



Housing Division
316 Vernon St. Ste. #150
Roseville, CA 95678

Checklist for Affordable Purchase Resale Program

Circle the income category for which the purchaser qualifies.

Family Size	Low income 81% - 100% of Median Income
1-2	\$72,500
3+	\$84,100

Family Size	Middle income 81% - 100% of Median Income
1-2	\$90,600
3+	\$105,100

Step 1: Written 3rd party verification of all income and assets including:

____ Employment verification (Lender VOE)
____ Self-Employment –
____ *Tax Returns & Profit and Loss Statements*
____ Social Security and/or SSI benefits
____ Unemployment
____ Alimony
____ Child Support
____ VA or Military Benefits
____ Retirement Funds

____ Government Grants
____ TANF (Welfare Benefits)
____ Gift funds
____ 2 months of Savings Account statements
____ 2 months of Checking Account statements
____ Trust Funds
____ Stocks & Bonds (Cash Value)
____ Life Insurance (Cash Value)
____ Pensions and/or Annuities

Eligibility: ☐ Approved ☐ Denied Date determination sent to lender: _____

Step 2: All of the following must be submitted prior to final approval of an Affordable Purchase Loan

____ Applicant Certification of Eligibility (City form)
____ Copy of Drivers Licenses & Social Security Cards
____ Loan Estimate
____ Underwriting and Transmittal Summary
____ Loan Application
____ Preliminary Title Report
____ Credit Report
____ Purchase Agreement
____ Appraisal
____ Closing Disclosure

Final Loan Approval: ☐ Approved ☐ Denied Date determination sent to lender: _____

Purchaser's exceeding a 20% down payment, cash assets in excess of \$100,000, receiving a gift, qualifying with a co-mortgagor and/or exceeding the income limit will be qualified on a case by case basis.

A complete package must be submitted at least ten (10) business days prior to close of escrow.

Date projected for close of escrow _____ **Subdivision:** _____

Lender Name: _____ Company: _____ E-mail: _____