

## County of Orange Mortgage Assistance Program (MAP) Program Summary

**Program Description:** Silent second mortgage loan program for low-income first-time homebuyers; principal and interest payments deferred for term of loan due in 30<sup>th</sup> year or upon sale or transfer of property, when property ceases to become owner-occupied, with the exception of transfers between surviving spouses continuing to reside in the property, or upon repayment or refinancing of first mortgage, whichever comes first.

**Loan Term:** 30-year term

**Maximum Loan Amount:** Up to \$40,000

**Maximum Purchase Price:** Total sales price shall not exceed 85% of the Orange County median sales price for all homes. Contact Affordable Housing Clearinghouse for most recent maximum purchase price update.

**Interest Rate:** 3% simple interest, fixed rate

**Closing Costs:** Borrowers are required to pay usual and customary loan fees, closing costs, and reserves, as in any purchase transaction. See below for minimum contribution.

**Minimum Buyer Contribution:** Minimum 1% of purchase price contribution required. Buyer may use gift or grant for closing costs after 1% contribution is met.

**Cash Reserves:** First mortgage lender may also have reserve requirements.

**First-Time Homebuyer:**

All buyers on title must be first-time homebuyers defined as follows:

- A borrower(s) who has not owned a home during the three-year period before the purchase of a home with CalHome assistance; or
- A displaced homemaker (see CalHome Definition) who owned a home; or
- A single parent (unmarried or legally separated) who owned a home with custody of minor child(ren); or
- An individual who has only owned a mobile home (see CalHome definition).

**Maximum Household Income (2018):**

<u>Household Size:</u>	<u>Income:</u>
1	\$61,250
2	\$70,000
3	\$78,750
4	\$87,450
5	\$94,450
6	\$101,450
7	\$108,450
8	\$115,450

Applicant(s) must have a gross annual household income that does not exceed 80% of the Orange County area median income, adjusted for family size.

When considering gross income, all household residents eighteen (18) years or older are included.

**Citizenship/Residence Status:**

All applicants on title must provide evidence of U.S. citizenship or permanent resident alien status.

**Eligible Areas:**

County of Orange unincorporated areas (not yet incorporated into a city) and the cities of Brea, Cypress, Dana Point, La Palma, Laguna Beach, Laguna Hills, Laguna Woods, Los Alamitos, Seal Beach, Stanton, and Villa Park.

**Eligible Properties:**

- Single-family properties
- Condos and planned unit developments (PUDs) allowed.
- All borrowers on title must occupy property as their primary residence.
- Affordable Housing Clearinghouse to verify eligibility of properties.

**Underwriting:** Underwriting decisions by the first mortgage lender (credit, debt ratios, etc.) and County apply.

**Credit:** At time second mortgage loan is recorded:

- No minimum credit score
- No credit accounts past due at time loan is recorded

**First Mortgage Loan Requirements:**

- Applicants to obtain 30-year first mortgage loan from participating lenders (see Application Procedures).
- First mortgage lender required to establish impound accounts for taxes and insurance for the term of the first mortgage.
- First mortgage loan must have fixed interest rate not more than current market rate (no ARMs).
- Buyer must meet underwriting and eligibility guidelines of first mortgage lender.

**Maximum Loan to Value (LTV):**

Combined loan to value should not be more than 100% of purchase price.

**Homebuyer Education Requirements:**

Buyer must obtain a pre-purchase Homebuyer Education certificate through Affordable Housing Clearinghouse. The certificate must be dated within the last 12 months from the date the application is received.



# Mortgage Assistance Program (MAP)

## List of eligible/unincorporated areas in Orange County

### Eligible Areas

Brea	Los Alamitos
Cypress	Seal Beach
Dana Point	Stanton
La Palma	Villa Park
Laguna Beach	County of Orange
Laguna Hills	unincorporated areas (not
Laguna Woods	yet incorporated into a city)

### County of Orange Unincorporated Areas\*

#### Unincorporated areas appear light yellow on a Thomas Guide

- Anaheim Island
- Coto de Caza
- El Modena
- Emerald Bay
- Ladera Ranch
- Las Flores
- Midway City
- Modjeska Canyon
- Orange Park Acres
- Rossmoor
- San Juan Hot Springs
- Santiago Canyon
- Silverado Canyon
- Trabuco Canyon
- Tustin Foothills
- Wagon Wheel

\*Subject to change without notice



## **Application Procedures for County of Orange Mortgage Assistance Program (MAP)**

### **Step 1: Contact Affordable Housing Clearinghouse**

Contact the Affordable Housing Clearinghouse for information and to determine eligibility.

Affordable Housing Clearinghouse  
23861 El Toro Road, Suite 401  
Lake Forest, CA 92630  
(949) 859-9255  
(949) 859-8534 Fax

### **Step 2: Submit MAP Application to Affordable Housing Clearinghouse**

Complete MAP Eligibility Determination Form, MAP Affidavit, and Borrower Certification and Authorization Form (see Items Required for MAP Application). Submit to Affordable Housing Clearinghouse to determine eligibility.

### **Step 3: Submit Loan Application**

Complete application and gather items required for first mortgage loan (see Items Required for MAP Application). Contact one of the following participating first mortgage lenders to complete the prequalification process.

#### **Guild Mortgage Company**

8141 E. Kaiser Blvd., Suite 311  
Anaheim Hills CA 92808  
Theresa Stachelski  
(714) 612-1212  
NMLS #315278

#### **Wells Fargo**

3536 Concourse, #200  
Ontario, CA 91764  
Angie Felix  
(951) 312-4471  
NMLS #1571907  
or  
7755 Center Ave, Suite 500  
Huntington Beach, CA 92647  
Julie Piccione  
(714) 934-2061  
NMLS #409747

### **Step 4: Complete Homebuyer Education Seminar**

You must complete an 8-hour homebuyer education seminar with Affordable Housing Clearinghouse. This certificate is valid for one year.

### **Step 5: Pre-Approval**

After you are pre-approved for your first mortgage loan, your lender may submit a copy package containing your loan application forms, credit report (Wells Fargo will not provide a copy of credit report), and all required documentation to the Affordable Housing Clearinghouse for processing of your MAP loan. The Affordable Housing Clearinghouse will notify you of your pre-approval for the downpayment assistance. The pre-approval is given before you open escrow on the purchase of a property and is subject to approval of the property and various other conditions.

Following pre-approval, you will have 30 days to identify a property to purchase and open escrow. If a property is not identified during this time period, the applicant's approval must be extended subject to

available funds. Approval is valid as long as there are no changes that would affect the eligibility of the applicant.

### **Step 6: Identification of Property**

Once you are pre-approved, you can work with any real estate agent to begin identifying a home to purchase in the County unincorporated area or participating city and that is within your affordability range. Once you find a property you would like to purchase, you must submit a purchase offer. A real estate agent may assist you with this. When submitting an offer and proposing an escrow closing date, please allow additional time for the County to process your MAP loan. The County requires **7 to 10 business days** after your executed loan documents are received from the escrow agent to complete the final approval process and fund the loan. You may specify in your purchase offer that you plan to finance the home partially with the County MAP loan. In addition, the County requires a satisfactory home inspection report, which you may specify as a condition in your purchase offer. Review and approval of a County inspection will also be required. When the purchase offer is accepted and executed by all parties, escrow is opened.

### **Step 7: Final Approval**

When escrow is opened, you must contact the first mortgage lender and the Affordable Housing Clearinghouse to complete the final loan approval process. To provide final loan approval, the Affordable Housing Clearinghouse will need to receive several items including, but not limited to, all of the conditions of the loan pre-approval, a fully executed purchase agreement, escrow instructions, a preliminary title report, an appraisal report, a home inspection report, and any updated information if applicable. Most of these items may be provided by your first mortgage lender. All information provided as part of the MAP application is subject to verification. After all documentation has been received, the application will receive final approval from the County. The County requires **7 to 10 business days** to complete the final review and fund the loan. Any missing documentation may delay the process.

### **Step 8: Execution of Loan Documents and Disclosure Statement**

After the County provides final approval, the MAP loan documents will be sent to the escrow agent for you to review and sign. You will receive a Promissory Note detailing your loan obligation, Deed of Trust securing the loan against the property, and a Borrower Disclosure Statement. You will have the opportunity to review the documents and ask questions or clarify before executing the documents.

### **Step 9: Closing and Homeownership**

After your executed loan documents are received from the escrow agent, the County requires **7 to 10 business days** to complete the final review and fund the loan. Any missing documentation may delay the process. When the conditions set forth in the purchase agreement are completed, the loan will close and the deed of trust will be recorded. You will need to make payments on your first mortgage loan. You will be responsible for notifying the County of a change in occupancy.

### **Step 10: Monitoring**

A principal residence verification form will be submitted to homebuyers for completion on an annual basis.



## **Items Required for County of Orange Mortgage Assistance Program (MAP) Application**

### **Submit to Affordable Housing Clearinghouse (AHC) for MAP Application:**

- Completed MAP Application
- Signed MAP Affidavit
- Signed Borrower Certification & Authorization form
- \$25 fee per application payable to County of Orange
- For any household members over the age of 18:
  - If they do not have income, sign Certification of No Income  
OR
  - If they do have income but are not on the loan application, provide the following: Pay stubs for the past 60 days, W-2 forms for the past 3 years, Signed Federal Tax Returns for the past 3 years, Bank Statement for past 3 months, Proof of Citizenship (Birth Certificate, Passport, Naturalization papers, Residency Card)

### **Submit to First Mortgage Lender and AHC for Prequalification:**

- Completed Uniform Residential Loan Application (Form 1003)
- Copies of *signed* federal tax returns for the last three years
- Copies of W-2 forms for the last three years
- Copies of paycheck stubs for the last two months plus documentation of other income
- Copies of all bank statements for the last three months (include all pages)
- Copies of statements for 401k, retirement funds, stock certificates, life insurance (if applicable)
- Evidence of U.S. citizenship or permanent resident alien status



- Letters of explanation for late payments or credit issues (if applicable)
- Contact information for landlord (two years minimum)
- Gift letter (if applicable)
- Purchase agreement (needed when property is purchased)
- Homebuyer education completion certificate
- Please mail your complete application package to:  
**Affordable Housing Clearinghouse 23861 El Toro Rd.,  
Suite 401, Lake Forest, CA 92630**

**Note: Application fees, credit report fees, appraisal fees or other fees may be required by the participating lender. Please check with your lender.**





**ORANGE COUNTY MORTGAGE ASSISTANCE PROGRAM  
 APPLICATION AND AFFIDAVIT**

TO THE HOMEBUYER:

Thank you for your application to the Orange County Mortgage Assistance Program (MAP). It is most important that you take time to read and sign each page of this application before your lender forwards it to our office. You will be certifying that you understand the Mortgage Assistance Program eligibility guidelines, and believe that you and the purchase price of your residence meet those guidelines. Your lender will also give you an Applicant Information Package, which should answer most of your questions about the program. If you have any additional questions, please feel free to phone the Orange County MAP Administrator, Affordable Housing Clearinghouse, at (949) 859-9255.

ABOUT THE INCOME REQUIREMENT:

The income information provided in the application must represent the current gross annual income of your household and must not exceed the program income limit of 80% Area Median Income (AMI). Find the applicable limit below, based on your household size for 2018 (most current income limits will apply):

<u>Household Size:</u>	<u>Income:</u>
1	\$61,250
2	\$70,000
3	\$78,750
4	\$87,450
5	\$94,450
6	\$101,450
7	\$108,450
8	\$115,450

Income is “annualized”, meaning that total current monthly income is multiplied by twelve for a total projected annual amount. Income includes all of the following: monthly gross pay; overtime; part-time employment; bonuses; dividends; interest; royalties; pensions; Veterans compensation; net rental income; alimony; child support; public assistance; sick pay; social security benefits; unemployment compensation; and income derived from trusts, business activities or investments. Income limits only apply during the escrow process; they become irrelevant after the loan closes. When considering gross income, all household residents eighteen (18) years or older are included.

ABOUT THE PURCHASE PRICE REQUIREMENT:

The purchase price must be the price that you and the Seller have agreed on, and must not exceed the program purchase price limit of \$\_\_\_\_\_. The purchase price means the cost of acquiring the residence, excluding usual and reasonable settlement or closing costs. If the buyer agrees to pay a cost usually paid by the seller, that amount must be included in the figure representing the purchase price.

Total sales price shall not exceed 85% of the Orange County median sales price for all homes.

**MAP AFFIDAVIT:**

A MAP applicant is anyone who will go on title and/or who will be liable on the mortgage and occupy the residence. Each applicant must make the following certifications:

I, the undersigned, as part of my application for a Mortgage Assistance Program (MAP) loan from the Orange County Mortgage Assistance Program (the "Program"), and in connection with a purchase of a home (the "Residence") and an application for a mortgage loan (the "Mortgage Loan") from a participating lender (the "Lender") of my choosing, do hereby state that I have carefully reviewed this document. I understand and agree with the answers on page one, and do furthermore certify the following:

1. I understand and agree that the information provided in the Household Information section of the application represents those people who I expect to initially share occupancy of the Residence with me. I understand that my spouse, whether on title or not, is an applicant for the MAP and must sign this Application.
2. I certify that I am a first time homebuyer, who has not had an ownership interest in a principal residence within the three years immediately preceding the date of this application, and I do not and will not have an ownership interest in a principal residence prior to the date of the loan closing. A principal residence includes a single-family residence, a condominium, share in a housing cooperative, any manufactured home or mobile home, or occupancy in a multifamily residence owned by me. An ownership interest means ownership by any means, whether outright or partial, including property subject to mortgage or other security interest; it also includes a fee simple ownership interest, a joint ownership interest by joint tenancy in common, or tenancy by the entirety, or a life estate interest. I further certify that I will submit true and complete copies of my actual signed federal tax returns for the preceding three tax years, or such other written verification that is acceptable to the MAP.
3. I certify that the Residence will be occupied and used as my principal place of residence within sixty (60) days of Mortgage Loan closing. I certify that the Residence will not be used as an investment property, vacation home, or recreational home and that no more than 15% of the area of the residence will be used in a trade or business. I certify that I will notify the Program in writing if the Residence ceases to be my principal residence.
4. If the loan application is for a loan on a newly constructed home I certify that the Residence has not and will not be occupied prior to loan commitment.
5. I certify that the Mortgage Loan is a first mortgage, not a replacement for an existing mortgage.
6. I certify that the information provided in the Gross Monthly Income section of the application represents my total household gross annual income, and does not exceed the income limits, as explained above.
7. I certify that the purchase price of the Residence does not exceed the purchase price limits, as explained above. I further certify that no side deal or agreement, either written or verbal, is presently contemplated for the completion of or addition to this residence unless the estimated cost of such completion and/or addendum is included in the purchase price.
8. I certify that the information provided in the Assets section of the application represents my total assets, not including automobiles, furniture, household goods and personal items.
9. I certify that no person related to me has, or is expected to have, an interest as a creditor in the Mortgage Loan being acquired for the Residence.
10. I understand and agree that if the Mortgage Assistance Program Loan is issued to me, it may not be transferred.
11. I understand that the principal and interest payments are deferred for the term of the loan and due in the 30th year or upon sale or transfer of the property, when the property ceases to

become owner-occupied, or upon repayment or refinancing of the first mortgage, whichever comes first, with the exception of transfers between surviving spouses continuing to reside in the property.

**CERTIFICATION OF THE APPLICANT**

I acknowledge and understand that this Affidavit, as completed above, will be relied on for determining my eligibility for a MAP loan. I acknowledge that a material misstatement negligently made by me in this affidavit or in any other connection with my application for a MAP loan will constitute a federal violation punishable by a fine and possible criminal penalties imposed by law, and will be considered a default on the loan. I acknowledge that any false pretense, statement, or misrepresentation or the fraudulent use of any instrument, facility, article, or other valuable thing or service pursuant to my participation in the Mortgage Assistance Program is punishable by imprisonment or by a fine.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CERTIFICATION OF THE LENDER**

Based upon reasonable investigation, the Lender has no reason to believe that either the applicant or the Seller of the Residence has made any negligent or fraudulent material misstatements in connection with the applicant's application for a MAP loan, and submits the completed information above as accurate and true to the best of the lender's knowledge.

\_\_\_\_\_  
Name and Title of Lender Representative

\_\_\_\_\_  
Signature of Lender Representative

\_\_\_\_\_  
Date

**Office Use Only**

Funding Source:

- CalHome
- CDBG
- HOME (if HOME, please attach additional disclosure)
- OCDA (if OCDA, please attach page OCDA provisions)

**MORTGAGE ASSISTANCE PROGRAM (MAP) ELIGIBILITY WORKSHEET**

**APPLICANT INFORMATION**

Borrower		Co-Borrower	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Date of Birth		Date of Birth	
Home Number		Home Number	
Work Number		Work Number	
Social Security		Social Security	
Email		Email	

**GROSS MONTHLY INCOME (include income for ALL persons in household)**

	Borrower	Co-Borrower	Other Household Member	Other Household Member
Gross monthly income	\$	\$	\$	\$
Overtime	\$	\$	\$	\$
Bonuses	\$	\$	\$	\$
Commissions	\$	\$	\$	\$
Dividends/Interest	\$	\$	\$	\$
Alimony/Child Support	\$	\$	\$	\$
Unemployment	\$	\$	\$	\$
Disability	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
Other monthly income	\$	\$	\$	\$
<b>TOTAL MONTHLY INCOME</b>	\$	\$	\$	\$

**PERSONS TO OCCUPY HOUSEHOLD (OTHER THAN APPLICANTS)**

Name	Age	Relationship
<b>TOTAL PERSONS IN HOUSEHOLD:</b>		

Have you owned a home that was your principal residence in the last three years?     Yes     No

Are you a U.S. citizen?     Yes     No

Are you a permanent resident alien?     Yes     No

Have you attended a homebuyer seminar?     Yes     No

Are you currently working with a Realtor?     Yes     No

List areas in which you are interested in purchasing:  
 \_\_\_\_\_

**OFFICE USE ONLY**

Qualifying Income for Household Size:

\_\_\_\_\_

Income qualifies



## Borrower Certification & Authorization

The undersigned certify the following:

1. I/We have applied for a mortgage loan from the County of Orange. In applying for the loan,  
  
I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the downpayment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.
2. I/We understand and agree that the County of Orange or its agent, Affordable Housing Clearinghouse, reserves the right to request additional information as needed throughout the loan process. This may include verifying the information provided on the application with the employer and/or the financial institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

### Authorization to Release Information

To Whom It May Concern:

1. I/We have applied for a mortgage loan from the County of Orange. As part of the application process, the County of Orange or its agent, Affordable Housing Clearinghouse, may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
2. I/We authorize you to provide to the County of Orange or Affordable Housing Clearinghouse any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.
3. The County of Orange or Affordable Housing Clearinghouse may address this authorization to any party named in the loan application.
4. A copy of this authorization may be accepted as an original.
5. Your prompt reply to the County of Orange or Affordable Housing Clearinghouse is greatly appreciated.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number



**ORANGE COUNTY  
MORTGAGE ASSISTANCE PROGRAM**

**Certification of No Income**

I, \_\_\_\_\_, do hereby certify that I do NOT receive income from any source. I understand sources of income include, but are not limited to, the following:

- |                |                       |                    |
|----------------|-----------------------|--------------------|
| Alimony        | Annuities             | Union Benefits     |
| AFDC           | Worker’s Compensation | Disability         |
| Family Support | Retirement Funds      | Education          |
| Employment     | Grants/Work Study     | Income from Assets |
| Unemployment   | Self –Employment      | Pensions           |
| Compensation   | General Assistance    | Social Security    |
| Child Support  | SSI                   | Union Benefits     |

Inquiries may be made verify statements herein. I also understand that false statements or omissions are grounds for disqualification and/or prosecution under full extent of the Orange County Community Resources.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date