

City of San Marcos Affordable For-Purchase Housing Program Application

Thank you for your interest in applying to the City of San Marcos Successor program. Please fill out this application in its entirety and submit all required documentation with the application. This form should be filled out by the homebuyer. If you have any questions regarding the application, they can be directed to [Sylvia Daniels at \(760\)-744-1050, ext. 3124](mailto:Sylvia.Daniels@sanmarcos.net).

Once your application has been received, it will be shared with our contracted partner, Public Consulting Group LLC, who will complete the income certification process. Someone may reach out to you or your realtor to ask clarifying questions or to request additional documentation. Please respond as soon as possible as this affects the timeline of your application.

Below are the descriptions of the three homeownership programs operated by the City of San Marcos. Please review the descriptions to ensure you are applying to the correct program.

San Marcos Affordable Housing Program (SMAHP)

This program is a for-purchase affordable housing program for 31 townhomes, and the sales price/income cap is set to **100% AMI (see Appendix A)**. Applicants must be prequalified for a loan, and have their offer accepted by the seller. Once the offer is accepted, applicants can submit their application for income certification. The timeline for processing is **7-10 City Business days**. If the application is approved, the City will produce legal documents for the applicant to sign and have recorded against the property prior to escrow closing.

Down Payment Assistance Program (DAP)

The Down Payment Assistance Program (DAP) is funded by the CalHome Program and offers eligible first-time homebuyers a simple interest, deferred payment loan to assist with the purchase of a home within the City of San Marcos. The DAP loan must be used in conjunction with an original first, fixed-rate, fully amortized 30-year loan. The DAP loan provides gap financing between the first mortgage and the purchase price of the property. The DAP is subject to availability of funds. The income limit for this program is **80% AMI (see Appendix A)** and the timeline for processing is **30 calendar days**. There is a \$350 application fee.

Mobile Home Portfolio (MHP)

This program is a for-purchase affordable housing program for deed restricted mobile homes **the income limit for this program is -120 % AMI (see Appendix A)**. Applicants must be prequalified for a loan, and have their offer accepted by the seller. Once accepted, applicants can submit their application for income certification. The timeline for processing is **7-10 City Business days**. If the application is approved, the City will produce legal documents for the applicant to sign and have recorded against the property prior to escrow closing.



Program (select one)

- ☐ San Marcos Affordable Housing Program (SMAHP)
- ☐ Mobile Home Portfolio (MHP)
- ☐ Down Payment Assistance Program (DAP)

Will this be your principal place of residence? ☐ No ☐ Yes

a. **Have you owned or sold property within the last three years?** ☐ No ☐ Yes

What type of housing do you plan to purchase? *(DAP only)*

- ☐ Site-built single detached (from one to four units)
- ☐ Site-built single family attached (condominium, townhome)
- ☐ Manufactured Home
- ☐ Land for a Manufactured Home

For your first home loan, how much were you qualified? *(DAP only)*

Click or tap here to enter text.

What type of loan was it? *(DAP only)*

Click or tap here to enter text.

Property Location

| |
|--|
| Address: Click or tap here to enter text. |
| City: Click or tap here to enter text. |
| Zip Code: Click or tap here to enter text. |
| No. of Bedrooms: Click or tap here to enter text. |
| No. of Baths: Click or tap here to enter text. |
| Year Built: Click or tap here to enter text. |



Household Information

| | Date of Birth | Social Security Number | Relationship |
|---------------------|----------------------------------|----------------------------------|----------------------------------|
| Applicant | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Co-Applicant | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Total Number of Persons in Household Click or tap here to enter text.

Contact Information

| | |
|---|---|
| Applicant Mailing Address: Click or tap here to enter text. | Realtor Mailing Address: Click or tap here to enter text. |
| Applicant Phone Number: Click or tap here to enter text. | Realtor Phone Number: Click or tap here to enter text. |
| Applicant Email Address: Click or tap here to enter text. | Realtor Email Address: Click or tap here to enter text. |

Gross Household Income

Complete the following; attach required verifications as specified below. **Information is required for all household members aged 18 or older regardless of whether they contribute to household expenses. If household member is a full-time student and/or works, provide proof of income and/or full-time student status.**

If you filed a Federal Tax return last year, you must include a copy of your last two (2) returns (signed, with all attachments including W-2s) with your application. If you did not file or were not required to file, check “no” below and indicate the reason why on the line below.


Copy of last year’s Federal Tax return included with application? ☐ Yes ☐ No

Reason for not filing: Click or tap here to enter text.

| Income Sources | Annual Income For Applicant | Annual Income For Others | Additional Verifications Needed |
|---|--------------------------------|-----------------------------|--|
| A. Employment Earnings ¹ | \$ | \$ | Last 2 years Federal Tax Returns; Last 2 months of pay stubs ² |
| B. Self-Employment Earnings | \$ | \$ | Last 2 years Federal Tax Returns YTD income statement |
| C. Social Security (OASDI) | \$ | \$ | Annual Award Letter |
| D. Supplemental Security Income (SSI) | \$ | \$ | Annual Award Letter (must be within 60 days) |
| E. Public Assistance (Unemployment, etc.) | \$ | \$ | Current benefit statement |
| F. Pension(s) | \$ | \$ | Year-end statements and/or 1099 |
| G. Interest Income (checking’s, savings, CDs, etc.) | \$ | \$ | Last year’s 1099; Last 2 months bank |

¹Employment is defined as any form of paid work whether that be in person or virtually. Applicants should also include any additional funds they receive such as bonus or incentive payments. Please include all work, including part-time and employment not listed on a W2.

²This could include up to eight pay stubs depending on how frequently you are paid.



| | | | |
|---|----|----|--|
| | | | statements |
| H. Investment Income (stocks, bonds, real estate, etc.) | \$ | \$ | Last year's 1099; Last 2 months monthly statements |
| I. Retirement Accounts (401k, IRA, etc.) ³ | \$ | \$ | Last Statement |
| J. Other Income (List type/source) | \$ | \$ | Contact San Marcos to inquire about documents needed for proof of income |

Total Annual Household Income (Sum of A through J): Click or tap here to enter text.

Cash Assets (Please list all active accounts for each household member)

| Savings Account | | | |
|------------------|-----------|--------|---------------------------------|
| Household Member | Bank Name | Amount | Additional Verifications Needed |
| | | | Last 2 months bank statements |
| | | | Last 2 months bank statements |
| | | | Last 2 months bank statements |
| | | | Last 2 months bank statements |

| Checking Account | | | |
|------------------|-----------|--------|---------------------------------|
| Household Member | Bank Name | Amount | Additional Verifications Needed |
| | | | Last 2 months bank statements |
| | | | Last 2 months bank statements |
| | | | Last 2 months bank statements |
| | | | Last 2 months bank statements |

³ Individuals who are at the age where they can draw down from these accounts without penalty should list the full amount in their accounts.



Down Payment

| | |
|--|----|
| Savings Amount Available for a Down Payment ⁴ | \$ |
| Down Payment Amount | \$ |
| Source of Down Payment ⁵ (e.g., Checking, Savings, IRA) | |

Miscellaneous (DAP only)

| | |
|---|--|
| Current Total Monthly Housing Expenses (Rent, Utilities, Other housing costs) | |
|---|--|

Certification:

I/We certify that I/we have disclosed all information pertaining to my/our application and that the information presented in this application is true and accurate to the best of my/our knowledge.

I/We hereby give my/our authorization and consent to have the City of San Marcos obtain any and all information concerning my/our employment; checking and/or savings accounts; investment accounts; obligations; and any and all other matters relating to our credit and/or income which they may require in connection with my/our application for a loan or rental application, as the law pertaining to each transaction applies. This authorization also permits the City of San Marcos to run a criminal background check.

This consent may be reproduced, photocopied, or transferred by facsimile and any copy shall be as effective consent as the original which I/we signed.

| | | |
|------------|--|-------|
| Applicant: | | Date: |
| Applicant: | | Date: |

Return completed form and required documents to:

City of San Marcos

1 Civic Center Drive

San Marcos, CA 92069-2918

Attn: Sylvia Daniels/Housing Department

⁴ If applying for DAP, a minimum down payment of 3% of the purchase price is required.



Appendix A: AMI Chart

Office Use Only

| Household Size | 50% AMI | 60% AMI | 80% AMI | 100% AMI | 120% AMI |
|----------------|-----------|-----------|-----------|-----------|-----------|
| 1 person | \$53,050 | \$63,660 | \$84,900 | \$83,650 | \$100,400 |
| 2 person | \$60,600 | \$72,720 | \$97,000 | \$95,600 | \$114,700 |
| 3 person | \$68,200 | \$81,840 | \$109,150 | \$107,550 | \$129,050 |
| 4 person | \$75,750 | \$90,900 | \$121,250 | \$119,500 | \$143,400 |
| 5 person | \$81,850 | \$98,220 | \$130,950 | \$129,050 | \$154,850 |
| 6 person | \$87,900 | \$105,480 | \$140,650 | \$138,600 | \$166,350 |
| 7 person | \$93,950 | \$112,740 | \$150,350 | \$148,200 | \$177,800 |
| 8 person | \$100,000 | \$120,000 | \$160,050 | \$157,750 | \$189,300 |

Information Verified: Click or tap here to enter text.

Application Approved/Denied: Click or tap here to enter text.

Date: Click or tap here to enter text.

DAP Only

Current Housing Ratio: Click or tap here to enter text.

Proposed Housing Expenses: Click or tap here to enter text.

Proposed Housing Ratio: Click or tap here to enter text.

Proposed Debt Ratio: Click or tap here to enter text.