

City of Garden Grove Homebuyer Application Packet

Please ensure to have all checklist items prior to application submittal.

Item 1 - Affordable Unit Sale Notice

The Affordable Unit Sale Notice is required to be provided by the Owner to the City pursuant to Section 8 of the Density Bonus Agreement prior to the sale of an Affordable Unit to a Homebuyer. Please refer to the Affordable Housing Unit Sale Notice Sample, for a template of the sale notice.

Item 2 - Affordable Unit Confirmation Notice

Affordable Unit Sale Confirmation Notice is a required notice to be provided by the City to the Owner pursuant to Section 8 of the Density Bonus Agreement concurring with or objecting to the proposed sale of an Affordable Unit to a Homebuyer.

Item 3 - Homebuyer Document Checklist

A list of items required by the City to verify program eligibility. Please review this list carefully and provide all relevant items that are being requested so there is no delay in the approval of the purchase.

Item 4 - Homebuyer Application

An application for the prospective Homeowner to complete in order to purchase an Affordable Unit. Please ensure all application certifications are signed by each adult household member of the home.

Item 5 – Additional Income Documents

Please also attach any additional contract documents between the prospective Homebuyer or the conveyance of the Affordable Unit deemed necessary for the City's records.

Affordable Unit Sale Notice Sample

Subject: Notice of Intent to Sell Affordable Unit at [Address] - Pursuant to Section 8 of the Affordable Housing Agreement

To: Ursula Luna-Reynosa, Economic Development and Housing Director

Dear Ursula Luna-Reynosa,

This letter serves as formal notification of our intention to sell the affordable housing unit located at [Address], in accordance with Section 8 of the Density Bonus Agreement between [Seller Name] and the [City Name].

Details of Affordable Unit:

- Property Address:
- Base Sale Price:
***If no such units have been sold, please list the listing price for the market rate units in the Project.**
- Proposed Sale Price of Affordable Units:
- Estimated amount of closing costs, real estate broker fees, and other costs or charges payable by the proposed Homebuyer to acquire ownership of the Affordable Unit:

Agreement Details:

- Terms of mortgage for the Homebuyer
- The form of the purchase agreement between Owner and the prospective Homebuyer (the purchase agreement shall require the Homebuyer to execute the Homebuyer Documents and require that the Homebuyer Documents be recorded against the Affordable Unit through escrow in conjunction with closing)

Escrow Agent's Information:

- Name, address and phone number of the escrow agent proposed to conduct the escrow for the sale of the Affordable Unit.

Please contact us at [Phone Number] or [Email Address] with any questions regarding this sale.

Sincerely,

[Seller Signature]

[Seller Name]

[Date]

Subject: Affordable Unit Confirmation Notice

Date:

To: [Applicant's Name]
[Applicant's Address]

Dear [Applicant Name],

We are pleased to advise you that your proposal to sell [number XX] units at the rate of [cost of unit] at [property address] has been approved as of the date of this letter.

Please contact us at [Phone Number] or [Email Address] with any questions.

Sincerely,

[City Contact Signature]
[City Contact Name]

[Date]

Subject: Affordable Unit Confirmation Notice

Date:

To: [Applicant's Name]
[Applicant's Address]

Dear [Applicant Name],

Thank you for your Affordable Unit Sale Notice submission. Unfortunately, after reviewing your submission we are unable to approve your request to sell [XX number of units] at the rate of [cost of unit] at this time. Our decision was based on the following:

[XX]

[XX]

If you would like to resubmit an Affordable Unit Sale Notice with corrections, or have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[City Contact Signature]

[City Contact Name]

[Date]

Homebuyer Document Checklist

- Completed Homebuyer Application
- Copies of filed Federal and State income tax returns for the 3 most recent years and/or copies of W2 for the 3 most recent years for anyone above the age of 18 in the household.
- Verification of income from the current employer(s) of each employed adult in the household, including two (2) months of most recent pay stubs.
- Income verification forms or most recent benefit letters from the United States Social Security Administration or the California Department of Social Services for each individual in the household who receives assistance from either of such agencies (if any).
- If none of the above forms of income verification for any adult in the household is not available to the Owner, another form of independent income verification is determined to be acceptable at the sole discretion of the Director.



City of Garden Grove
Homebuyer Application

OFFICE USE

Date & Time Stamp

PROPERTY TO BE PURCHASED

Address: _____ **City:** _____ **Zip Code:** _____

HOMEBUYER / BORROWER INFORMATION

Homebuyer/ Borrower's Name:	Co- Borrower's Name:
Social Security No:	Social Security No:
Current Address:	Current Address:
City, Zip:	City, Zip:
Phone: Home Cell	Phone: Home Cell
Email:	Email:
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Never Been Married	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Never Been Married

HOUSEHOLD MEMBERS

	Name	Age	Working? Yes or No	Employed? Monthly Gross Income	Full Time Student (Yes/No)
1				\$	
2				\$	
3				\$	
4				\$	
5				\$	



6					\$	
7					\$	
8					\$	

EMPLOYMENT INFORMATION	
Borrower	Co-Borrower
Self-Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Self-Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Occupation:	Occupation:
Name:	Name:
Address:	Address:
City, Zip:	City, Zip:
Phone:	Phone:
Years on the Job:	Years on the Job:

TOTAL HOUSEHOLD INCOME INFORMATION			
Annual Income: (If necessary, attach income data for additional household members on separate sheet of paper)	Borrower	Co-Borrower/Household Member	Household Member
Salary, wages, and business income	\$	\$	\$
Retirement benefits and annuities	\$	\$	\$
Social Security	\$	\$	\$
Other	\$	\$	\$
Totals	\$	\$	\$
TOTAL HOUSEHOLD INCOME:	\$	\$	\$



List all Checking, Savings, & Credit Union Accounts:

Name Shown on Account:	Type:	Account #:	Bank Name and City:

Check all applicable sources of household income and provide copies or proof for each:

<input type="checkbox"/>	Income for all adults 18 yrs. and older	<input type="checkbox"/>	Alimony and Child Support (i.e., court ordered amount or notarized statement from parent)
<input type="checkbox"/>	Unemployment compensation, Worker's Compensation	<input type="checkbox"/>	Life Insurance Cash Value Statement
<input type="checkbox"/>	Disability income, or SSI	<input type="checkbox"/>	Lump sum receipts, such as inheritances, lottery winnings, capital gains, etc.
<input type="checkbox"/>	Retirement and Pension funds	<input type="checkbox"/>	Investments such as: gems, jewelry, coin collection, antique cars, etc.
<input type="checkbox"/>	Self-employment income (1040 form- Schedule C, Year-to-Date profit/loss statement)	<input type="checkbox"/>	Have you bought or sold any property in the past 2 years?
<input type="checkbox"/>	Copies of 6 months of current bank statements for all savings and checking accounts	<input type="checkbox"/>	Other investments Statements (i.ee, Annuities, CD's, money market accounts, stocks, bonds)
<input type="checkbox"/>	Last 2 years Federal income tax return	<input type="checkbox"/>	Other incomes:

2025 INCOME LIMITS FOR PROGRAM								
Income Standard	Household Size							
	1	2	3	4	5	6	7	8
Moderate	\$114,750	\$131,100	\$147,500	\$163,900	\$177,000	\$190,100	\$203,250	\$216,350
Low	\$94,750	\$108,300	\$121,850	\$135,350	\$146,200	\$157,050	\$167,850	\$178,700
Very Low	\$59,250	\$67,700	\$76,150	\$84,600	\$91,400	\$98,150	\$104,950	\$111,700
Extremely Low	\$35,550	\$40,600	\$45,700	\$50,750	\$54,850	\$58,900	\$62,950	\$67,000



Applicant/Borrower Certification

I/we acknowledge and agree to the attached eligibility requirements and certify, under penalty of perjury under the laws of the State of California, that all information provided herein is true and correct.

Applicant/Borrower (print or type)	Signature	Date
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Applicant/Co-Borrower (print or type)	Signature	Date
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Occupancy Agreement Certification

I/we acknowledge and agree by signing this document that I/we will personally live in the "Affordable Unit" as our primary residence during the duration of our ownership of the unit and agree to provide proof of residency through annual verification, including a copy of a utility bill.

***Please ensure all adult household members sign occupancy agreement.**

Applicant/Borrower (print or type)	Signature	Date
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Applicant/Co-Borrower (print or type)	Signature	Date
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Adult Household Member	Signature	Date
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Documentation Authorization Agreement

I/we acknowledge and agree by signing this document, that I/we authorize the Owner to transmit all of the household income documentation/information to the City and authorize the City to inspect, use, and rely upon such information in order to verify the Owner's and the prospective Homebuyer's compliance with the terms of this Agreement. In addition, I agree to waive and release any right or claim that said individuals might otherwise have in the absence of such written authorization to maintain the privacy or confidentiality of such information.

***Please ensure all adult household members sign the agreement.**

Applicant/Borrower (print or type)	Signature	Date
Applicant/Co-Borrower (print or type)	Signature	Date
Adult Household Member	Signature	Date

