



Opportunity Drawing Notification | City of Alameda

Opportunity Drawing Index(s):

- 443

Property and Program Information:

- New Construction Ownership _ Bay37 by Pulte Group



Bay37 by Pulte Group | Alameda

Project Unit Summary & Drawing Release Timeline:

Program Summary:
Bay37 by Pulte Group

#	Index	Bldg./ Unit #	Lot #	Plan #	Bed/ Bath	Approx . SqFt.	Address/ Unit	Income Level (AMI)	Sales Price	Est. Monthly HOA Dues	Estimated Delivery Date
1	443			1	2bd		Landing _ 2836 Tradewind Ct. #5 Alameda, CA	Moderate (120%)	\$390,576.00	\$565-714.00	Available Now
2	443			3	2bd		Lookout _ 582 Pawnee Ln., # 20 Alameda, CA	Moderate (120%)	\$456,540.00	\$366-561.00	Available Now
3	443			1	2bd		Compass _ 506 Martin Mariner Ave., # 19 Alameda, CA	Moderate (120%)	\$456,540.00	\$366-561.00	Available Now
4	443			2	2bd		Lookout _ 416 Pawnee Ln., #21 Alameda, CA	Moderate (120%)	\$456,540.00	\$366-561.00	Available Now
5	443			2	2bd		Lookout _ 2808 Crusader St., # 25 Alameda, CA	Moderate (120%)	\$456,540.00	\$366-561.00	Available Now
6	443		22326	3	2bd		Lookout _ 2858 Crusader St., # 26 Alameda, CA	Moderate (120%)	\$456,540.00	\$366-561.00	2023

Drawing Release Timeline:

Drawing Index #	Unit Count	Release / Market Launch	Drawing Entry Deadline	Est. City/ Builder Ranking	Est. Ranking Results Publish Date	File Submission Deadline
443	6	02/24/2023	03/17/2023	03/22/2023	03/24/2023	03/31/2023

- Estimated Unit Delivery: Oct. – Dec. 2022 and Spring 2023**
 - ^ Delivery dates are not guaranteed and can change without notice.
- Type of Insurance Required: HO6**
- Deed Restriction Terms: 59 years**
- Parking Type:**
- Cash purchases: Not Accepted**
- Solar: Lease or Purchase options Option**
 - 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.

Solar Providers:	
Sunnova	SunPower
<ul style="list-style-type: none"> Julia Herdocia: <ul style="list-style-type: none"> Julia.Herdocia@sunnova.com Joshua Lake: <ul style="list-style-type: none"> Joshua.Lake@sunnova.com 	<ul style="list-style-type: none"> Kaylie Harrison: <ul style="list-style-type: none"> kaylie.harrison@sunpowercorp.com 408.606.3904 Sarah Nier: <ul style="list-style-type: none"> sarah.nier@sunpowercorp.com 408.461.3489

Occupancy Standards: No minimum or maximum occupancy requirements

Bedroom Count	Minimum People Required*	Maximum Number of People
2	2	No Maximum

Maximum Income Limits:

- County: Alameda County [HCD Income Limits 2022 Effective May 13, 2022](#)

AMI Category	AMI Percentage	Household Size 2	Household Size 3	Household Size 4	Household Size 5
Moderate	120%	\$137,100	\$154,200	\$171,350	\$185,050

Important Date Deadlines

Opportunity Drawing (OD) Index(s)	Deadline to Enter Drawing	(Approx.) Date Drawing Results will be Published	Deadline to Submit a Complete File
443	03/17/2023 by 5:00 pm PST	03/24/2023	03/31/2023 by 5:00 pm PST

- *All deadlines are based on 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.

- Use caution: Opt-Out submissions are final, and you will not be able to re-enter the drawing.
- To enter the drawing, you must have a pre-approval letter from any approved lender.
- Enter drawings by logging into your account or registering for an account at myhousekeys.com.
- Request an Application ID for the **City of Alameda Ownership Program** to receive notifications and enter drawings.
 - DO NOT CREATE MULTIPLE ACCOUNTS**

Opportunity Drawing | Ranking:

Drawing Entries received by the entry deadline will be ranked according to the following:

- A random drawing and the City’s applicable **Preference or Points Criteria**. City Preferences or Points and Initial Ranking Numbers will be used to determine the final order (Final Ranking) in which applicants will have the opportunity to apply for a unit.
- No entry will be accepted after the entry deadline.**

FILE REQUEST SUBMISSION DEADLINE: **by 03/31/2023 at 5:00 pm PST**

Required Initial File Documents: **(This is a file request)**

1. HouseKeys Program Application
2. Latest Tax Return
3. Last 30 Days of Paystubs
 - i. If self-employed, submit your last years (P&L) Profit & Loss statement and Year to Date Profit and Loss Statements. (One for each business)
4. Loan Pre-Approval Documentation
5. Proof of Down Payment Funds
6. Preference Form and Supporting Documents as proof you meet the preference.
 - i. [Exhibit E – Preference Criteria](#)

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 and your file will be closed out and HouseKeys will proceed with the next applicant with a complete file.**

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:

- See “File Submission Options” for more File Cabinet and trackable mail requirements.

Applicants must enter the Drawing by the deadline AND submit the application forms and supporting documents by the submission deadline to be considered for further review. If you do not submit the ALL of the “Initial File Documents” by the published “File Submission Deadline”, you will lose any ranking status and be skipped

Preference Type:

- **Please make sure you review *Exhibit E – Preference Criteria Form* BEFORE you enter the drawing to ensure you answer the eligibility preference questions correctly. Click [here](#) to access the form.**
- **Ranking results will be posted at:** <https://www.housekeys17.com/bay37>
- **Guidelines and Standards:** <https://static1.squarespace.com/static/60b67cef44d7e1460b9233c1/t/60ece9b5c76d6b0ba00749d1/1626139062136/Buyer+Selection+Guidelines.pdf>
- **Asset Limitation Criteria:** See guidelines.
- **Minimum Buyer’s Contribution from their own funds:** 3% of the purchase price.

- You may be required to contribute a higher down payment by the lender or to meet program ratio requirements.
- **Good Faith Deposit due at contract:** 3% of purchase price
- **Program Requirement:** This program is for households that meet the “first time home buyer” definition for the program. See guidelines.
- **Deed Restriction Term:** 59 Years

Program Documents and Restriction Agreements:

Buyers will be required to sign Program Documents that require the new owners to follow specific restrictions and will have limitations.

- **Please ensure you and your loan officer/lender review these documents carefully.**
 - You are free to hire an attorney to help you understand the program you contractually agree to participate and follow.
- Among other requirements and responsibilities, you will be required to complete an annual compliance certification, validating you as the owner are still occupying the property. Renting the property will breach program requirements disqualifying you from the program.

Property Showings:

- **Please Do Not Disturb Development/ Builder Owners**
- An open house will be offered and scheduled by appointment for final candidates only.
- **For Specific Property Information Contact:** customerservice@housekeys.org

APPLICATION PROCESS

PART 1: (1-8 steps)

1. Review all information and follow all instructions on provided websites, this notice, and application forms.
2. Each applicant(s) who will be listed as owners MUST complete an orientation.
 - Please register for the next orientation, click [here](#)
 - To access a recorded orientation, click [here](#)
 - In addition, watch the attached [videos](#) and pass a required [quiz](#).
3. **BEFORE entering a drawing:** Review and update your household account profile to validate that all information is current and complete.
 - Verify your income and household size are accurate; otherwise, this will impact your eligibility screening.
 - **Occupancy Standards: This unit has a minimum and maximum occupancy standard; please refer to page 1 of this notice for information.**
4. **A pre-approval is no longer required to enter a drawing. However,** You are required to use a Loan Officer actively listed on HouseKeys “[Approved Registered Lenders and Loan Officer](#)” list to close Escrow.
 - **Obtaining a pre-approval letter requires time; we highly recommend you start this immediately.**
 - **Once you are contacted for a file request of supporting documents, you only have three (3) calendar days to submit your supporting documents.**
 - It must be submitted along with your “Initial File Documents” as indicated on this notice by the File Submission Deadline.
5. **Select and enter one (1) opportunity drawing** at www.myhousekeys.com
 - **The household’s account administrator must enter the drawing. Entries submitted by the rest of the household members are null and void.**

6. While ranking result publications are pending, please click [HERE](#) to access program application forms, exhibits, and document checklists. Once complete, gather and upload them to your File Cabinet profile.
 - You will also need to submit [Exhibit E – Preference Criteria](#) Form with your file.
7. **Housekeys must receive all “Initial File Documents” by the File Submission Deadline.**
 - Initial File documents are an official file request and are a separate task from entering a drawing.
 - Prepare your application forms and supporting documents and upload/ submit them to your File Cabinet profile by the File Submission Deadline. *(File Submission options are listed on this form)*
 - If you encounter problems/ errors downloading any forms, please contact Housekeys immediately via email or by phone at:
 - customerservice@housekeys.org | 1-877-460-KEYS (5397)

PART 2: (Begins After the opportunity drawing Ranking)

1. HouseKeys will publish opportunity drawing ranking results on the Housekeys opportunity drawing website.
2. HouseKeys will begin outreach efforts to applicants in order of top-ranking order
 - Starting with those applicants who submitted “Initial File Documents” by the file submission deadline, moving down the list of ranking applicants until an eligible buyer is identified.

File Submission Options:

1. **Upload PDF documents using FILE CABINET within your HouseKeys account profile:**
 - **Submit ONLY PDF format file. (No JPEG, SVG / screenshots, pictures, etc. will be accepted)**
 - **Online File cabinet submission Instructions: *All documents must be uploaded and submitted by the deadline***
 1. Log into your profile (MyHouseKeys acct)
 2. Click Menu, select FILE CABINET, drag, and drop all documents or click upload in **PDF FORMAT**
2. **Mail Submission:**
 - **ATTN: HOUSEKEYS - 409 Tenant Station #495, Morgan Hill, CA 95037**
 - We highly recommend using a service with tracking/ delivery service confirmation (USPS, FED EX, UPS, Etc.)

MAIL SUBMISSION DISCLOSURE:

- HouseKeys will use the date/ time stamp of receipt for submissions and NOT the date/ time documents were mailed.
- HouseKeys will not return any original documents or documents submitted.
- Send only single-sided copies
- Call/ Email Housekeys to provide your mail submission tracking number to document your profile. Otherwise, we have no way of knowing you mailed documents.
 - **Email:** customerservice@housekeys.org | **Toll-Free Line: 1-877-460-KEYS (5397)**

If you fail to submit “Initial File Documents” by the “File Submission Deadline,” you will lose your ranking/placement.

FILE SUBMISSION DISCLOSURES:

- All information and documentation submitted must be accurate, valid, and currently dated 15-30 days of the Drawing entry.
- If your file is incomplete, your file will be closed, and Housekeys will proceed to the next applicant with a complete file.

Applicants submitting a complete file for review must also demonstrate a valid, current pre-approval from a lender and proof of sufficient funds to close the transaction before their file can be forwarded to HouseKeys Underwriters.

- **Applicants must obtain two (2) different approval letters**
 - One from the Loan Officer indicating you have the purchasing power and meet the lender’s criteria to qualify for financing (e.g., credit, sufficient funds, etc.)
 - The second from HouseKeys confirming they pass the Program’s Eligibility Criteria.

This form summarizes the process and does not contain all steps or qualification criteria.

WEBSITES REFERENCES:

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

<ul style="list-style-type: none"> ○ https://www.housekeys17.com/ ○ https://www.housekeys17.com/bay37 	<ul style="list-style-type: none"> ○ https://www.myhousekeys.com/
Information Listed on Website Above:	Information Listed on Website Above:
<ul style="list-style-type: none"> • Orientation and FAQ Session Registration 	<ul style="list-style-type: none"> • Register, obtain a password, reset password Please do not use multiple emails to set up more than one account; you may be disqualified
<ul style="list-style-type: none"> • Property Pictures and Amenities (if available, find them under the homebuyer opportunities tab) 	<ul style="list-style-type: none"> • Obtain an Application ID to enter Drawings (unless you already have one)
<ul style="list-style-type: none"> • Application Forms and Document Checklist are required for your File. <ul style="list-style-type: none"> ○ These forms are separate from completing your MyHouseKeys profiles. Please print, fill out and submit by the given deadline. 	<ul style="list-style-type: none"> • Complete and update your Household Profile (add members, income, household size, etc.)
<ul style="list-style-type: none"> • Guidelines, Process, Restriction Documents 	<ul style="list-style-type: none"> • View Opportunities and Property Information
<ul style="list-style-type: none"> • Ranking Results (homebuyer opportunities tab) 	<ul style="list-style-type: none"> • Enter Drawings and Opt-Out of Drawings
<ul style="list-style-type: none"> • Quiz (if online orientation is an option) 	<ul style="list-style-type: none"> • Submit your complete file to “FILE Cabinet.”
<ul style="list-style-type: none"> • Announcements and deadlines 	<ul style="list-style-type: none"> • Announcements and deadlines
<ul style="list-style-type: none"> • Opportunity Drawing Notice and other information 	<ul style="list-style-type: none"> • Other Information

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

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Date Drawing Opportunity Notification was modified: 03.16.2023