

LIBERTY ELIGIBILITY AND INSTRUCTIONS

In order to be eligible to purchase a Liberty @ Founder's Village Affordable Senior Unit, Applicant must meet all of the following requirements:

1. Qualifying household members must be 55 years old or older. Co-signers are not allowed. See City Staff for limited exceptions.
2. Applicant's Gross Annual Income plus 10% of all Assets remaining after the purchase of the unit, must not exceed the maximum income limits. Assets include Checking, Saving, Money Market and Brokerage Accounts, as well as Stocks, Bonds, and real property (Market value minus Liabilities). **See Liberty Income Limits.**
3. Low-Income Households must not pay more than 30% of gross monthly income for all housing costs. Moderate-Income households must pay at least 28% and not more than 35% of gross monthly income for all related housing costs. See **Liberty New Buyer worksheet** to determine income level and allowable Housing Cost Ratios.
4. Housing costs include principal, interest, taxes, insurance, homeowner's association dues, and utility allowance for the proposed unit, as well as any existing properties that will continue to be owned. See Income Limits and Utility Allowance Form.

Potential Buyer must complete all of the following forms and provide all applicable back up documents to the City for verification of eligibility:

1. **Liberty Application Checklist**-Provide all applicable documents with the Liberty Buyer Application.
2. **Liberty Income/Debt Ratio**-Complete the form to help you calculate your Annual Gross Household Income that includes Asset Income for determine Eligibility.
3. **New Buyer Worksheet**-Complete the form including all household members, the accepted sales price, down payment, loan amount, rate and term, income, assets and determine Income Level and allowable housing cost ratios. (See Liberty Income Limits)
4. **Liberty Buyer Application**- Calculate all income, Assets, and housing related costs.
5. **Authorization to Release Information**- All household members to occupy the unit are to Print, Sign and Date document.
6. **Initial Owner Occupancy Affidavit**- Include all household members, including those who will not be on Title.
7. **Affordability Agreement Statement**- Include all household members, including those who will not be on Title.
8. **Purchase Agreement**- If Buyer meets all of the requirements, make an offer "CONDITIONAL UPON CITY APPROVAL". Once offer is accepted by the Seller, Buyer is to provide copies of the accepted offer. (Include estimated closing costs, etc.)
9. **Lender/Finance Packet**- If Buyer is obtaining a first mortgage loan, include all pre-approval Lender/Finance paperwork, (Include rate and term.)

Incomplete application packets will not be reviewed. Approval/Denial will be based on the information provided by the Buyer only. If City staff determines the documentation provided by the Buyer is acceptable, Conditional Approval will be granted. All information will be verified. If the actual purchase documentation does not reflect the information provided by the Applicant, or any changes occur prior to Close of Escrow, those changes will be reviewed by City staff to determine if the Applicant is still eligible. Staff is unable to assist potential buyers in completing the forms or determining any other possible scenarios to help make the Buyers eligible.

If you have any questions, please contact Ashlyn Newman at (714) 593-4428 or by email Ashlyn.Newman@FountainValley.org

LIBERTY INCOME LIMITS 2019

LIBERTY @ FOUNDERS VILLAGE	NUMBER OF HOUSEHOLD MEMBERS				
	1	2	3	4	5
LOW INCOME LIMITS	\$66,5000	\$76,000	\$85,500	\$94,950	\$102,550
Households making below the Low Income Limits, must not pay more than 30% of their Monthly Gross Income toward all housing costs. (Maximum Housing Costs)	\$1,662.50	\$1,900.00	\$1,968.75	\$2,137. 50	\$2,563.75
MODERATE INCOME MAXIMUM	\$82,300	\$94,050	\$105,800	\$117,500	\$126,900
Households making above the Low Income Limits, but below Moderate Income Maximum, must pay at least 28% Gross Monthly Income toward all housing costs.	\$1,920.33	\$2,194.50	\$2,468.67	\$2,741.67	\$2,961.00
Must pay no more than 35% Gross Monthly Income toward all housing costs. (Maximum Housing Costs)	\$2,400.42	\$2,743.13	\$3,085.83	\$3,427.08	\$3,701.25
Income includes Gross Annual Income from all household members, plus 10% of Assets remaining after the purchase of the unit. For purposed of qualifying, assets include:					
<ul style="list-style-type: none"> • Checking Accounts • Saving Accounts • Money Market Accounts 		<ul style="list-style-type: none"> • Brokerage Accounts • Stocks • Bonds 		<ul style="list-style-type: none"> • Real Property (Market Value minus Liabilities) 	

ORANGE COUNTY HOUSING AUTHORITY UTILITY ALLOWANCE (Adopted by the City of Fountain Valley) Updated 10-1-18

Bedroom	0	1	2	3	4	5
GAS & ELECTRIC						
Gas Cooking	4	4	6	8	10	12
Basic Electric	25	29	43	58	74	91
Gas Heat	17	19	22	23	26	28
Water Heater	17	21	29	35	41	47
Water	32	34	47	66	86	105
Trash & Sewer	29	29	29	29	29	29
Refrigerator	9	9	9	9	9	9
Stove	7	7	7	7	7	7
GAS & ELECTRIC	140	152	192	235	282	328



LIBERTY APPLICATION CHECKLIST

Applicant Name(s): _____ Unit Address: _____

In order to process your application for the property For Sale in the Liberty project, all applicable documents must be provided. Please provide all applicable documents. Check boxes for all documents included with your application. Originals will not be returned.

APPLICATION DOCUMENTS			
<input type="checkbox"/> Liberty Checklist	<input type="checkbox"/> Application	<input type="checkbox"/> Income/Debt Ratio	
<input type="checkbox"/> New Buyer Worksheet		<input type="checkbox"/> Authorization to Release Information	
<input type="checkbox"/> Initial Owner Occupancy Affidavit		<input type="checkbox"/> Affordable Housing Statement	
LENDER APPROVAL PACKET			
<input type="checkbox"/> Lender Pre-approval Letter	% Rate	Term	<input type="checkbox"/> Fixed <input type="checkbox"/> Credit Report
INCOME			
<input type="checkbox"/> 2 Months Paystubs	<input type="checkbox"/> W-2s	<input type="checkbox"/> Self-Employment Profit/Loss Statement	
<input type="checkbox"/> Social Security	<input type="checkbox"/> SSI/ Disability	<input type="checkbox"/> AFDC/TANF Welfare Award Letters	
<input type="checkbox"/> Pension	<input type="checkbox"/> Veterans Benefits	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Child Support
<input type="checkbox"/> Scholarships	<input type="checkbox"/> Education Grants	<input type="checkbox"/> Alimony	<input type="checkbox"/> Gift Affidavit
<input type="checkbox"/> Rental Income Receipts		<input type="checkbox"/> Lease Agreement	
<input type="checkbox"/> 2 Yrs. Federal Tax Returns	<input type="checkbox"/> 2 Yrs. State Tax Returns	<input type="checkbox"/> All Pages/Additional Schedules	
<input type="checkbox"/> List Other Income			
ASSETS			
<input type="checkbox"/> Checking Statements	<input type="checkbox"/> Savings Statements	<input type="checkbox"/> Money Market Statements	
<input type="checkbox"/> Brokerage Accounts	<input type="checkbox"/> Stocks	<input type="checkbox"/> Bonds	<input type="checkbox"/> IRA
<input type="checkbox"/> Retirement/Pension	<input type="checkbox"/> Life Insurance Policy	<input type="checkbox"/> Verification of Bank Deposit Gift	
<input type="checkbox"/> List Other Assets:			
FAMILY COMPOSITION			
<input type="checkbox"/> Birth Certificates All Household Members		<input type="checkbox"/> Driver Licenses Adults	<input type="checkbox"/> Marriage License
<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Divorce Decree	<input type="checkbox"/> List Other Identification:	
OTHER PROPERTY INFORMATION			
<input type="checkbox"/> Property Address	<input type="checkbox"/> 1 st Mortgage Statement	<input type="checkbox"/> 2 nd Mortgage Statement	<input type="checkbox"/> Grant Deed
<input type="checkbox"/> Property Tax Bill	<input type="checkbox"/> Homeowner Association Dues	<input type="checkbox"/> Hazard/Flood Insurance Policy	
<input type="checkbox"/> Sale contingent upon liquidation of assets/other contingencies (Explain on Separate Sheet)			
<input type="checkbox"/> List Other Documents:			

Only complete applications will be reviewed. All information will be verified. If you have any questions, please contact Ashlyn Newman at (714) 593-4428 or email Ashlyn.Newman@fountainvalley.org.

LIBERTY INCOME/DEBT RATIO

Applicants _____ Address _____ #Bedrooms _____

Income Verification					
Family Member	Wages/Salaries	SSA/SSI Benefits	Pensions	Other Income	Total
Household Income					

Income Conversions to Annual Amount	
Weekly Multiplied by 52	Hourly Multiply by 2080
Monthly Multiply by 12	Bi-Monthly Multiply by 24
Overtime averaged minimum 18 months	Commission averaged over 18 months
Social Security Income calculated on award letter	Self Employment = net + depreciation

Asset Verification					
Family Member	Savings Acct.	Checking Acct.	Brokerage Acct.	Other	Total
Total Assets:					

Amount to be used toward Purchase Transaction:
10% of Assets Remaining after Sales Transaction = Asset Income:
Income + Asset Income = Total Household Income

Housing Costs						
1 st Mortgage	HELOC	Space Rent/HOA Dues	Taxes	Insurance	Utilities	Total
Total Housing Costs						

Household Income: \$ _____ # in Household: _____ Median Income: \$ _____ % of AMI _____ %

Monthly Gross Income \$ _____ 30% of Monthly for Low Income Households (Below 80% of AMI \$ _____

35% of Monthly for Moderate Income Households (Above 80% and Below 120% \$ _____

Actual Housing Costs \$ _____ Housing Debt Ratio _____ %

Verified by: _____	Date: _____
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LIBERTY NEW BUYER WORKSHEET

NAME OF ALL HOUSEHOLD MEMBERS	AGE	SSN	RELATIONSHIP		
CURRENT ADDRESS:			# OF YEARS:		
1. SALES PRICE			\$		
2. DOWN PAYMENT (MINIMUM 3%)			\$		
3. FIRST MORTGAGE LOAN AMOUNT			\$		
4. FIRST MORTGAGE FIXED INTEREST RATE AND TERM			% YEARS		
A. MONTHLY MORTGAGE PAYMENT (PRINCIPAL & INTEREST)			\$		
B. TAXES (TOTAL ANNUAL COSTS DIVIDE ÷ BY 12 = MONTHLY COSTS)			+ \$		
C. HAZARD INSURANCE (ANNUAL PREMIUM DIVIDE ÷ BY 12 = MONTHLY COSTS)			+ \$		
D. HOA FEES			+ \$		
E. UTILITY ALLOWANCE			+ \$		
TOTAL HOUSING COSTS (THC)			= \$		
VERIFIED ASSETS	\$	OTHER SOURCES OF FUNDS _____			
VERIFIED ASSETS + OTHER SOURCES OF FUNDS = TOTAL FUNDS AVAILABLE			\$		
DOWN PAYMENT	\$	CLOSING COSTS/ESCROW FEES			
DOWN PAYMENT+CLOSING COSTS = FUNDS REQUIRED TO CLOSE ESCROW			\$		
FUNDS AVAILABLE - FUNDS REQUIRED TO CLOSE ESCROW = RESERVE FUNDS			\$		
RESERVE FUNDS (×) 10% (STATE RATE) = ASSET INCOME			\$		
ANNUAL INCOME	\$	(+ ASSET INCOME = TOTAL ANNUAL INCOME (TAI))			
2019 INCOME LIMITS					
INCOME LEVEL	1 PERSON HOUSEHOLD	2 PERSON HOUSEHOLD	3 PERSON HOUSEHOLD	4 PERSON HOUSE HOLD	5 PERSON HOUSEHOLD
LOW	\$66,500	\$76,000	\$85,500	\$94,950	\$102,550
MOD	\$82,300	\$94,050	\$105,800	\$117,500	\$126,900
NUMBER IN HOUSEHOLD		TOTAL ANNUAL INCOME INCLUDING ASSETS (TAI)			\$
IS TAI BELOW MAXIMUM INCOME LIMITS FOR HOUSEHOLD SIZE?					NO YES
HOUSEHOLD INCOME CATEGORY:		LOW INCOME (LOW)	MODERATE INCOME (MOD)		
TOTAL ANNUAL INCOME (TAI)	\$	TOTAL HOUSING COSTS (THC)			\$
TAI ÷ 12 = MONTHLY INCOME (MI)	\$	MI x 28% = MINIMUM FOR MOD			\$
MI x 30% = MAXIMUM FOR LOW	\$	MI x 35% = MAXIMUM FOR MOD			\$
THC ÷ MI = HOUSING COST RATIO (HCR)	%	THC ÷ MI = HOUSING COST RATIO (HCR)			%
IS HCR BELOW 30% FOR LOW INCOME AND BETWEEN 28% AND 35% FOR MODERATE?					NO YES
COMMENTS:					
PREPARED BY: Print Name and Signature:				DATE:	

AUTHORIZATION TO RELEASE INFORMATION

I/we have applied to purchase an affordable unit at the Liberty @ Founders Village. As part of the application process, CITY OF FOUNTAIN VALLEY and/or its assignee, may verify information contained in my/our application and in other documents required in connection with eligibility or as part of its quality control program.

I/we authorize you to provide to CITY OF FOUNTAIN VALLEY, or its assignee, any and all information and documentation that they request. Such documentation includes, but is not limited to, past and present employment records and payroll information; copies of federal and state income tax returns; bank, money market, mutual funds, stocks, bonds and similar type balances in personal and business accounts; credit report and other credit information, including past and present mortgage and rental payment history; payoff balances on loans; and title search and any other necessary escrow documents.

CITY OF FOUNTAIN VALLEY or its assignee, or any credit reporting agency that City of Fountain Valley designates, may address this authorization to any party named in the loan application. A copy of this authorization may be accepted as an original.

_____ Applicant Name/ Signature	_____ Social Security Number	_____ Date
_____ Applicant Name/ Signature	_____ Social Security Number	_____ Date
_____ Applicant Name/ Signature	_____ Social Security Number	_____ Date
_____ Applicant Name/ Signature	_____ Social Security Number	_____ Date

PRIVACY ACT NOTICE: This information is to be used by the agency collecting it or its assignees in determining whether you qualify to purchase the property. It will not be disclosed outside the agency, except as required and permitted by law. You do not have to provide this information, but if you do not, your application may be delayed or rejected. The information requested in this form is authorized by the Title 38 USC, Chapter 37 (if VA) by 12 USC, Section 1452b (if HUD.CPD) and Title 42 USC (1471er Seq. or 7 USC 1921 et Seq. (if USDA/Fm11A).



LIBERTY BUYER APPLICATION

SUBJECT PROPERTY INFORMATION

Subject Property Address (street, city, state & zip)				
Number of Bedrooms:	Purchase Price: \$	Buyer Down Payment: \$	Down Payment from Gifts: \$	Amount to be Financed: \$

Title will be held in what Name(s):

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 (area code) () -	Birth Date / /	Social Security Number - -	Home Phone (area code) () -	Birth Date / /
Present Address (street, city, state, zip)			Present Address (street, city, state, zip)		
Previous Address (street, city, state, zip)			Previous Address (street, city, state, zip)		

EMPLOYMENT INFORMATION

BORROWER			CO-BORROWER		
Name & Address of Employer	<input type="checkbox"/> Self-Employed	Yrs. at this job:	Name & Address of Employer	<input type="checkbox"/> Self-Employed	Yrs. at this job:
		Yrs. Employed in this profession:			Yrs. Employed in this profession:
Position/Title/Type of Business	Business Phone (area code) () -		Position/Title/Type of Business	Business Phone (area code) () -	

GROSS MONTHLY INCOME	SUBJECT PROPERTY HOUSING EXPENSES
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Source	Borrower	Co-Borrower	Total	Combined Housing Expense	Monthly
Employment Income	\$	\$	\$	First Mortgage (P&I)	\$
Overtime	\$	\$	\$	Other Financing (P&I)	\$
Bonuses	\$	\$	\$	Utility Allowance	\$
Commissions	\$	\$	\$	Hazard Insurance	\$
Dividends/Interest	\$	\$	\$	Real Estate Taxes	\$
Net Rental Income	\$	\$	\$	Mortgage Insurance	\$
Pension	\$	\$	\$	Homeowner Assn. Dues	\$
Alimony/Child Support	\$	\$	\$	Other Housing Related Expenses (List Below) ²	\$
SSA/SSI	\$	\$	\$		\$
Other Income (List Below) ¹	\$	\$	\$		\$
TOTAL INCOME	\$	\$	\$	TOTAL HOUSING EXPENSES	\$

Describe other income below and whether it is Borrower (B) or Co-Borrower (C).
Self Employed Borrowers will be required to provide additional documentation such as tax returns and financial statements.

¹ Other Income Description	B/C	Monthly Amount
		\$
		\$
² Other Housing Related Expenses Description	Monthly Amount	
	\$	

LIBERTY BUYER APPLICATION

ASSETS	
List all Checking, Savings, CD and Money Market accounts below (Attach Additional Pages, if Necessary)	Cash or Market Value
Name and address of Bank, S&L, or Credit Union	
Acct. no.	\$
Name and address of Bank, S&L, or Credit Union	
Acct. no.	\$
Name and address of Bank, S&L, or Credit Union	
Acct. no.	\$
Name and address of Bank, S&L, or Credit Union	
Acct. no.	\$
Name and address of Bank, S&L, or Credit Union	
Acct. no.	\$
List all Brokerage Accounts, including Stocks and Bonds (Attach Additional Pages, if Necessary)	Cash or Market Value
Name and address of Company name/number & description	
Acct. no.	\$
Name and address of Company name/number & description	
Acct. no.	\$
Name and address of Company name/number & description	
Acct. no.	\$
(All Checking, Savings, CD, Money Market Accounts, Stocks, and Bonds, etc.)	SUBTOTAL LIQUID ASSETS
	\$
List all Real Estate Owned, including property you have co-signed for (Attach Additional Pages, if Necessary)	Cash or Market Value
Property Address of Real estate owned	\$
Property Address of Real estate owned	\$
List all Other Assets (Attach Additional Pages if Necessary)	Cash or Market Value
Vested interest in retirement fund	\$
Net worth of business(s) owned (attach financial statement)	\$
Life insurance Company name and address/number	Net cash value
Acct. no.	Face amount
Other Assets (itemize)	\$
(Property, Retirement Funds, Business Net Worth, Life Insurance, Other Assets, etc.)	SUBTOTAL OTHER ASSETS
	\$
SUBTOTAL LIQUID ASSETS + SUBTOTAL OTHER ASSETS = TOTAL ALL ASSETS	
	\$

LIBERTY BUYER APPLICATION

DECLARATION

If you answer "Yes" to any of questions A through E , Attach Additional Pages for explanation.	Borrower		Co-Borrower	
	Yes	No	Yes	No
A. Do you have any outstanding judgements against you?				
B. Have you been declared bankrupt within the past 7 years?				
C. Are you a party to a lawsuit?				
D. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (Include such loans as home mortgage loans, SBA loans, home improvement loans, school or educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee). If "Yes", provide details, including date, name and address of Lender, FHA or VA case number, if any, and reasons for the action?				
E. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee? If "Yes", give details as described in the preceding question?				
F. Do you intend to occupy the property as your primary residence?				

ACKNOWLEDGMENT, AGREEMENT AND CERTIFICATION

Acknowledgement: I/We understand that the unit must be used as my/our primary residence, subject to annual verification. Additionally, no part of the unit is to be rented out or sublet.

Agreement: I/We agree, that during the Affordability Period, resale of the Property shall only be to a Senior Citizen or Qualified Permanent Resident (as defined by Civil Code Section 51.3), who is a Low or Moderate Income Household, at an Affordable Housing Cost.

Certification: I/We certify that the information provided in this application is true and complete to the best of my knowledge as of the date set forth opposite my/our signature(s) in this application 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, fine or imprisonment or both under the provisions of Title 18, United States Code Section 1001, et seq. and liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/We have made on this application.

Borrower's Signature X	Date	Co-Borrower's Signature X	Date
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INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans related to a dwelling, in order to monitor the Lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a Lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it under Federal regulations this Lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the Lender is subject under applicable state law for the particular type of loan applied for).

<input type="checkbox"/> I do not wish to furnish this information						BORROWER	<input type="checkbox"/> Female <input type="checkbox"/> Male
Race/National Origin: (Check all that apply)	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Other (Specify):	Ethnicity: (Please check one) <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
<input type="checkbox"/> I do not wish to furnish this information						CO-BORROWER	<input type="checkbox"/> Female <input type="checkbox"/> Male
Race/National Origin: (Check all that apply)	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Other (Specify):	Ethnicity: (Please check one) <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	



INITIAL OWNER OCCUPANCY AFFIDAVIT

BUYER NAME(S): _____

PROPERTY ADDRESS: _____

In addition to the covenants and agreements made in the Affordable Housing Resale Restrictions, Deed of Trust with Assignment of Rents, Reimbursement Agreement and Option Agreement, Buyer further acknowledges, covenants and agrees as follows:

1. The City of Fountain Valley/Fountain Valley Housing Authority (City) has relied on Buyer's representations that the property shall be occupied by Buyer as Buyer's principal residence and that owner occupancy is a condition of continued eligibility.
2. Buyer promises and assures the City that the Buyer intends to occupy the property as his/her/their sole principal residence within thirty (30) days after the date of the recording of the Deed of Trust with Assignment of Rents and Loan Agreement.
3. Buyer shall not enter into an agreement for the rental or lease of the property and shall not otherwise rent or lease the Property.
4. Buyer shall, upon demand by the City or the Program Administrator, annually submit an Affidavit of Occupancy verifying continued compliance with the owner occupancy requirement.
5. Buyer acknowledges and consents to the audio and/or video recording of Buyer's execution of this Initial Owner Occupancy Affidavit, if necessary. Buyer further acknowledges that signature on subsequent Owner Occupancy Affidavits may require notarization.

IN WITNESS WHEREOF, Buyer has executed this Initial Owner Occupancy Affidavit.

Print Name

Signature

Date

Print Name

Signature

Date



