



Opportunity Drawing Notification – Index 204

City of Alameda

Program Type: Home Ownership

Websites You Need to Know

Below is a table that lists the location of information per website

https://www.housekeys17.com/	https://www.myhousekeys.com/
Information Listed on Website Above	Information Listed on Website Above
Orientation and FAQ Session Registration	Register, obtain a password, reset password <ul style="list-style-type: none"> • Please do not use multiple emails to set up more than one account, you may be disqualified
Property Pictures and Amenities (if available, find them under homebuyer opportunities tab)	Obtain an Application ID to enter Drawings (unless you already have one)
Application Forms and Document Checklist needed for your File. These forms are separate from completing your MyHouseKeys profiles. Please print, fill out and submit by deadline	Complete and update you Household Profile (add members, income, household size, etc.)
Guidelines, Process, Restriction Documents	View Opportunities and Property Information
Ranking Results (homebuyer opportunities tab)	Enter Drawings and Opt Out of Drawings
Quiz (if online orientation is an option)	Submit your complete file to “FILE Cabinet”
Announcements and deadlines	Announcements and deadlines
Opportunity Drawing Notice and other information	Other Information

Questions: customerservice@housekeys.org **Toll Free Line:** 1-877-460-KEYS (5397)

BEFORE you enter the drawing: Please ensure that your household profile is complete and updated. Double check that your income and household size are accurate; otherwise, it may impact your eligibility.

Original Drawing Entry Deadline: 8/20/2021 – **Deadline extended**

Updated Drawing Entry Deadline: by 11/2/2021 by 5:00PM

Ranking Method: Lottery

Preference Type: [Points](#)

Opportunity Drawing Method:

Drawing Entries received **by 11/2/2021 by 5:00PM** will be entered in a Lottery and issued an Initial Ranking Number. City Preferences (point based) and Initial Ranking Numbers will be used to determine the final order

(Final Ranking) in which applicants will have the opportunity to apply for the home. Anyone that submits a Drawing Entry form **after 11/2/2021 5:00PM with a complete file will be added to the end of the processing list.** A file without a drawing entry form is null and void. Applicants must enter the drawing AND submit files.

City Preferences/Priorities: Click [HERE](#) (This form will need to be submitted with your file.)

Final Ranking Date: Tentative date 11/9/2021

The results will be posted at <https://www.housekeys17.com/bay37> on approximately: 11/12/2021

File Submission Deadline: (This is a file request)

A complete file must be received by Housekeys by 11/18/2021 by 9:00AM. The Drawing will determine selection order, but you must upload a file to the filing cabinet by the deadline or we will move on to the applicants from whom we've received a complete file and are ready for review by **11/18/2021 by 9:00AM.** Please go to "How to package a buyer file" at <https://www.housekeys.org/buyerfile> to access the program application forms, exhibits and document checklists. **Start preparing your file now and submit it.**

Anyone that submits a Drawing Entry form **after 11/2/2021 by 5:00PM with a complete file will be added to the end of the processing list. A file without a drawing entry form is null and void.**

File Submission Options:

- **Upload using FILE CABINET:** We will give you access to upload your documents under your MyHouseKeys account under profiles. The documents you upload need to be **PDF format ONLY, no screen shots or pictures.**
Instructions: log into your profile (MyHouseKeys acct) Click on Menu, select FILE CABINET, drag, and drop your documents, click upload in **PDF FORMAT ONLY.** All documents must be uploaded and submitted by the deadline.
- **By Mail (with tracking number):** **ATTN: HOUSEKEYS - 409 Tenant Station #495 – Morgan Hill CA 95037**
We recommend you use a service that can deliver and track your package (USPS, FED EX, UPS, Etc.).
Caution: We will use the date and time that it was received at this location not the date you sent the package. **We will not be able to return original documents; please send single sided copies. Call us to give us the tracking number as soon as you send it otherwise, we will not know you sent it.**

Questions: customerservice@housekeys.org Toll Free Line: 1-877-460-KEYS (5397)

Property and Program Information

Development: Bay 37 by Pulte Homes – New Construction

Property Address: Two Units in this Drawing

2892 Fifth Street, #14 / 3 Bed, 2 Bathrooms / Price \$472,600 / HOA Fees \$565.00

2862 Fifth Street, #14 / 2 Bed, 2 Bathrooms / Price \$412,420 / HOA Fees \$565.00

Deed Restriction Term: 59 Years

Occupancy Standard: *Minimum* of 2 people for the 2 bedroom home and a *minimum* of 3 people for the 3 bedroom home.

Income Category: Maximum 120% AMI (Up to Moderate Income).

[HCD Income Limits 2021 County of Alameda, Effective 4.26.2021](#)

Income Category	Percentage %	Household Size 1	Household Size 2	Household Size 3	Household Size 4	Household Size 5	Household Size 6	Household Size 7
<i>Moderate</i>	120%	\$105,500	\$120,550	\$135,650	\$150,700	\$162,750	\$174,800	\$186,850

HOA (monthly): \$565.00 per month

Type of Insurance Required: H06 Insurance

City Down Payment Assistance (DAP): none

Minimum Buyer's Contribution from their own funds: Program requirement is 3% of the purchase price, you may be required to contribute 5% or more by the lender or to meet program ratio requirements. Talk to your lender for additional details.

Program Requirement: This program is for households that meet the "first time home buyer" definition for the program. See guidelines.

Mortgage Pre-approval required with file submission: Please contact a HouseKeys Registered Loan Officer to see if you qualify for the financing needed to purchase this home with acceptable debt to income ratios. They will be able to tell you the amount of funds you need and the estimated housing payment. [Click HERE](#) to access the list of Loan Officers. Please refer to file submission deadline date mentioned above.

Please note a pre-approval is not required to enter the drawing.

Program Restrictions: Please visit <https://www.housekeys17.com/buyer> to review them. There will be an annual compliance certification each year to ensure the homeowners continue to occupy the property and are not renting it.

Please do not visit or contact the Pulte sales office. HouseKeys will invite selected applicants to a Below Market Rate Program Open House.

For Specific Property Information Contact or additional questions fill out this form: Click [HERE](#)

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Application Process

Part 1 of the Application Process:

- Review all the information and follow the instructions found on the websites and this notice
- Enter opportunity drawing
- Download the application forms and checklists.
- Prepare your application forms and supporting documents and upload your **COMPLETE** File to the File Cabinet by the deadline. If you have problems downloading the forms, please contact customerservice@housekeys.org immediately. Toll Free Line: 1-877-460-KEYS (5397)

AFTER THE DRAWING

Part 2 of the Application Process:

- After the Opportunity Drawing is held, HouseKeys will publish the ranking results on the website at <https://www.housekeys17.com/bay37>
- HouseKeys will start contacting the applicants based on the top-ranking numbers first (who submitted a **complete file** by the file submission deadline) and move down the list until an eligible buyer is identified.

If you **do not** submit a complete file by the “file submission deadline” mentioned, you will be skipped.

The information on all the forms and the documentation **must be current** as indicated on the Program Document checklists for this specific opportunity. **If you are not ready or your file is incomplete, your file will be closed and the next complete file on the list will be reviewed.**

Note: Applicants must obtain two (2) approval letters

- One from the Loan Officer indicating you have the purchase power and meet the lenders criteria to qualify for the financing for this home (e.g., credit, sufficient funds, etc.)
- The second from HouseKeys passing the Program’s eligibility criteria.

A file cannot be selected to be processed or underwritten by HouseKeys unless the applicant can demonstrate you have a pre-approval from the lender and proof you have sufficient funds to close the transaction and the file is complete.

This form is a summary of the process and does not contain all the steps or qualification criteria.

----- Office Notes-----

Date Drawing Opportunity Notification was published: 10/29/2021

Updated 11.8.2021 - Minimum Occupancy