



**Opportunity Drawing Notification**  
**OD Index 227**  
**City of Alameda**  
**Property and Program Information**

**Development:** Bay 37 by Pulte Homes – New Construction – Ownership / 6 or 7 Units

| Type    | Address, Building #                          | Bedroom Count/<br>Plan | Price     | HOA                    |
|---------|--|------------------------|-----------|------------------------|
| Landing | 2836 Tradewind Ct #5                         | 2 Bd, Plan 1           | \$487,584 | *HOA \$565 - \$714/mo. |
| Compass | 506 Martin Mariner Ave, #19                  | 2 Bd, Plan 1           | \$525,499 | *HOA \$366 - \$561/mo. |
| Compass | 512 Martin Mariner Ave, #19                  | 2 Bd, Plan 2           | \$525,499 | *HOA \$366 - \$561/mo. |
| Compass | 502 Oak Ridge Lane #16 - <i>If available</i> | 2 Bd, Plan 1           | \$525,499 | *HOA \$366 - \$561/mo. |
| Lookout | 416 Pawnee Lane, #21                         | 2 Bd, Plan 2           | \$522,637 | *HOA \$366 - \$561/mo. |
| Lookout | 2808 Crusader St, #25                        | 2 Bd, Plan 2           | \$522,637 | *HOA \$366 - \$561/mo. |
| Lookout | 582 Pawnee Ln, #20                           | 2 Bd, Plan 3           | \$522,637 | *HOA \$366 - \$561/mo. |

\*Prices are based on Income Category Limits and one subject to change

\*HOA amount is a current estimate and is subject to change

Insurance Type Required: HO6

**Minimum Occupancy Requirement: You must be at least a household of 2; no exceptions**

| Bedroom Count | Minimum People Required<br>No exceptions |
|---------------|--|
| 2             | <b>2</b>                                 |

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

**County:** Alameda County

[HCD Income Limits 2022 Effective 5.13.22](#)

| Maximum Income Category | Percentage % | Household Size 2 | Household Size 3 | Household Size 4 | Household Size 5 |
|-------------------------|--------------|------------------|------------------|------------------|------------------|
| <i>Moderate</i>         | 120%         | \$137,100        | \$154,200        | \$171,350        | \$185,050        |

**Deed Restriction Term:** 59 Years (Please see more information below)

**Solar Installation Required:** 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:<br><a href="mailto:Julia.Herdocia@sunnova.com">Julia.Herdocia@sunnova.com</a><br>Joshua Lake:<br><a href="mailto:Joshua.Lake@sunnova.com">Joshua.Lake@sunnova.com</a> | Kaylie Harrison:<br><a href="mailto:kaylie.harrison@sunpowercorp.com">kaylie.harrison@sunpowercorp.com</a><br>408.606.3904<br>Sarah Nier:<br><a href="mailto:sarah.nier@sunpowercorp.com">sarah.nier@sunpowercorp.com</a> 408.461.3489 |

**Important Dates and Deadlines**

| ODN        | Deadline to Enter Drawing | (Approx.) Publish Drawing Results Date | File Submission Deadline |
|------------|---------------------------|--|--------------------------|
| <b>227</b> | 9/16/2022 by 5:00 pm      | 9/19/2022                              | 9/28/2022 by 5pm         |

\*Pacific Time Zone (California)

Applicants may enter and be active in one drawing at a time. If you wish, you may opt-out of one and enter another from your account at [www.myhousekeys.com](http://www.myhousekeys.com) . **Use caution:** Opt-Out submissions are final, and you will not be able to re-enter the drawing. Please pay close attention to the “enter drawing deadline”.

**Date the drawing was open for the public to enter: 9/2/2022**

**Drawing Entry Deadline:** by 9/16/2022 by 5:00 pm

**Ranking Method:** Lottery

**Preference Type:** [Points](#) (This form will need to be submitted with your file.)

**Opportunity Drawing Method:**

Drawing Entries received **by 9/16/2022 by 5:00 PM** 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. **A file without a drawing entry form is null and void. Applicants must enter the drawing AND submit files.**

**Loan Pre-approval Letter Required to enter the drawing:** To enter the drawing, you can use a pre-approval letter from any lender. If you chose to go with a Loan Officer that is not on the [HouseKeys List](#), make sure your lender (and their legal department) reviews the program documents now to ensure that if you are

selected, they don't have any issues or cause delays closing the purchase transaction. **All these items take time which is why we recommend you start sooner rather than later.**

**Mortgage Insurance information:** The City does not allow loans with mortgage insurance.

The results will be posted at <https://www.housekeys17.com/bay37> on approximately: **9/19/2022**

**FILE SUBMISSION DEADLINE: 9/28/2022 5:00 pm PST**

**(This is a file request)**

**Required Initial File Documents:**

1. [HouseKeys Program Application](#)
2. Latest Tax Return
3. Last 30 Days of Paystubs
4. Loan Pre-Approval Documentation
5. Proof of Down Payment Funds

**Disclosures:**

- **Ranked applicants who fail to provide all required Initial File Documents by the File Submission Deadline will be skipped and lose their ranking position.**
  - *You may still submit your required Initial File Documents after an expired File Submission Deadline to be considered as a backup applicant on a First Initial File, First-Served basis if/ when applicable.*

**Next Step Preparation:**

If the required Initial File Documents are received by the published File Submission Deadline and are validated in the initial review, you will then be **required to provide additional documents listed on the [Document Checklist](#) by uploading them to your File Cabinet or by trackable mail upon request and by the imposed deadline.**

- **Timely submission of ALL applicable documents listed in the Document Checklist by the imposed deadline makes a Complete File to progress for further evaluation.**
  - *Ultimately a Complete File is required to determine eligibility and qualification for underwriting approval to proceed for city consideration (if required) and sales contract signing.*

**Resources:**

- Please go to "[Packaging a Buyer File](#)" to access the program application forms, exhibits, and complete document checklist.
- See "File Submission Options" for more File Cabinet and trackable mail requirements.

**Note: Applicants must enter the drawing AND submit the application forms and supporting documents to be considered. If you do not submit the "Initial File Documents" by the "File Submission Deadline" mentioned, you will be skipped and your drawing entry or (file without a drawing entry) will be null and void.**

**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.

**Open House:** No Open House - only showed only to final candidates – **Please Do Not Visit the Site**

**For Specific Property Information Contact:** Katarina Marusic at 408.684.8291 or [katarina@housekeys.org](mailto:katarina@housekeys.org)

**City BMP Note and BMP Program Documents and Restriction Agreements:** The buyers will be required to sign the following documents. **Please ensure you and your loan officer/lender review the documents carefully.** Feel free to hire an attorney to help you understand them and to ensure this is the type of program you are willing to follow and participate in. Among other responsibilities, there will be an annual compliance certification each year to ensure the homeowners continue to occupy the property and are not renting it.

**Program Documents:**

- [Restrictive Covenant Agreement](#) (59-Year Term)
- [Program Note](#)
- [Program Deed of Trust](#)

## Application Process

**Part 1 of the Application Process:**

- **Review all the information** and follow the instructions found on the websites, this notice, and the application forms.
- All those that will be listed as owners must complete the orientation. To register for a live (on zoom) orientation or FAQ session please click [here](#). You can also view the [Orientation Webinar Recording](#),
- In addition, please view these [videos](#) and pass the [quiz](#).
- **ATTENTION - NEW REQUIREMENT!** A Loan Pre-approval Letter is required **BEFORE** entering a drawing; it can be from any lender. The Letter must be current and valid. The City does not allow loans with mortgage insurance. **If you choose to go with your own lender, make sure they review the program documents above.**
- **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.
- **Select and enter one (1) opportunity drawing by the Drawing Entry Deadline** at [www.myhousekeys.com](http://www.myhousekeys.com)

- While you wait for the ranking results, please click [HERE](#) to access, complete, and gather the **program application forms, exhibits, and document checklists and upload them.**
- You will also need to submit [Exhibit E - Preferences Form](#) with your file.
- **Take the Home Buyer Education Class from a HUD Approved Agency** (all those that will be listed as owners must complete and obtain the certificate) This class is typically an 8-hour class. The certificates can be turned in later in the process; however, they are required to obtain a program approval. We recommend you take care of it now.
- A “Initial File Documents” must be received by HouseKeys **by the File Submission Deadline**. This is an official file request and it’s a separate task from entering the drawing. Prepare your application forms and supporting documents and upload/submit them to the **File Cabinet by the File Submission Deadline** previously mentioned. If you have problems downloading the forms, please contact [customerservice@housekeys.org](mailto:customerservice@housekeys.org) immediately. Toll-Free Line: 1-877-460-KEYS (5397). **File Submission options are listed on this form.**

## AFTER THE DRAWING

### Part 2 of the Application Process:

- **After the Opportunity Drawing is held**, HouseKeys will publish the ranking results on the website
- HouseKeys will start contacting the applicants based on the top-ranking numbers first (**who submitted the “Initial File Documents” by the file submission deadline**) and move down the list until an eligible buyer is identified.

### 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 **in PDF format ONLY**, with **no screenshots 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](mailto:customerservice@housekeys.org) Toll-Free Line: 1-877-460-KEYS (5397)

**If you do not submit the “Initial File Documents” 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 and dated 15-30 days of Drawing entry. 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.**

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.

**Note:** Applicants must obtain two (2) approval letters to purchase one of the homes.

- 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/City passing the Program’s eligibility criteria.

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

### **Websites You Need to Know**

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

| <a href="https://www.housekeys17.com/">https://www.housekeys17.com/</a><br><a href="https://www.housekeys17.com/bay37">https://www.housekeys17.com/bay37</a>                     | <a href="https://www.myhousekeys.com/">https://www.myhousekeys.com/</a>  |
|--|--|
| <b>Information Listed on Website Above</b>   | <b>Information Listed on Website Above</b>   |
| Orientation and FAQ Session Registration   | Register, obtain a password, reset password <ul style="list-style-type: none"> <li>• Please do not use multiple emails to set up more than one account, you may be disqualified</li> </ul> |
| 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](mailto:customerservice@housekeys.org) **Toll Free Line: 1-877-460-KEYS (5397)**

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

**Date Drawing Opportunity Notification was published:** 9/26/2022

Updates:

9.22.2022 – Not accepting back up drawing entries.