members. Use additional pages if necessary

Name and Address of Bank, S&L, Credit Union, Other		Name and Address of Bank, S&L, Credit Union, Other	
Account #	Account Type	Account #	Account Type
Name(s) on Account	Balance	Name(s) on Account	Balance
Name and Address of Bank, S&L, Credit Union, Other		Name and Address of Bank, S&L, Credit Union, Other	
Account #	Account Type	Account #	Account Type
Name(s) on Account	Balance	Name(s) on Account	Balance
Name and Address of Bank, S&L, Credit Union, Other		Name and Address of Bank, S&L, Credit Union, Other	
Account #	Account Type	Account #	Account Type
Name(s) on Account	Balance	Name(s) on Account	Balance
Real Estate Owned			
Address	Market Value of Prop.	Outstanding Mortgages/Liens	Owner Equity
_____	(<input type="text"/>)	- (<input type="text"/>) =	(<input type="text"/>)
Cash Value of Retirement Accounts & Pension Funds		Cash Value of Other Assets	
Total Value of Assets (Including Real Estate equity)			

5. PURCHASE INFORMATION

Name of Real Estate Agent	Agent's Company Name & Address	Telephone & Fax
Name of Mortgage Lender/Broker Agent	Lender/Broker Company Name & Address	Telephone & Fax
TOTAL Purchase Price of Property (including all associated costs) \$ _____ Initials (*see note below)	Mortgage Amount(s) 1st: _____ 2nd: _____	Mortgage Terms

***Note:** All adult household members must initial next to the Total Purchase Price of Property above, acknowledging that the price of the property is restricted under the City of Redondo Beach Affordable Housing Program. By initialing this price, you indicate your understanding and agreement that no payment will be made separate from this price and/or separate from the attached Residential Purchase Agreement by you or by anyone on your behalf.

6. SOURCES OF FUNDS FOR DOWN PAYMENT & CLOSING COSTS

List all funds intended to be used from bank accounts, Certificates of Deposit, mutual funds, and other sources for meeting down payment and closing costs needs:

	Source of Funds	Amount to be used for down payment
1.		
2.		
3.		

7. ADDITIONAL INFORMATION

Does any household member have any ownership interest in Real Estate? Yes No If yes, provide list of properties owned.

Will the Affordable Housing Program Unit be your permanent residence? Yes No If no, attach explanation.

Do all household members have the right to permanently reside in the US? Yes No If no, attach explanation.

Have any household members terminated employment in the past 4 months? Yes No If yes, attach explanation.

8. REQUIRED DOCUMENTS FOR SUBMITTAL

<input type="checkbox"/>	Copy of California driver license or identification for all adult household members; copy of birth certificates for all dependents
<input type="checkbox"/>	Copy of Residential Purchase Agreement <u>and</u> Real Estate Transfer Disclosure Statement (with attached City-required affordable housing program disclosure language) signed by both the buyer and seller
<input type="checkbox"/>	Completed and signed City forms: (a) Certificate of Purchaser and (b) Background and Financial Investigation Authorization
<input type="checkbox"/>	Copy of pre-approval from lender. Pre-approval must include interest rate and terms of the mortgage. Mortgages used to purchase units in the Redondo Beach Affordable Housing Program must be for a term of 30 years and must have a fixed interest rate. No variable-rate mortgages are allowed.
<input type="checkbox"/>	Copy of 3 most recent months of checking, savings, and other investment account statements for all adult household members. If self-employed, 12 months of personal and business account statements are required. Account statements must demonstrate sufficient funds for down payment
<input type="checkbox"/>	Copy of 3 most recent months of pay stubs. Pay stubs must clearly identify business name, employee name, salary rate, hours worked, pay period, gross income, and year-to-date income
<input type="checkbox"/>	Signed copies of 2 most recent years of federal tax returns (with all schedules and attachments), including W2s & 1099s for all adult household members; if self employed, include 4 most recent quarterly tax filings
<input type="checkbox"/>	If applicable: copy of separation agreement, divorce decree evidencing dissolution of marriage, child custody, child support, and/or alimony
<input type="checkbox"/>	If applicable: copy of pension statement, Social Security verification, welfare verification or other income verification
<input type="checkbox"/>	If applicable, school registration documents for adult, full-time student household members
<input type="checkbox"/>	If applicable, evidence of sale of real estate. Sale of any residential real estate must be sold in conjunction with the purchase of the affordable unit for the equity of that real estate to not be considered an asset.
<input type="checkbox"/>	If applicable, documentation of the value of any real estate (residential, commercial, agricultural, etc.) to be retained after the purchase of the affordable unit as well as the balance of any mortgages owed on the property.

CERTIFICATION: I/We certify, under penalty of perjury, that the information provided in this Affordable Housing Program Eligibility Application is true and correct as of the date set forth opposite my/our signature(s) and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fines or imprisonment, or both, and liability for monetary damages to the City, its agents, insurers, and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application.

Applicant's Signature	Date	Co-Applicant's Signature	Date
X		X	

Please note: Before submitting your application to the City, check carefully to make sure you have neatly and completely filled out the application and attached all required documents. Illegible or incomplete applications will not be accepted.

Real Estate Transfer Disclosure Statement Language

The following language must be inserted exactly as written below into the Real Estate Transfer Disclosure Statement, signed by both the seller and the buyer and attached to the Residential Purchase Agreement:

The Subject Property is an affordable housing unit in the City of Redondo Beach's Affordable Housing Program. The City of Redondo Beach has established a Maximum Price for this unit, and the Purchase Price in the Residential Purchase Agreement does not exceed this amount. All consideration for the purchase of the Subject Property has been fully disclosed and described in the Residential Purchase Agreement which will be submitted to the City of Redondo Beach for approval. Buyer and Seller acknowledge that there may be no agreement separate from the Residential Purchase Agreement between Buyer and Seller or any other parties related in any manner to the purchase of the Subject Property, included but not limited to payment for personal property, upgrades to the Subject Property, gifts, or other arrangements that might circumvent the Maximum Price established by the City.