

HouseKeys-City of Alameda BMR Program Orientation

THURSDAY, JANUARY 27, 2022, 6:00PM-7:00PM - SESSION #9

House Keeping



Please use the **Q&A** button to submit questions.

HouseKeys' Mission Statement

Improve Programs that Improve Lives

HouseKeys Websites

| Description | Website |
|---|------------------------------|
| HouseKeys Software Application Site (create a HouseKeys Account) 1. Register your household 2. Obtain an Application I.D., 3. Enter an Opportunity Drawing 4. Opt-Out from an Opportunity Drawing) | https://www.myhousekeys.com/ |
| City of Alameda Program Specific Website (resource website only) 1. Opportunity Information 2. Application Forms 3. Exhibits 4. Checklist 5. Registered Lender List | www.housekeys[17].com |

https://www.myhousekeys.com/ One Account per Household/No Multiple Accounts Allowed

- Incomplete or fraudulent <u>https://www.myhousekeys.com/</u> accounts will not be allowed entry into any program Opportunity Drawing
- Please do not use multiple email addresses or devices (iPad, cell, laptop, desktop etc.) to create multiple accounts to increase your chances of getting selected for an opportunity. These accounts will be flagged/identified, deleted and disqualified from all Affordable Housing Programs
- If you are locked out/unable to edit your account or have questions, please email us at <u>CustomerService@housekeys.org</u> for assistance

Step by Step Process Overview





Step by Step Process







Opportunity Advertisement

HouseKeys releases an Advertisement for a New Housing Opportunity. This notice will include:



Notifications go out to Application ID holders and email subscribers.



Step 2



Package Your File www.housekeys17.com/buyer



Application Packet

The Program Package includes:





Gather Document Checklist Items and

Read the Inclusionary Housing Program

Buyer Selection Guidelines

Initial Action Items

- 1. Application Part 1
- 2. Application Part 2
- 3. Application Part 3
- 4. Exhibit J

Document Checklist

Contains a list of supporting documents to verify your household size, income, and other information that you have stated on your application and in the screening questions. It is important to be honest, truthful, and start on this Document Checklist right away. We recommend that you give yourself at least 21 days to collect everything on the list. If you find that a deadline does not give you enough time, do not be discouraged, HouseKeys is constantly adding new programs and opportunities to the Marketplace and Program Center.



List of Loan Officers

It is very important to connect with a Loan Officer as soon as possible to obtain a Loan Pre-Approval prior to entering an Opportunity Drawing. The ones on our list have gone through training and verified that their legal departments have reviewed the program documentation. We understand that it may sometimes be difficult to get ahold of a loan officer on our list in time to meet the posted deadlines. If you choose to go with your own lender, make sure to let them know that these are Deed Restricted units and if they are able do the loans. If you do not verify, you run the risk of not being able to close on your purchase transaction even if you are chosen during the Lottery Ranking process.



Attend an Orientation

Attend a Live Orientation or View one of the Pre-Recorded Orientation Videos.







Setup your MyHouseKeys Account



https://www.myhousekeys.com/ Create an Account and Log In

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| | Sign in to your account |
|----------------------|--------------------------------------|
| | Username * |
| | Enter your username |
| | Password * |
| | Enter your password |
| | Forgot your password? Reset password |
| To Create an Account | No account? Create account |

Create a New Account

Have an account? Sign in



To Create a New Account: Username = Email Address Password = 8 characters and 1 symbol \longrightarrow First Name Last Name Click on Create Account

Sign in to your Account

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| Username * | |
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| No account? Create account SIGN IN | |
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My HouseKeys 1.0 Dashboard Screen/MENU/HOME



MENU>Home>Manage your Household>Information Profiles (add, edit, delete, member info or income)

| A | Home | |
|----------|-------------------------|----------------------|
| ** | Manage Your Household ㅅ | |
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| | File Cabinet | |
| := | Community Center | |
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| | Program Operations | |
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| | Drawing Results | |
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MENU>Home>Manage your Household>Information Profiles (add, edit, delete, member info or income diagram)

| Housing Program Operating System | | | | Welcome, |
|--|-----------------------|--|--------------------|--|
| MENU | | | | |
| | INFOR | RMATION PROFILES | | |
| PROFILE | | | | |
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| MEMBERS (1) | | | | ADD MEMBER + |
| NAME RELATION TO I | PRIMARY EMAIL ADDRESS | | AGE INVITED? (Y/N) | ACTIONS |
| ⁹ John Baker | john@abc.com | ∩ To Edit member info please use the pencils | ← | -/ 1 |
| S INCOME (\$0.00) | | To delete member info or | | ADD INCOME + |
| NAME EMPLOYER | | INCOME income please use the trash can | • | ACTIONS |

MENU>Home>Program Center>Programs





Get an Application ID

Go to the "Program Center" to find the list of Programs. You will see a "Request Application ID" button that leads to a set of pre-application screening questions that will issue an Application ID if you pass the screening.

- **1. Eligibility**
- 2. Qualification
- 3. General



MENU>Home>Program Center>Opportunities







Enter an Opportunity Drawing

Go to the "Program Center" and look at the Opportunities List or the Opportunity Drawing List. Available Homes in the Inventory that we present are called "Opportunities" and each Opportunity is placed into an Opportunity Drawing. An Opportunity Drawing is how HouseKeys connects applicants to available homes. You "Enter" a Drawing by pressing the entry button and answering an additional set of screening questions and you will be assigned an entry number if you pass the additional screening.

Go through the Opportunity List



Or you can enter from the Opportunity Drawing List



City of Alameda Bay 37 by Pulte Homes Opportunity Drawing Index #204, #225 & #226 Updates

OPPORTUNITY DRAWING INDEX #204

NO LONGER AVAILABLE

OPPORTUNITY DRAWING NOTICE INDEX 204

CLICK HERE TO VIEW FINAL RANKING RESULTS FOR OD 204

2892 Fifth Street, #14 - 3 bd - No longer Available

2862 Fifth Street, #14 - 2bd - No Longer Available

OPPORTUNITY DRAWING #225

Landing / 2895 Tradewind Dr., #9 / 3 Bd, Plan 4 / \$472, 600 / HOA \$565/mo.

Minimum Occupancy Criteria: 3 people - No Exceptions

OPPORTUNITY DRAWING #226

Landing / 2863 Fifth St. #10 / 2 Bd, Plan 1 / \$412,420 / HOA \$565/mo. Compass/ 502 Oak Ridge Ln, #16 / 2 Bd, Plan 1 / \$450,928 / HOA \$366/mo. Compass/ 508 Oak Ridge Ln, #16 / 2 Bd, Plan 1 / \$450,928 / HOA \$366/mo. Minimum Occupancy Criteria: 2 people - No Exceptions

OPPORTUNITY DRAWING NOTICE INDEX 225 AND 226

THE DEADLINES AND INSTRUCTIONS FOR OPPORTUNITY DRAWING 225 AND 226 ARE AS FOLLOWS:

Properties Designated AMI: 120% - Up to Moderate Income

Deed Restriction Terms: 59 years (Please see the Drawing Notice)

Accepting Drawing Entries: 01/27/2022

Drawing Entry Deadline: 2/15/2022 by 5:00PM

Ranking Results Publish Date (approximate): 02/25/2022

File Submission Deadline: 03/01/2022 by 5:00PM Drawing Entries with a complete file received after the drawing entry deadline will be added to the end of the processing list. Files with no drawing entry are null and void. Start uploading your file now.

NEW REQUIREMENT - Must have a pre-approval from any lender to enter drawing.

Solar Installation Required: Buyers are required to have solar in their ownership unit. See more details on the Opportunity Drawing Notice.

City of Alameda Bay 37 by Pulte Homes Solar Installation Requirement

Please Note:

<u>Solar Installation Required</u>: Buyers are required to have solar in their ownership unit and purchasing solar by the buyer is required. The Solar Power installation is completed by Sunnova or SunPower. Buyers may either purchase the Solar Power Unit, adding the cost to the purchase price and financing it through their lender, or lease directly from the solar provider. A Capital Improvement Credit will be added to the buyer's purchase cost, and the depreciation schedule will be noted in an addendum to the Agreement. Please work with your loan officer to ensure this cost is considered. The cost of Solar panels can range from \$9,400 to \$14,000. Please see below for contact information for each of the Solar Panel Companies.

| Sunnova | SunPower |
|----------------------------|--|
| Julia Herdocia: | Kaylie Harrison: |
| Julia.Herdocia@sunnova.com | kaylie.harrison@sunpowercorp.com |
| Joshua Lake: | 408.606.3904 |
| Joshua.Lake@sunnova.com | Sarah Nier: |
| | sarah.nier@sunpowercorp.com 408.461.3489 |
| | |

MENU>Home>Drawings>Opt Out



Step 7



Upload File to the File Cabinet and Update Documents Continuously

All the items in Step 2 are what make up a "file." When timelines are posted, the file submission deadline is the deadline to submit the items described in Step 2. <u>Please maintain your</u> <u>FILE updated (i.e., Application Forms, Checklist items, Exhibits, Mortgage Loan Pre-Approval, Supporting Docs that are time sensitive</u>) to ensure that we can review the most UpToDate information available. <u>Stale information will not be accepted and will lead to your file being skipped.</u>

- 1. Application Forms
- 2. Exhibits
- 3. Checklist Items
- 4. Applicant Must have a Mortgage Loan Pre-Approval prior to entering an Opportunity Drawing
- 5. Initial Supporting Docs



MENU>Home>File Cabinet>Uploads



| WyHouseKeys 1.0 Housing Program Operating System | | | V | /elcome, Tommy |
|---|---|-----------------------|---|----------------|
| MENU | | | | |
| | FILE CABINET | | | |
| | DRAG AND DROP YOUR FILE HERE, OR CLICK TO | BROWSE | | |
| | | | | UPLOAD ALL |
| All Files (2) Name | Owner | Added | | |
| Test Documentation 1.docx | Me | 06/19/2021 6:35:15 PM | ۵ | i i |
| Test Documentation 1.pdf | Me | 06/19/2021 6:36:07 PM | 0 | Î |





Get Your Ranking

All Opportunity Drawings have a timeline that include (you can only enter one Opportunity Drawing per City):

- 1. <u>Opportunity Drawing Release Date</u> Date the Opportunity Drawing is made available to everyone (general public)
- 2. <u>Entry Deadline</u> Date the Opportunity Drawing Closes to everyone
- 3. <u>File Submission Deadline</u> Date that your Complete File must be uploaded to your File Cabinet in your MyHouseKeys account

Note: <u>After the Entry Deadline</u>, all entrants are ranked using either a randomly assigned number or timestamp, and some form of program preference for applicants who meet special criteria. Applicants who submitted their file by the deadline will be reviewed first according to ranking order. Applicants who enter the Opportunity after the Entry Deadline can enter the Opportunity as <u>back-up applicants</u> (back up applicants must immediately gather/build their file/documents and upload them to their MyHouseKeys account for consideration). <u>If and when</u> the original Final Ranking Order List is exhausted (due a qualified borrower or tenant not being identified), we will review files per the time stamp in which the back up applicants entered the Opportunity.







HouseKeys is the Program Administrator for the City of Alameda Affordable Housing Programs. Please visit the "Getting Started" tab for additional info.

You can also open an account at MyHouseKeys.



<u>www.housekeys17.com</u> website (lots and lots of resources)

-City of Alameda

-Ownership Opportunities Available Opportunities

-FAQ's Type in your Question

-Downloads Alameda County's 2021 Maximum Income Limits,

Registered Lender List, Applicant Road Map etc.

-Getting Started BMR Ownership Program Info Page, prerecorded orientation video, 8 short videos, quiz, application forms, checklists + addendum, Exhibits, Program Guidelines

Steps 1, 2 & 3 at www.housekeys17.com/home-buyer-info-page



Registered Loan Officer to

obtain Loan Pre-Approval

City of Alameda Program Guidelines

Please Read Program the City of Alameda's Program Guidelines before entering an Opportunity Drawing

PROGRAM GUIDES

Inclusionary Housing Program Buyer Selection Guidelines

As an applicant, you must complete the steps to create a household profile, obtain an Application I.D. and enter Drawings for the housing opportunity you want. Each housing opportunity is given an Opportunity ID. If you are chosen in the Drawing, then you will submit a full file to be processed and underwritten and the rules are outlined in this guide.

Ownership Participation Guide - Not available

Once you are a homeowner, you sign a__-year Restriction Agreement that details what you are allowed to do with the home. While the Restriction Agreement on this site is the latest version, there have been many different versions used over the past years. The Participation Guide walks through some of the rules on refinancing, re-selling the home, and transfers for inheritance. Please keep in mind that your signed Restriction Agreement is the governing document that ultimately determines what you're allowed to do.Ownership Participation Guide - Not available

What does Area Median Income (AMI) mean?

The Area Median Income or "AMI" is the midpoint of a county's income distribution. Half earn more than the MEDIAN and Half earn less than the MEDIAN

Alameda County

(as of 12/31/21)

| Percentage of the 100% Median | Income Category | 1 Household Size | 2 | 3 | 4 | 5 | 6 |
|-------------------------------------|--------------------|----------------------------|-----------|-----------|-----------|-----------|-----------|
| 30% AMI | Extremely Low | \$28,800 | \$32,900 | \$37,000 | \$41,100 | \$44,400 | \$47,700 |
| 50% AMI | Very Low | \$47,950 | \$54,800 | \$61,650 | \$68,500 | \$74,000 | \$79,500 |
| 80% AMI | Low | \$76,750 | \$87,700 | \$98,650 | \$109,600 | \$118,400 | \$127,150 |
| 100% AMI | Median | \$87,900 | \$100,500 | \$113,050 | \$125,600 | \$135,650 | \$145,700 |
| 120% AMI | Moderate | \$105,500 | \$120,550 | \$135,650 | \$150,700 | \$162,750 | \$174,800 |

Sites to Remember

| INFORMATION ITEM | SITE |
|--|--|
| HouseKeys-City of Alameda Designated Resource Website resource website only) 1. Opportunity Information 2. Application Forms 3. Exhibits 4. Checklist 5. Registered Lender List | www.housekeys17.com for The City of Alameda |
| HouseKeys Phone Number | 1-877-460-KEYS (5397) |
| HouseKeys Email Address (questions) | CustomerService@housekeys.org |
| To: 1. Open a MyHouseKeys Account 2. Register your Household 3. Obtain an Application I.D Number 4. View, Enter or Opt-out from an Opportunity Drawing | <u>https://www.myhousekeys.com/</u> |

Dates to Remember

City of Alameda Zoom Orientation Dates

Please visit <u>housekeys17.com</u> > EVENTS CALENDAR to register

City of Alameda BMR Program Orientation Thursday, March 17, 2022 6pm-7pm

FAQ Friday OR Saturday Webinar Broadcast

(these webinars does not substitute the required program orientation. They are an additional resource to asks questions only) Please visit <u>housekeys17.com</u> to register

Friday FAQ Webinar (please check our website for availability) 12pm-1:00pm

Saturdays FAQ Webinar (please check our website for availability) 9am-10am





QUESTIONS ?

