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8401 Laguna Palms Way
Elk Grove, California 95758



HOMEBUYER ASSISTANCE PROGRAM APPLICATION AND PROGRAM PROCESS

Thank you for your interest in the City's Homebuyer Assistance Program. This program provides deferred-payment loans to income-qualifying households looking to purchase homes in Elk Grove. Please see the attached fact sheet for the terms and conditions of the program.

The City's loan process has seven steps. More detail on the home selection and subsequent steps will be provided after your preliminary eligibility is determined.

Application

In order for the City to consider your loan request, you will need to complete a City of Elk Grove Homebuyer Assistance Program application. When submitting your application, keep in mind that you must:

- Submit an original application with all requested paperwork. The paperwork (paystubs, bank statements, etc.) should be copies. The City will not return any paperwork submitted.
- Make sure to sign and date the application.
- Attach a lender's prequalification or pre-approval letter.

Submit your completed application in person or by mail to:

City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758
Attn: Housing Program Manager

Income Eligibility Determination

Once the City receives your application packet, staff will determine if your household meets basic income and eligibility requirements. The City will rely on the information included in the City's application and the backup documentation provided.

Depending on the particular circumstances, the City may request additional information or documentation. Your ability to respond to the City quickly and accurately is critical. With your lender or agent, you are strongly encouraged to make a preliminary determination of income eligibility.

After income eligibility has been determined, you will be given a letter from the City confirming income eligibility and describing the next steps in the process.

Home Selection

Working with your real estate agent, you will select one or more homes on which to make an offer. The home must be in Elk Grove and within the purchase price limit for the program. When your offer is accepted, your agent will send the City a copy of the Purchase and Sale Agreement.



Property and Senior Loan Package

Once a purchase offer has been accepted, your agent and lender will need to submit the loan package for the City's review. City staff will review the loan request and accompanying documentation for compliance with the program guidelines. Information will also be reviewed for consistency and accuracy. City staff will work with the applicant, lender, and real estate agent to resolve any discrepancies.

If the loan request conforms to these guidelines, staff may schedule an inspection of the property. The inspection will serve as due diligence to verify the information reported in an appraisal and pest inspection as well as to verify basic health and safety conditions. If corrections to health and safety hazards are required, staff will inform the buyer and buyer's agent in writing. Corrections must be made and verified by inspection prior to funding.

Loan Committee

Once staff has determined that the loan request conforms with the guidelines, the property is eligible, and there are funds available a request will be made to the Loan Committee. Any facts relevant to the lending decision will be noted in the request as will any conditions precedent to loan funding.

Loan Commitment and Funding

Once the Loan Committee has approved the loan request and all funding conditions have been met, staff will prepare loan documents and a request to fund escrow. The escrow funding request will be contingent on executed loan documents.

Closing

After close of escrow, the closing statement (HUD-1) will be reviewed by staff to confirm the details of the transaction as approved by the City and that you did not receive excess proceeds.

Contact

For more information or program forms, please visit our website at www.elkgrovecity.org/housing/. A Frequently Asked Questions section is available for applicants, real estate agents, and lenders.

Housing Program Manager:

Sarah Bontrager

(916) 627-3209

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Funding for this program has been provided by a CalHome grant through the California Department of Housing and Community Development.

The City of Elk Grove is an Equal Opportunity Lender.

