



**Opportunity Drawing Notification – Drawing #258**  
**City of Alameda**  
**Program Type: Ownership**  
**Development: Bay37 by Pulte**

**Index # / Unit specs**

OD	Address	Lot/Unit #	Bed / Bath	Approx. Sq. Ft.	Income Level (AMI)	Sales Price	Est. HOA Dues	Estimated Delivery Date
258	2866 Tradewind Dr	74	3/2	1423	Moderate	\$421,049.00	\$714	July 2023
258	2861 Cathwood Ln	240	2/1.5	910	Moderate	\$414,618.00	\$378	July 2023
258	503 Martin Mariner	327	2/2.5	1189	Moderate	\$414,618.00	\$378	July 2023
258	509 Martin Mariner	326	2/2.5	1247	Moderate	\$414,618.00	\$378	July 2023
258	2808 Crusader St	220	2/2.5	1083	Moderate	\$414,618.00	\$378	July 2023
258	416 Pawnee Ln	191	2/2.5	1083	Moderate	\$414,618.00	\$378	July 2023
258	582 Pawnee Ln	181	2/2.5	1146	Moderate	\$414,618.00	\$378	July 2023

**Occupancy Standard:**

Occupancy Standards	Minimum Occupancy (Number of People)	Maximum Occupancy (Number of People)
2 Bed	2	N/A
3 Bed	3	N/A

**Income Limit:**

Income Category	Percentage of AMI	Household Size: 2	Household Size: 3	Household Size: 4	Household Size: 5	Household Size: 6	Household Size: 7
Moderate	120%	\$142,000	\$159,750	\$177,500	\$191,700	\$205,900	\$220,100

**Drawing release timeline:**

Release Date	Batch (every 30 applicants in ranked order)	Deadline to Enter Drawing by 5pm	(Approx.) Date Drawing Results Published	File Submission Deadline by 5pm
11.3.2023	1	11.27.2023	11.29.2023	12.6.2023
11.3.2023	2	11.27.2023	11.29.2023	1.8.2024
11.3.2023	3	11.27.2023	11.29.2023	1.22.2024
11.3.2023	4	11.27.2023	11.29.2023	2.5.2024
11.3.2023	5	11.27.2023	11.29.2023	2.19.2024
11.3.2023	6	11.27.2023	11.29.2023	3.4.2024

**ADDITIONAL INFORMATION:**

- **Asset Income Criteria:** For net assets more than \$5,000, actual asset income or 10% of the value, whichever is greater, will be added to the total household gross annual income; tax-deferred retirement assets are excluded. Pre-Close (at application + gift funds)
- **Asset Limit Criteria:** No set asset limit.
- **Down Payment Requirement:** 3% of the purchase price; 3% minimum down payment with a max of 50% down. 50% of the 3% down payment must come from buyer’s own funds.
  - You may be required to contribute a down payment by the lender or to meet program ratio requirements.
- **Credit Score Requirement:** No credit score consideration.
- **Good Faith Deposit due at contract:** 3% of the purchase price at contract signing.
- **Program Requirement:** First-Time Home Buyer Requirement
- **Deed Restriction Term:** All BMR ownership units shall be maintained as affordable housing according to the requirements of the Program for 59 years.
- **Title Requirements:** Anyone over the age of 18 must be on Title, Agreement, and First Mortgage (exceptions for credit in certain circumstances).
- **Solar Requirements: Lease or Purchase options Option**
  - Solar Installation Required: Buyers are required to have solar in their ownership unit. 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"> <li>• Julia Herdocia: <ul style="list-style-type: none"> <li>▪ <a href="mailto:Julia.Herdocia@sunnova.com">Julia.Herdocia@sunnova.com</a></li> </ul> </li> <li>• Joshua Lake: <ul style="list-style-type: none"> <li>▪ <a href="mailto:Joshua.Lake@sunnova.com">Joshua.Lake@sunnova.com</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kaylie Harrison: <ul style="list-style-type: none"> <li>▪ <a href="mailto:kaylie.harrison@sunpowercorp.com">kaylie.harrison@sunpowercorp.com</a>   408.606.3904</li> </ul> </li> <li>• Sarah Nier: <ul style="list-style-type: none"> <li>▪ <a href="mailto:sarah.nier@sunpowercorp.com">sarah.nier@sunpowercorp.com</a>   408.461.3489</li> </ul> </li> </ul>

## Applicant Application Process

Review all the information and follow the instructions on the websites and this notice.

1. Every applicant listed on the title is required to complete the general orientation.
  1. To register for a live webinar or in-person orientation, click [here](#).
  2. In case you cannot attend an in-person or live orientation, a pre-recorded general orientation is available for you to watch [here](#).
  3. Each applicant must pass a required [quiz](#) to receive a certificate of completion, which is to be submitted with your file.
2. **Create an Account at <http://www.myhousekeys.org>.**
  1. Check that your household account information is complete and current before entering the drawing.
  2. Verify your income and household size are accurate; otherwise, this can affect your eligibility screening.
3. **A current/valid loan Pre-Approval for the full purchase price is required to enter the drawing.** To participate in the drawing and complete the purchase, choose a loan officer from the approved HouseKeys list of lenders and loan officers.
  1. Obtaining a pre-approval letter requires time; we highly recommend you start this immediately.
4. **Select and enter the opportunity drawing at [www.myhousekeys.com](http://www.myhousekeys.com)**
  1. The household's account administrator must enter the drawing. Entries submitted by the rest of the household members are void.
  2. You may only enter ONE drawing per program.
  3. **PLEASE NOTE: Entries dated AFTER the drawing entry deadline for the opportunity will not be valid entries.**
5. All minimum documents must be submitted by the File Submission Deadline.
  1. All adult household members are required to submit income and asset documentation by the file submission deadline even if they will not be on the loan or listed as owners. Partial submissions are ineligible.
  2. Ensure that all documents you upload to your file cabinet are in PDF format. Access instructional videos and best practices for document uploading [here](#).
  3. To view the full complete file document checklist, Click [here](#).
    1. You can find a breakdown of the "minimum file for review" [here](#).
    2. Please refer to the city's Program Information page for any additional documentation (if needed).

## HouseKeys Review Process

1. The HouseKeys opportunity drawing website will display the published ranking results for the opportunity drawing.
  1. Applicants will be initially ranked by one of five methods: Lottery Selection (Random with preferences applied), First Form - First Served (Drawing Entry Date and Time), First File - First Served (Complete Minimum File Submission) and First Application ID - First Served.
    1. ***This drawing will be ranked by Random Lottery.***
  2. This will be followed by another ranking with city preferences applied which provides a Final Ranking Number – If preferences are applicable.
    1. *To view this drawing's city preferences and form Exhibit E, [click here.](#)*
  3. Applicants who did not enter by the entry deadline WILL NOT be ranked or considered eligible for the drawing.
2. We will begin reviewing applicants' files in top-ranking order, in batches of 30.
  1. **IMPORTANT:** We will begin reviewing applicants who submitted a COMPLETE FILE by the file submission deadline in ranking order, with each batch of 30 given a specific File Submission deadline.

**PLEASE NOTE:** What "Batch" you are in to determine your appropriate File Submission deadline will be based on your ranking. Ex: 1 – 30 are batch 1, 31- 60 are batch 2 and so on.

2. If enough eligible and qualified buyers are not found after the entire applicant pool has been reviewed, we will issue another file submission deadline for those that are still active and review in ranked order.
  - We will release all applicants once all units have a buyer selected.
  - If we no further buyer(s) are found, we will release all applicants and open a new drawing.

## File Submission Options:

### MyHouseKeys File Cabinet Submission:

1. Upload PDF documents using FILE CABINET within your HouseKeys account profile:
  - a. **Submit ONLY PDF format file. (No JPEG, SVG / screenshots, pictures, etc. will be accepted)**
  - b. **Online File cabinet submission Instructions:** *All documents must be uploaded and submitted by the file submission deadline.*
2. Log into your profile (MyHouseKeys acct)
3. Click Menu, select FILE CABINET, drag, and drop all documents or click upload in **PDF FORMAT**

**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.

**FILE SUBMISSION DISCLOSURES:**

- All information and documentation submitted must be accurate, valid, and currently dated 15-30 days of the Application File Submission Deadline.
- If your file is incomplete, your file will be closed, and Housekeys will proceed to the next applicant with a complete file.
- When you upload to your file cabinet at [www.myhousekeys.com](http://www.myhousekeys.com) the software issues a date and timestamp that will be used to verify if you submitted all your items on time.
- Partial submissions or submissions with outdated documents will be considered too incomplete to review and ineligible.
- Documents or Pre-approval letters received via email are not acceptable; use the submission instructions on this notice.

**INFORMATION AND RESOURCES:**

- [General Orientation](#)
- [Property webpage](#)
- [City program page](#)
- [How-to and Informational Videos](#)

**Disclaimer:** HouseKeys Orientations provide general information only and may be subject to change at any time without notice. HouseKeys Orientation does not constitute financial advice. You should obtain independent advice before making any financial decisions. HouseKeys Inc. does not give any warranty or representation as to the accuracy, reliability, or completeness of the information. To the extent permitted by law, HouseKeys Inc. and its employees, shall not be liable for any loss or damage arising in any way (including by way of negligence) from or in connection with any information provided or omitted or from any one acting or refraining to act in reliance on this information.

**CONTACT INFORMATION:**

- Email Questions: [customerservice@housekeys.org](mailto:customerservice@housekeys.org)
- Call Toll-Free: 1-877-460-KEYS (5397)