THURSDAY,
DECEMBER 9, 2021,
6:00PM – 7:00PM

HouseKeys - City of San Ramon
BMR Ownership Program Orientation Webinar
Session #12

House Keeping

Please use the Q&A button to submit questions.

HouseKeys' Mission Statement

Improve Programs that Improve Lives

HouseKeys Websites

Description	Website
HouseKeys Software Application Site 1. Register your Household 2. Obtain an Application I.D. 3. Enter an Opportunity Drawing 4. Opt-out from an Opportunity Drawing	https://www.myhousekeys.com/
City of San Ramon (Resource Website) 1. Opportunity Information 2. Application Forms, Exhibits, checklists, addendum, Lender List, Orientation prerecorded video, short videos, quiz and program guidelines. 3. Orientation, FAQ Friday/Saturday registration	https://www.housekeys6.com/

https://www.myhousekeys.com/

One Account per Household/No Multiple Accounts Allowed

- **Incomplete or fraudulent www.myHouseKeys.com accounts will not be allowed entry into any City Opportunity Drawing**

- **Please do not use multiple email addresses or devices (iPad, tablets, cell phones, laptops, desktops etc.) to create multiple accounts to increase your chances of getting selected for an opportunity. These accounts will be identified, deleted and disqualified from ALL BMR programs**

- **If you are locked out/unable to edit your account or have questions, please email us at CustomerService@housekeys.org for assistance**

Homebuyer Application Steps

Part 1

HouseKeys
Unlock Opportunity

Step 1

Opportunity Advertisement

HouseKeys releases an Advertisement for a New Housing Opportunity.

This notice will include:

- Bedroom Count
- Income Level
- Property Type
- Deadlines

The notifications go out to Application ID holders and email subscribers.

Step 2

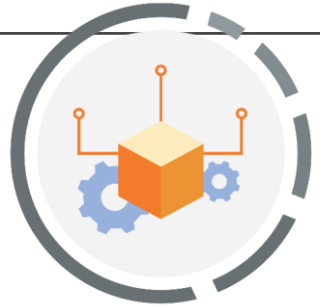
Package Your File

A Application Packet

www.housekeys6.com > Getting Started tab > Ownership Info Page

The Program Package includes:

- Initial Action Items
- Info on Members, Income Sources and Debts
- Intent to Follow (Abide by) the Rules



B Document Checklist

Contains a list of supporting documents to verify your household size, income, and other information that you have stated on your application and in the screening questions. It is important to be honest, truthful, and start on this Document Checklist right away. We recommend that you give yourself at least 21 days to collect everything on the list. If you find that a deadline does not give you enough time, do not be discouraged, HouseKeys is constantly adding new programs and opportunities to the Marketplace and Program Center.

C List of Loan Officers

It is very important to connect with a Loan Officer as soon as possible. The ones on our list have gone through training and verified that their legal departments have reviewed the program documentation. We understand that it may sometimes be difficult to get ahold of a loan officer on our list in time to meet the posted deadlines. If you choose to go with your own lender, make sure to verify that they have done the same. If you do not verify, you run the risk of not being able to close on your purchase transaction even if you are chosen during the Lottery Ranking process.

Step 3

Attend an Orientation

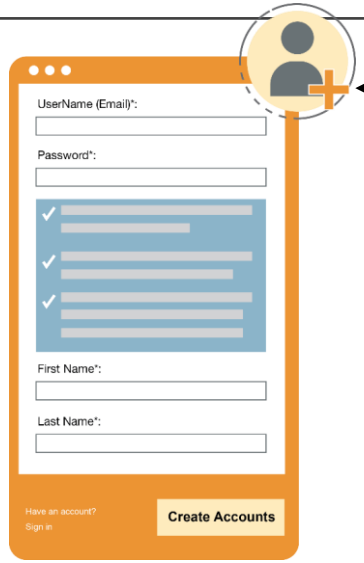
Attend a Live Orientation or View one of the Pre-Recorded Videos. There is a Homebuyer Quiz that is available and each applicant in the household must complete the quiz. HouseKeys also holds FAQ Sessions on Fridays and Saturdays, and these are posted on our Event Calendar.

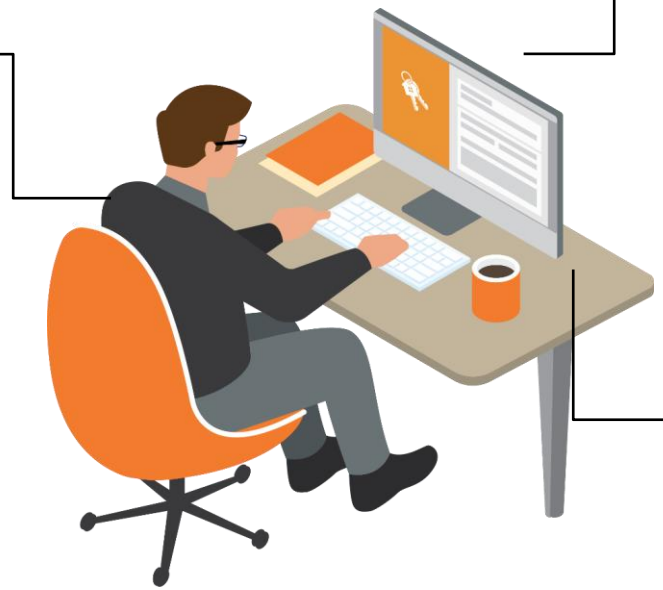
Step 4

Setup your MyHouseKeys Account

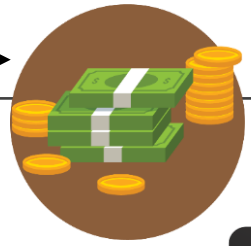
Set up an account at MyHouseKeys.com and complete the Household Profile with:

Household Member Profiles





Household Income Profiles



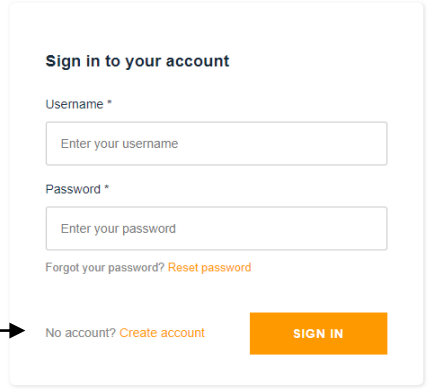
Household Asset Profiles(coming soon)

Your MyHouseKeys Account allows you to apply for any Program that HouseKeys manages.

https://www.myhousekeys.com/

Create an Account and Log In

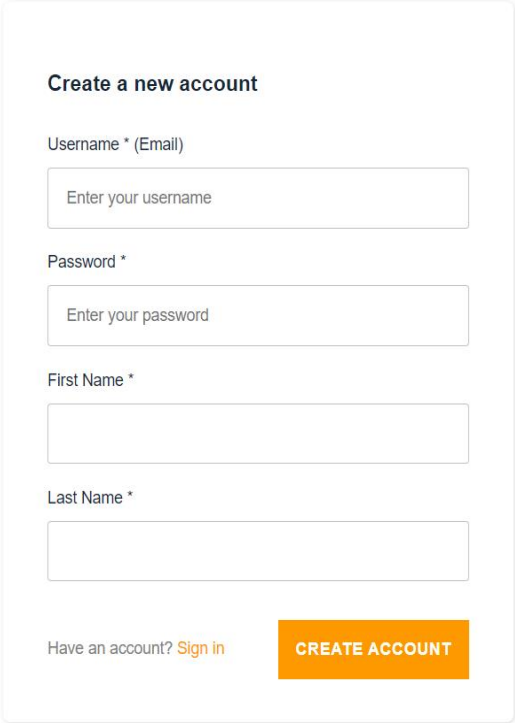
To Create an Account



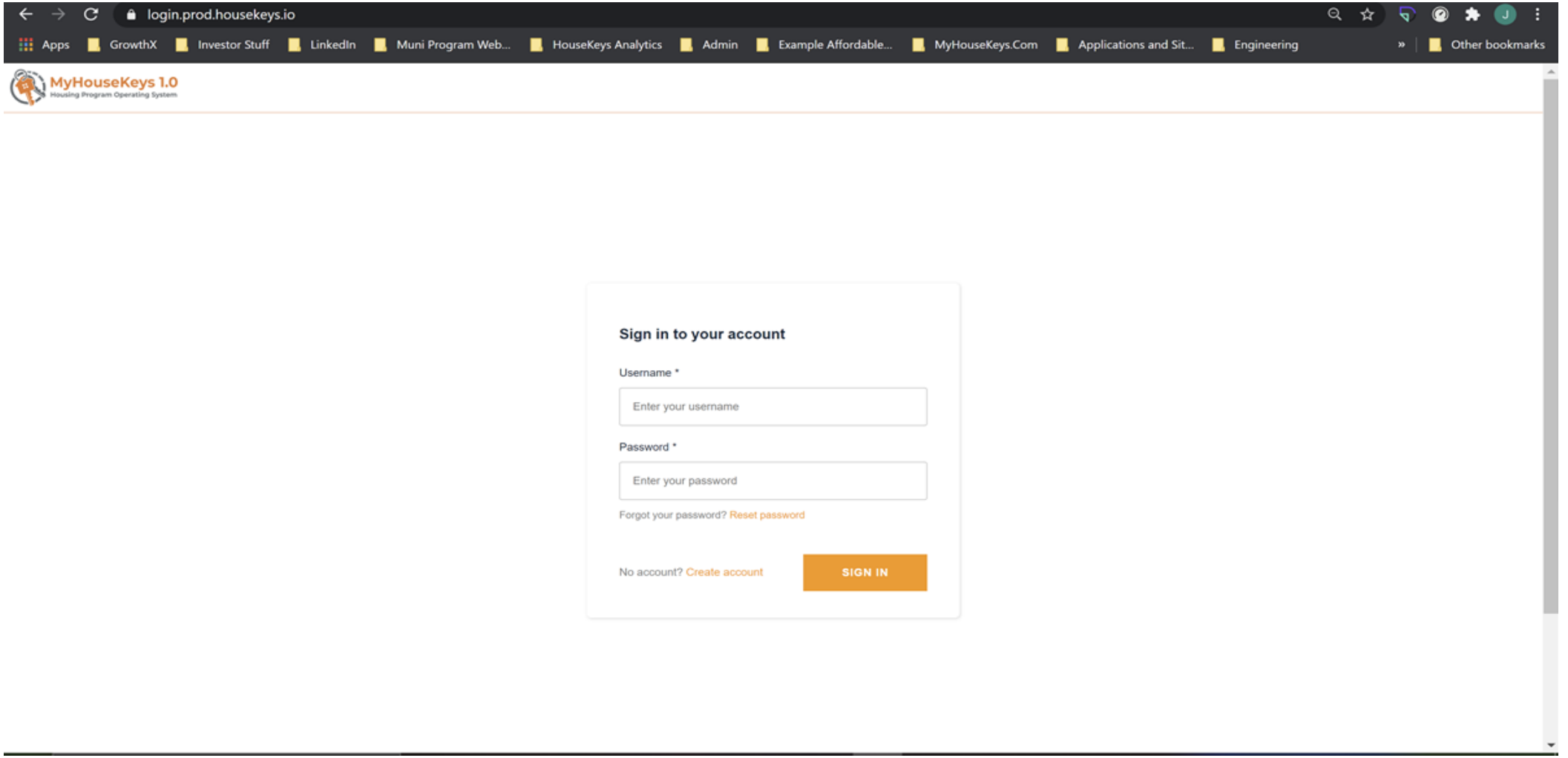
Create a New Account

MyHouseKeys 1.0
Housing Program Operating System

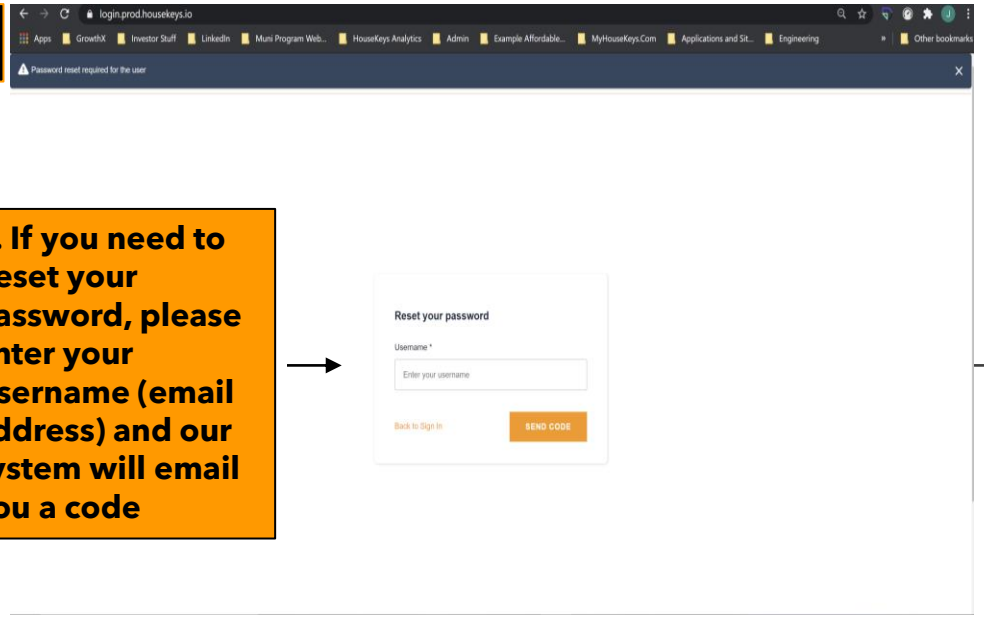
To Create a New Account:
Username = Email Address
Password = 8 characters and 1 symbol
First Name
Last Name
Click on Create Account



Sign in to your Account

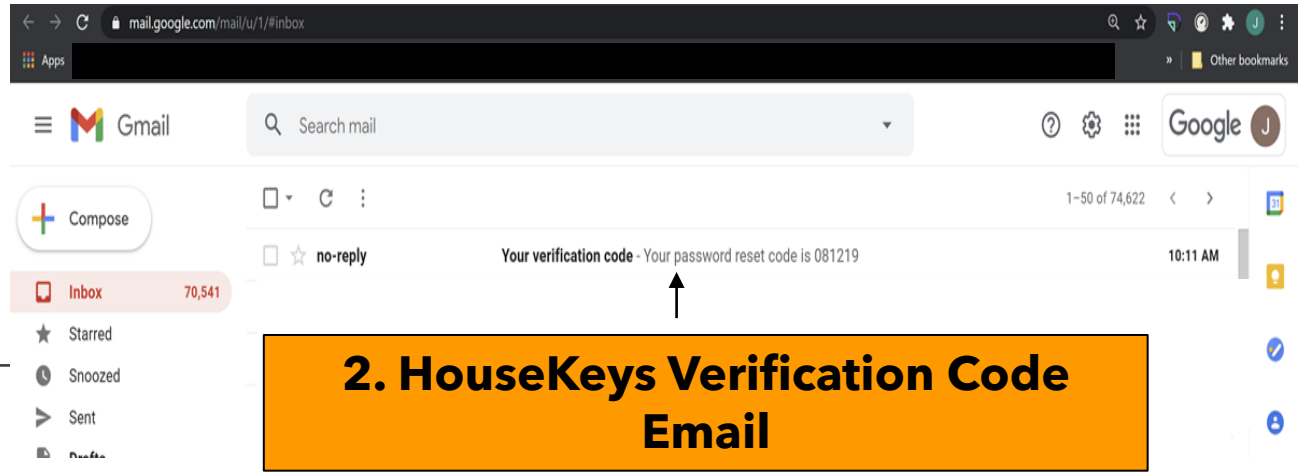


1



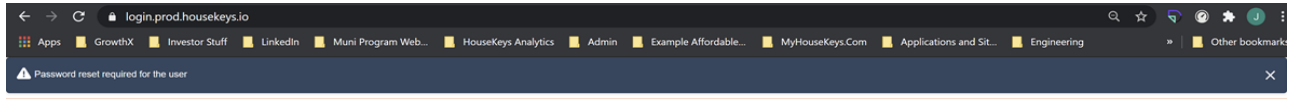
1. If you need to Reset your password, please enter your Username (email address) and our system will email you a code

2

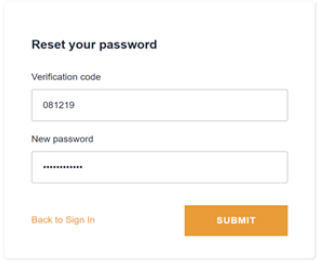


2. HouseKeys Verification Code Email

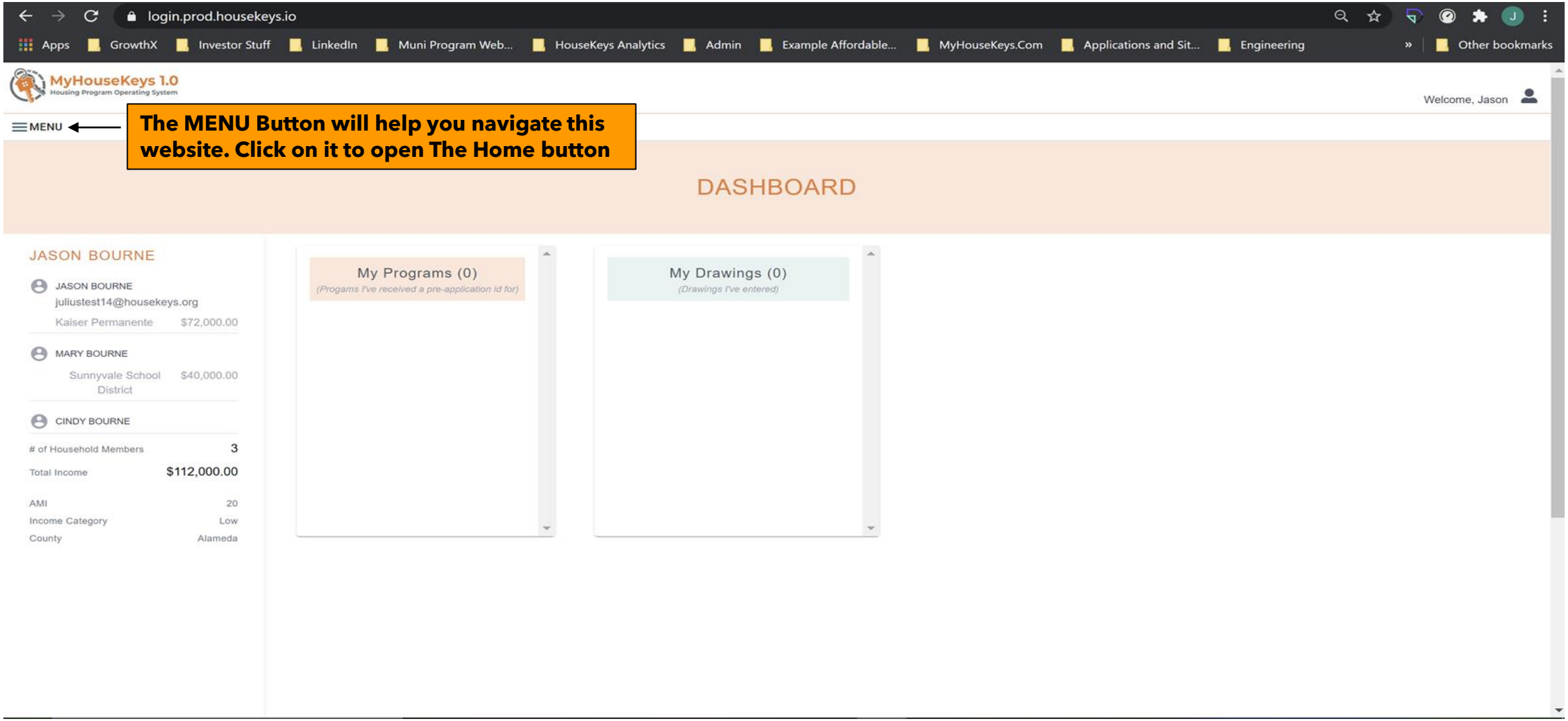
3



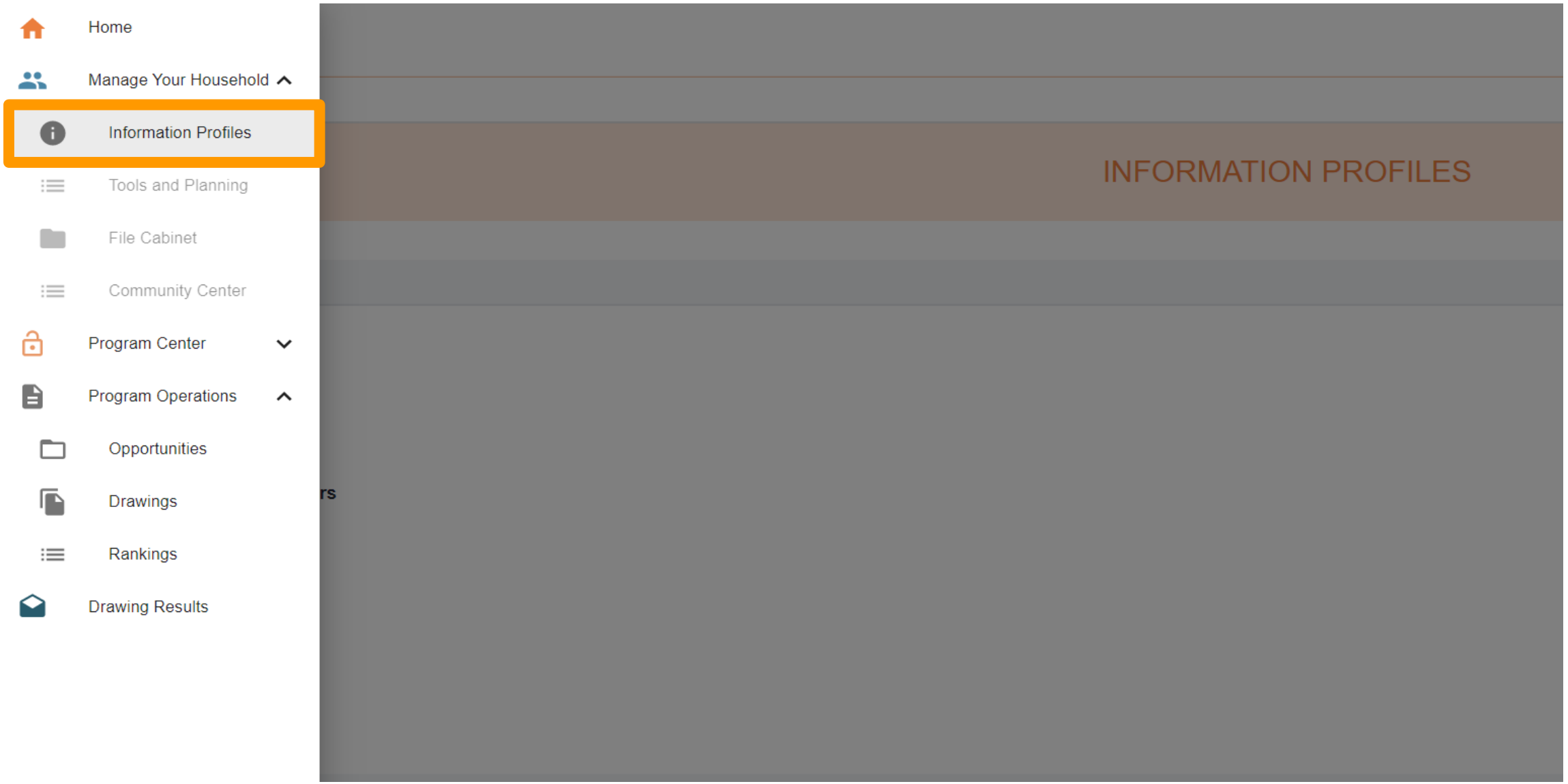
3. Use that code to create a New Password and Click Submit



My HouseKeys 1.0 Dashboard Screen/MENU/HOME

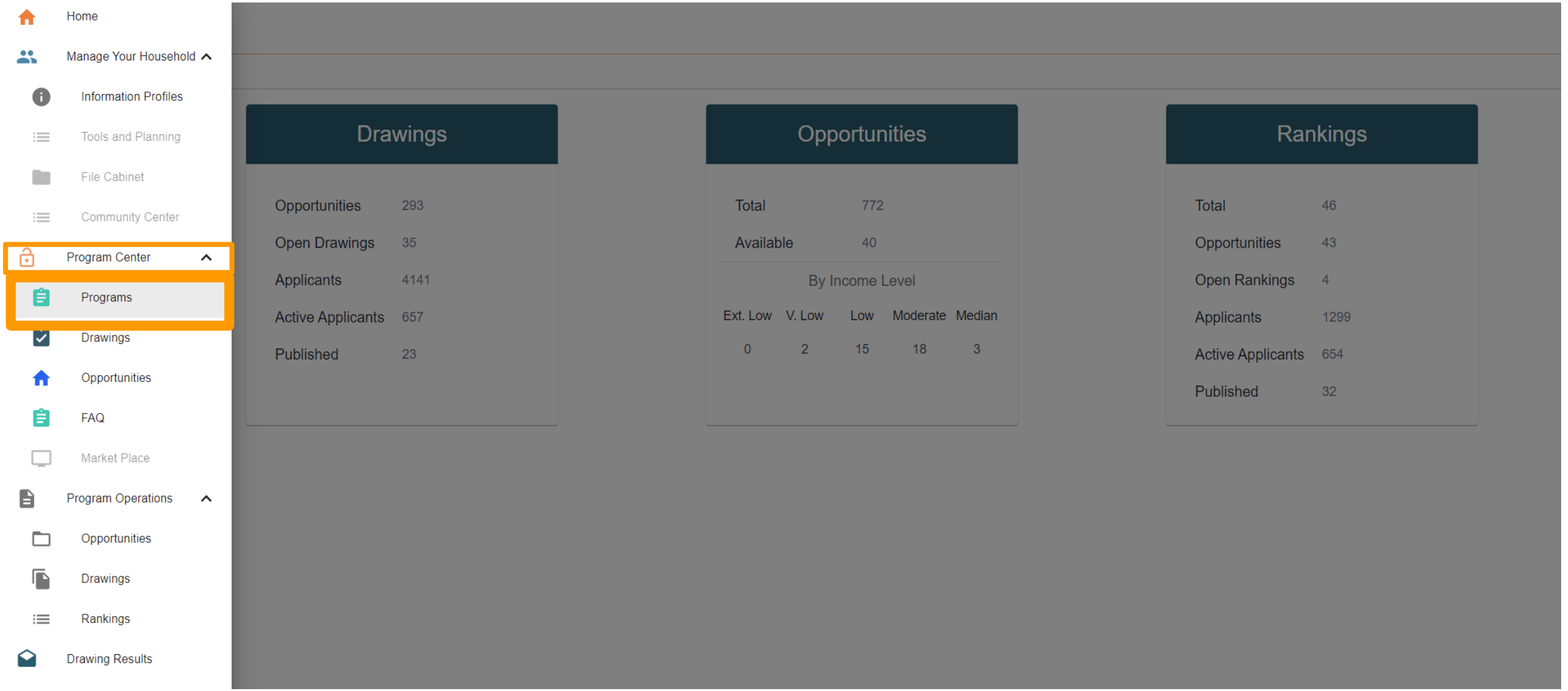


MENU>Home>Manage your Household>Information Profiles (add, edit, delete, member info or income)



MENU>Home>Manage your Household>Information Profiles (add, edit, delete, member info or income diagram)

MENU>Home>Program Center>Programs

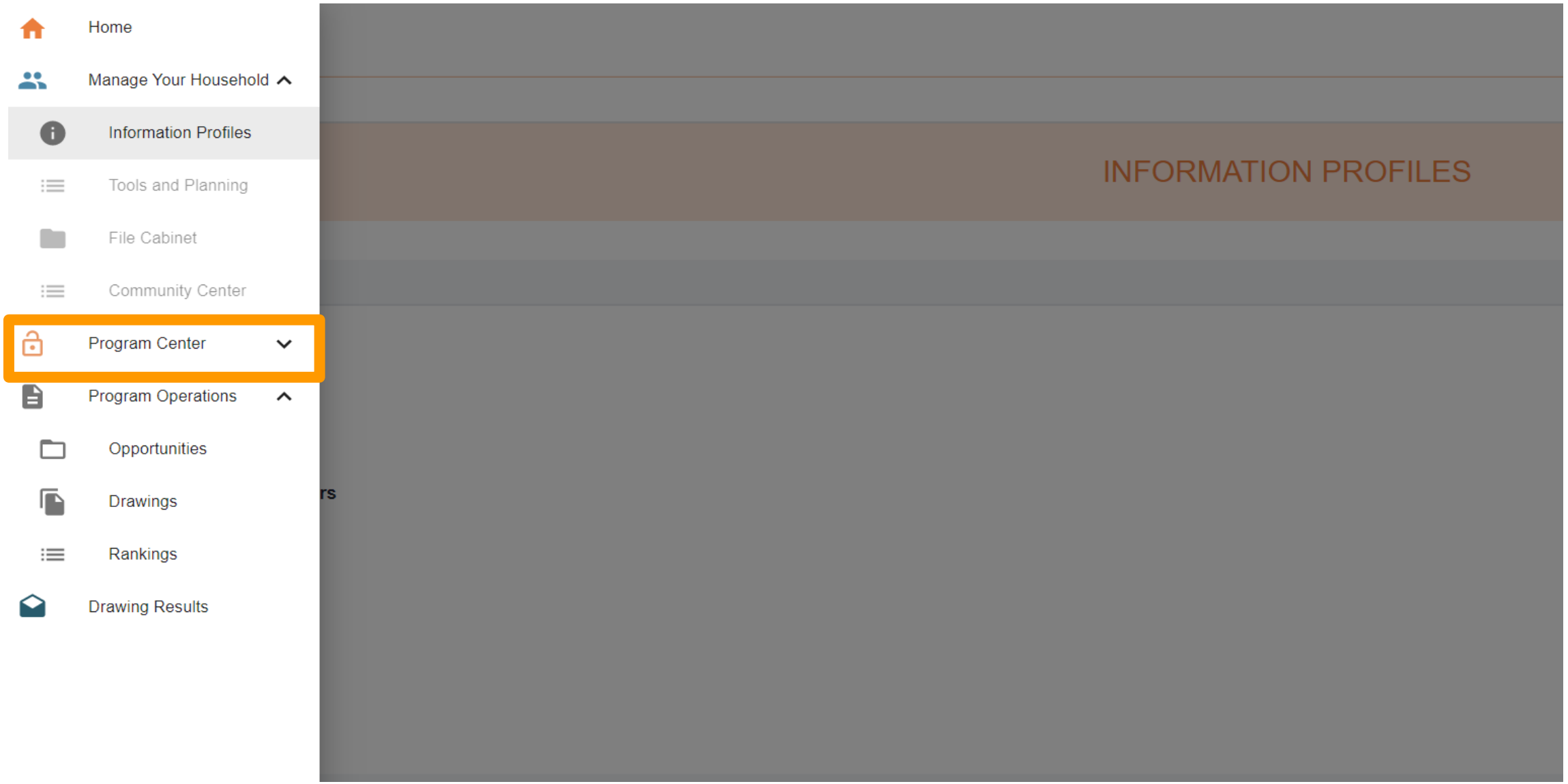


Step 5

Get an Application ID

Go to the “Program Center” to find the list of Programs. You will see a “Request Application ID” button that leads to a set of pre-application screening questions that will issue an Application ID if you pass the screening.

MENU>Home>Program Center



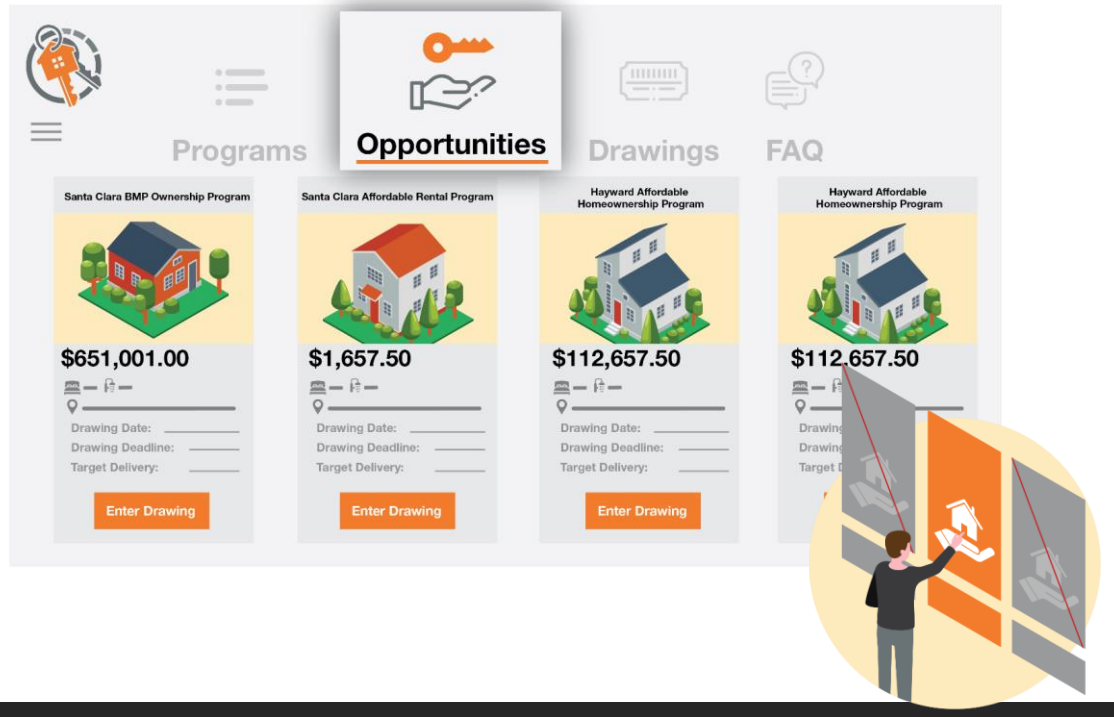
MENU>Home>Program Center>Opportunities

Step 6

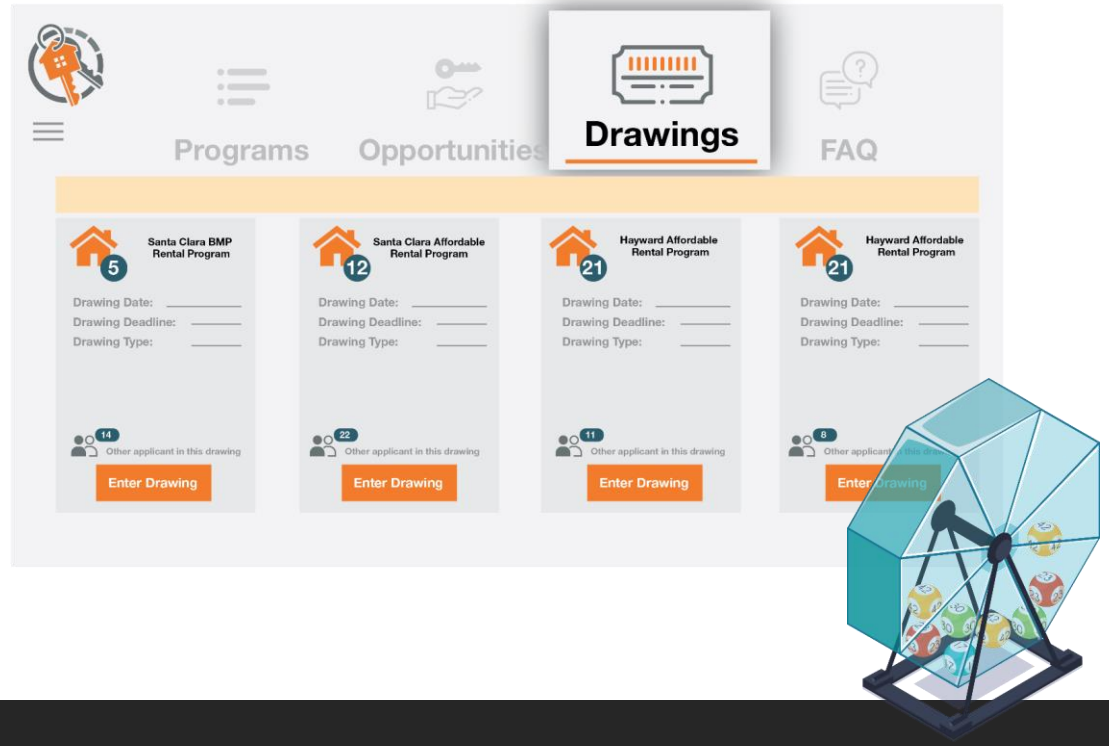
Enter an Opportunity Drawing

Go to the “Program Center” and look at the Opportunities List or the Opportunity Drawing List. Available Homes in the Inventory that we present are called “Opportunities” and each Opportunity is placed into an Opportunity Drawing. An Opportunity Drawing is how HouseKeys connects applicants to available homes. You “Enter” a Drawing by pressing the entry button and answering an additional set of screening questions and you will be assigned an entry number if you pass the additional screening.

Go through the Opportunity List



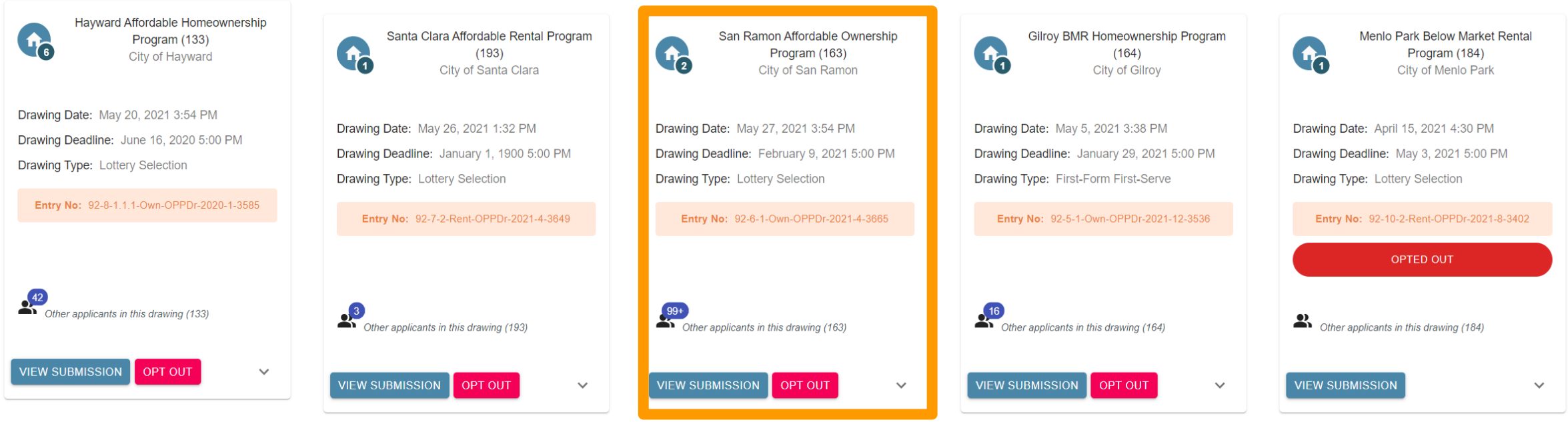
Or you can enter from the Opportunity Drawing List



MENU>Home>Drawings>Opt Out

DRAWINGS (19)

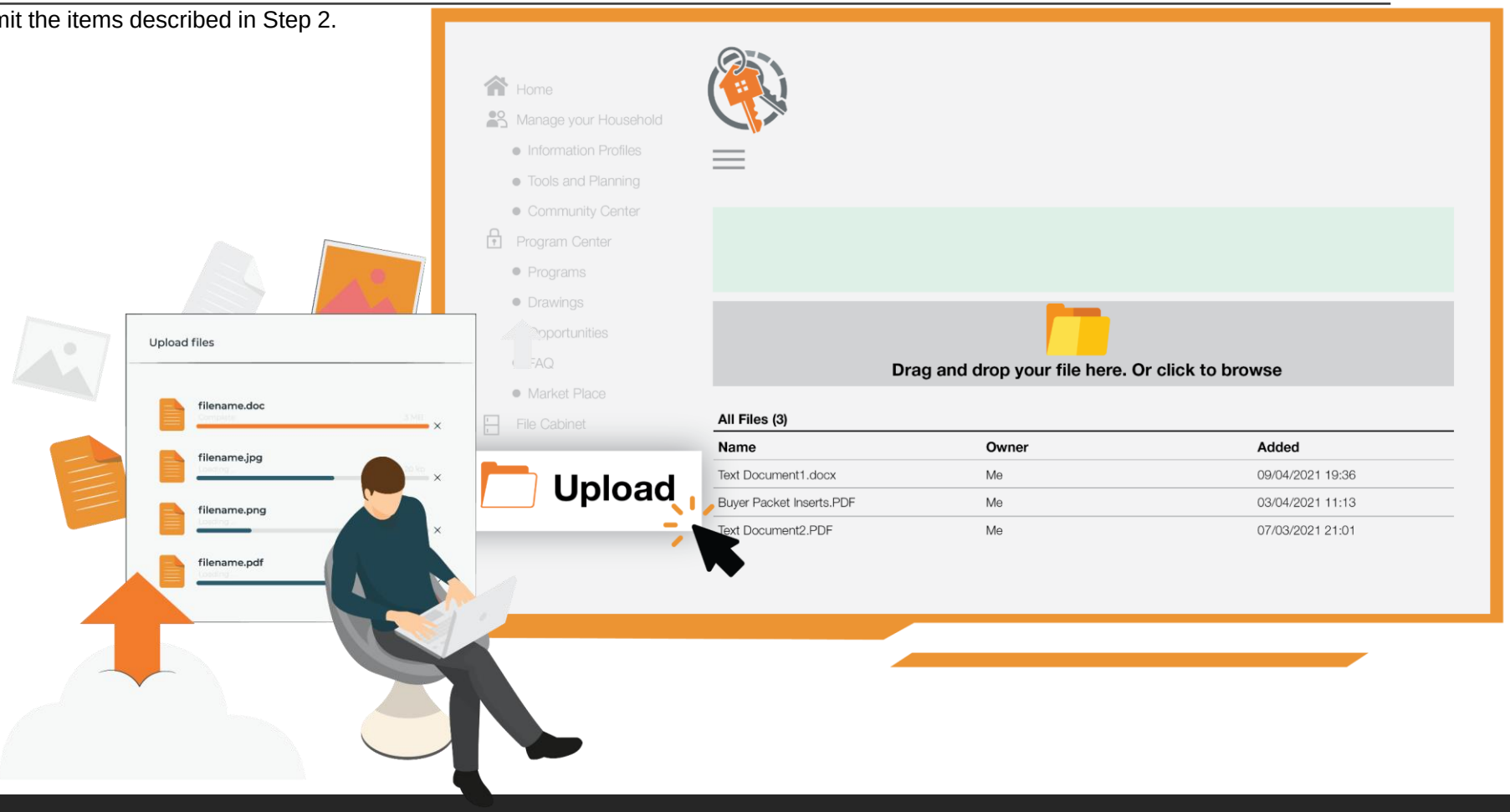
Showing (19) drawings



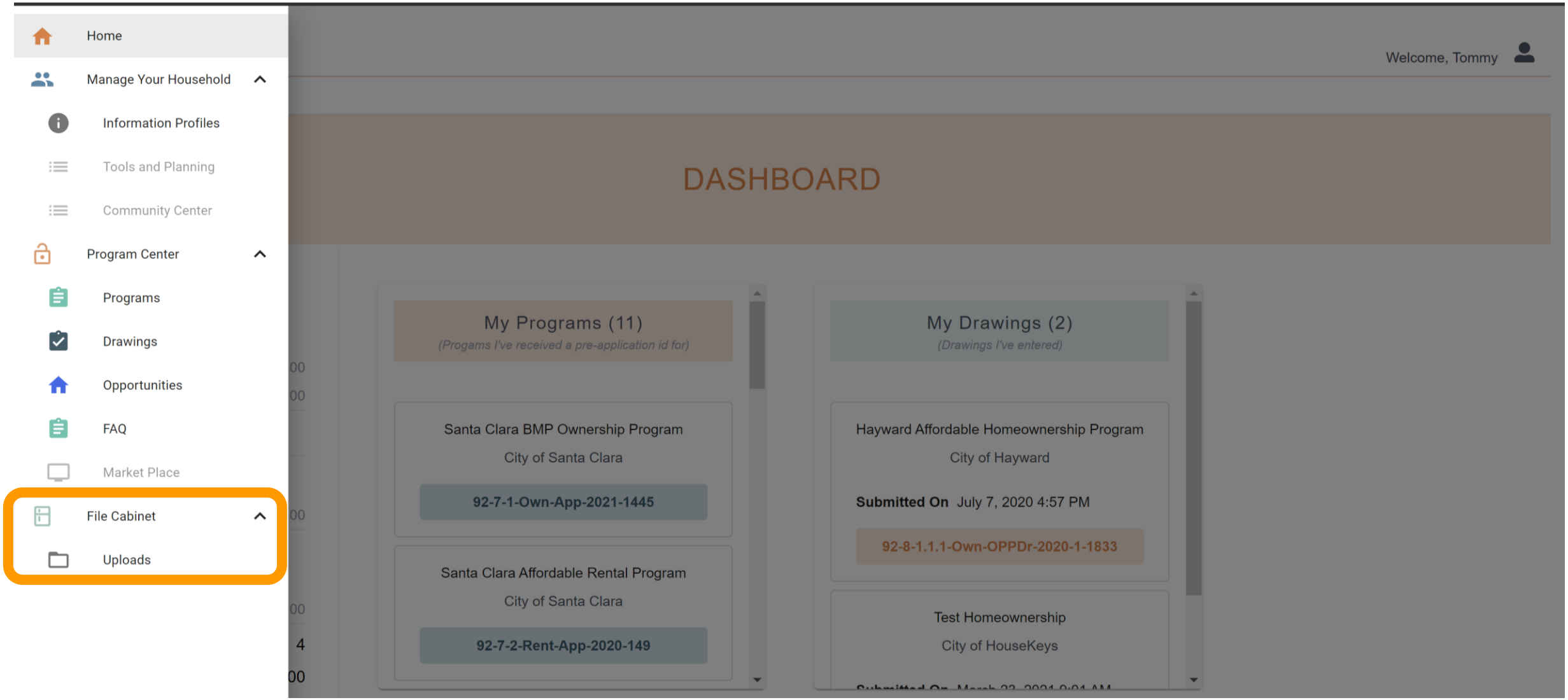
Step 7

Upload File to the File Cabinet

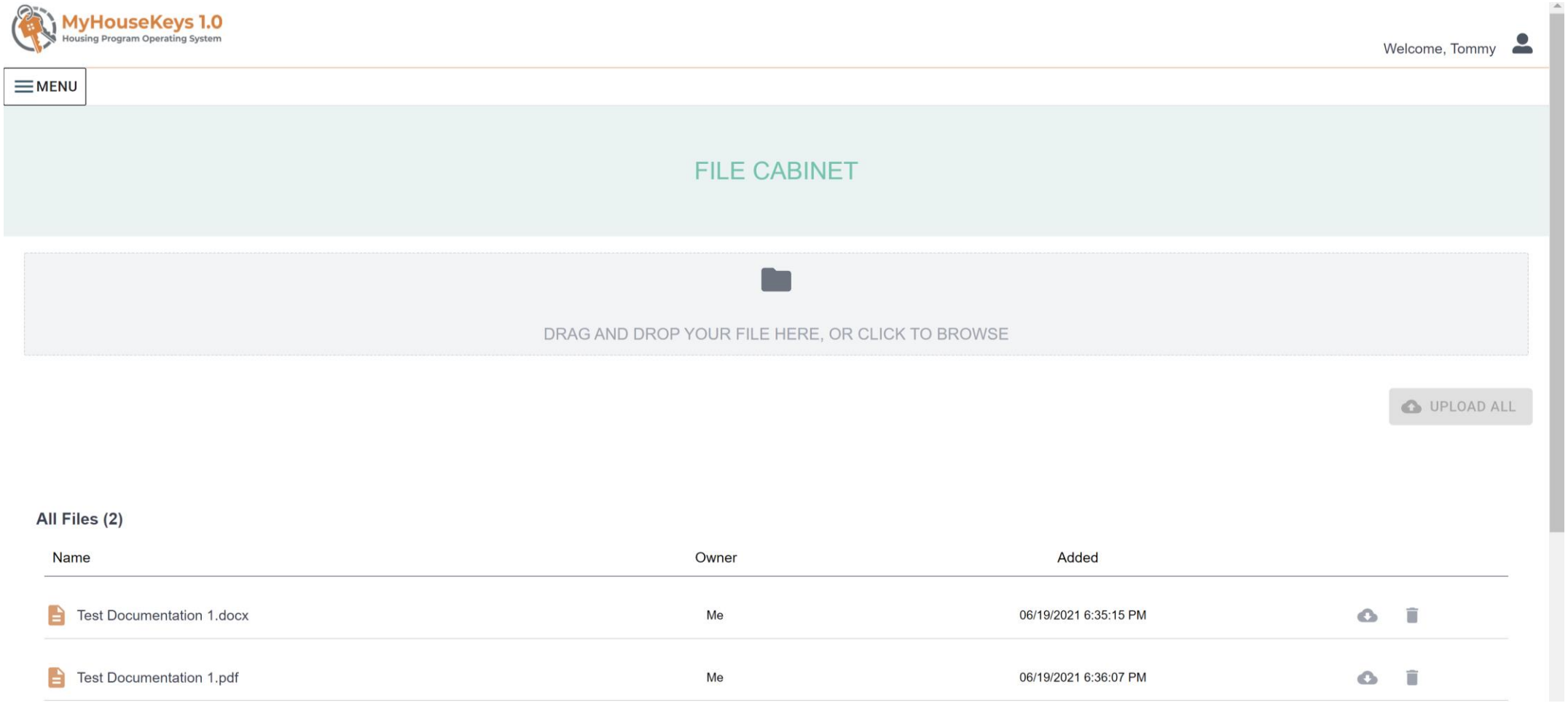
All the items in Step 2 are what make up a “file.” When timelines are posted, the file submission deadline is the deadline to submit the items described in Step 2.



MENU>Home>Manage your Household>Information Profiles (add, edit, delete, member info or income)



MENU>Home>Manage your Household>Information Profiles (add, edit, delete, member info or income)



Step 8

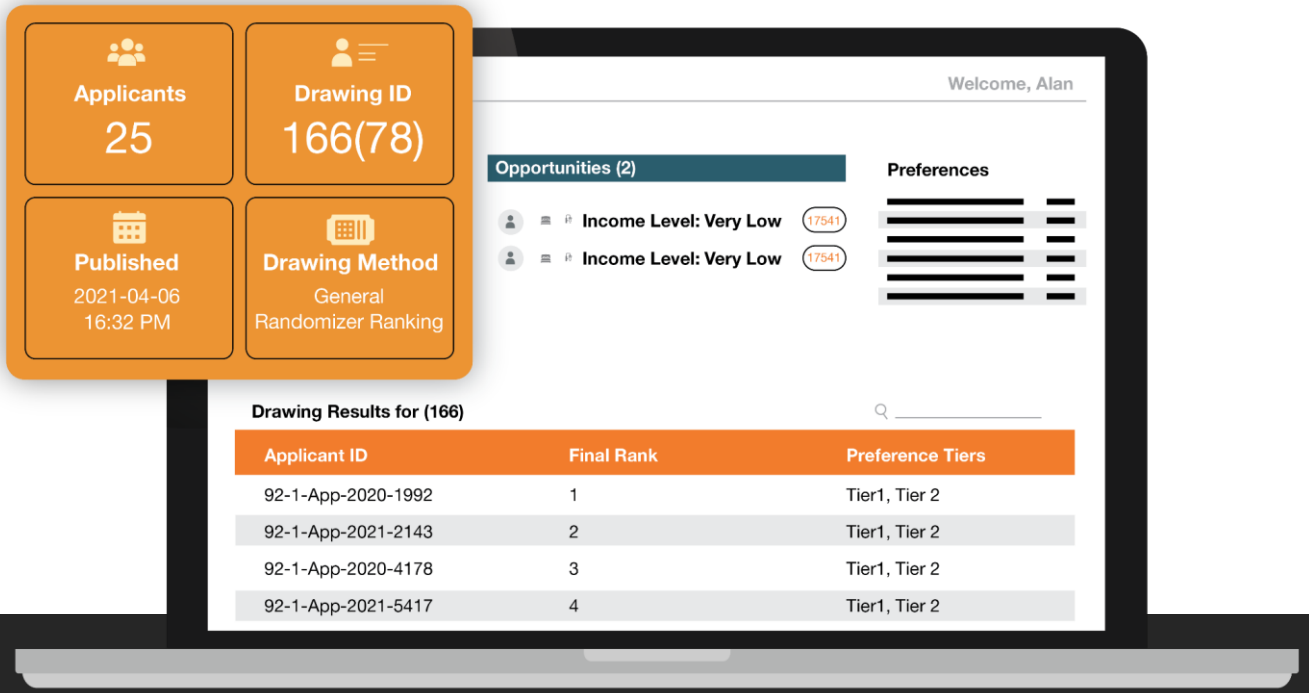
Get Your Ranking

Each Opportunity Drawing that you entered in Step 6 has a timeline that includes:

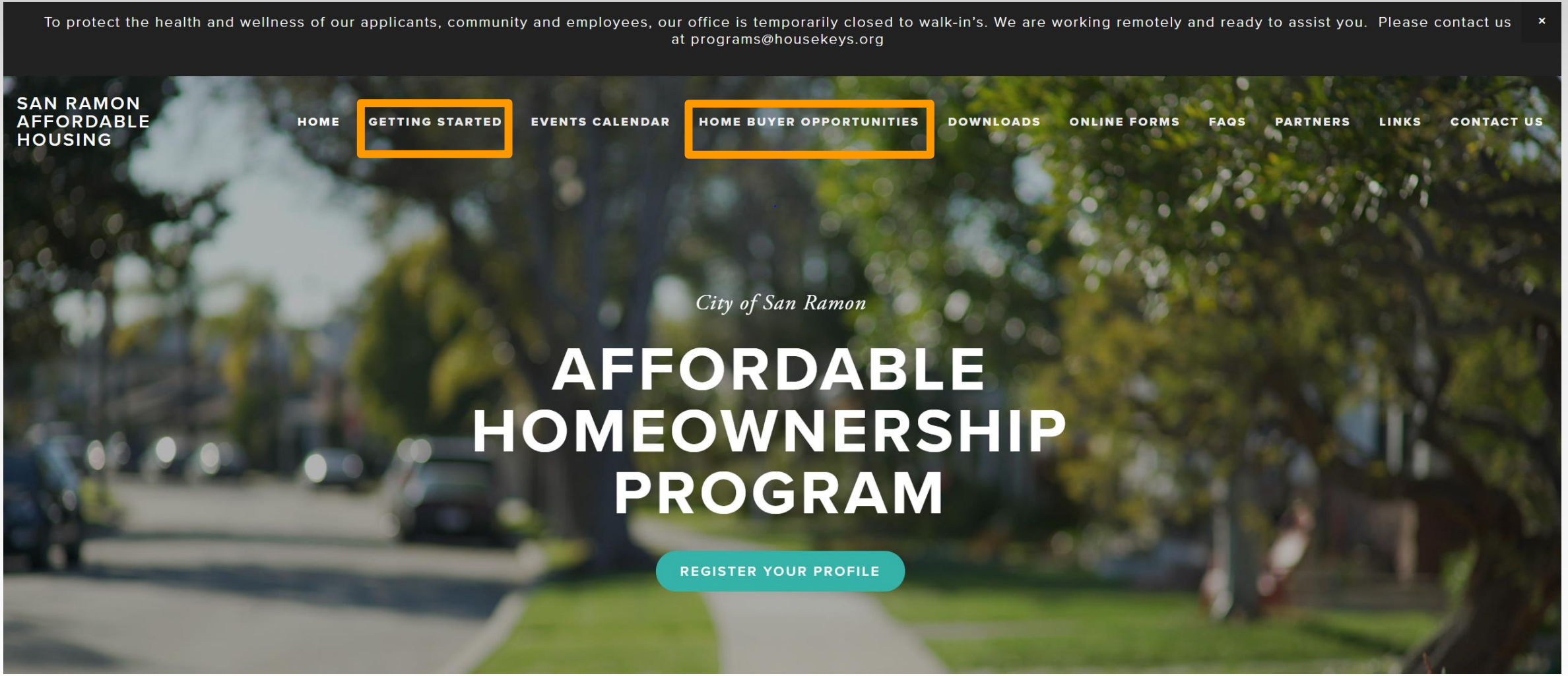
1) An Entry Deadline

and

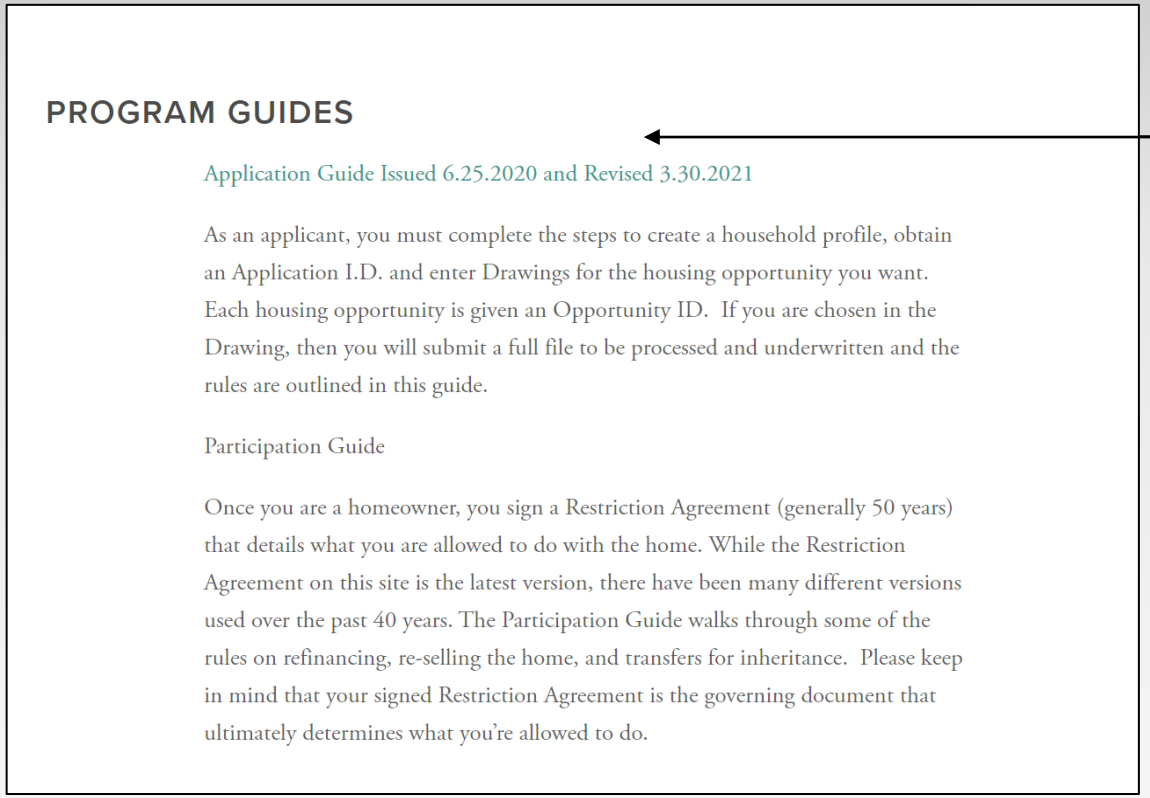
2) A File Submission Deadline. After the Entry Deadline, all entrants are ranked using either a randomly assigned number or timestamp, and some form of program preference for applicants who meet special criteria. Applicants who submitted their file by the deadline will be reviewed first according to ranking order. Applicants who enter after the Entry Deadline can enter the Opportunity Drawing as back-up applicants. If the original Final Ranking Order List is exhausted (due to not identifying a qualified borrower), we will review files per the time stamp in which the Applicant entered the Opportunity.



www.HouseKeys6.com



www.housekeys.org/housekeysmunis



PROGRAM GUIDES

Application Guide Issued 6.25.2020 and Revised 3.30.2021

As an applicant, you must complete the steps to create a household profile, obtain an Application I.D. and enter Drawings for the housing opportunity you want. Each housing opportunity is given an Opportunity ID. If you are chosen in the Drawing, then you will submit a full file to be processed and underwritten and the rules are outlined in this guide.

Participation Guide

Once you are a homeowner, you sign a Restriction Agreement (generally 50 years) that details what you are allowed to do with the home. While the Restriction Agreement on this site is the latest version, there have been many different versions used over the past 40 years. The Participation Guide walks through some of the rules on refinancing, re-selling the home, and transfers for inheritance. Please keep in mind that your signed Restriction Agreement is the governing document that ultimately determines what you're allowed to do.

For program information (i.e., occupancy standards (min-max), priorities, down payment cap etc.) please visit the **City of San Ramon's Program Guide.**

Path:
www.housekeys6.com > Getting Started > Home Buyer Info Page > Scroll to the bottom of the page

Homebuyer Opportunities Update

Index #198 Very Low 6 Units	Index #199 Low 6 Units
All 6 units were filled	All 6 units were filled

VIEW LIST OF INCLUDED FEATURES

RIDGEVIEW FLOOR PLAN

RIDGEVIEW SITE MAP

Single-Story | 3 Bedrooms 2 Bathrooms | 1,761 sq. ft.
2-Bay Garage

Current Homebuyer Opportunities Update

Index #237 Low (80% AMI) 1 unit available Ridgeview Floor Plan	Index #238 Very Low (50% AMI) (3 units available) Ridgeview Floor Plan
77109 Via Vicenza	28103 Argento Loop
	28109 Argento Loop
	77103 Via Vicenza

Note: Currently reviewing applicant files for Opportunity Index #237 and 238. Please keep in mind that if a file was not submitted by the File Submission date your entry will be nulled and void (skipped)

The are the Last Four (4) Opportunities at the Preserve!!!

VIEW LIST OF INCLUDED FEATURES

RIDGEVIEW FLOOR PLAN

RIDGEVIEW SITE MAP

Single-Story | 3 Bedrooms 2 Bathrooms | 1,761 sq. ft.
2-Bay Garage

Opportunity Drawing Index #237 & 238

OD INDEX #237

Released on 10/21/2022

One Unit: Homesite 109 - 3bd - 77109 Via Vicenza

Restricted Sales Price: $381,435

Property Designated AMI: 80% / Up to Low Income

Monthly HOA: $405.45 Estimated

Monthly HO6 Insurance: $80 Estimated

Opportunity Drawing Entry Deadline: 11/5/2021 by 5:00pm*

Lottery Rank Results Date (approx.): 11/12/2021

File Submission Deadline Date: 11/21/2021 by 11:59pm

***Anyone that submits a Drawing Entry form after 11/05/2021 5:00PM with a complete file will be added to the end of the processing list. A file without a drawing entry form is null and void.**

OPPORTUNITY DRAWING NOTICE 237

OD INDEX #238

Release Date: 10/21/2021

Property Addresses: 3 Units

Homesite 160 - 3bd - 28103 Argento Loop

Homesite 163 - 3bd - 28109 Argento Loop

Homesite 106 - 3bd - 77103 Via Vicenza

Restricted Sales Price: $200,280

Property Designated AMI: 50% / Up to Very Low Income

Monthly HOA: $405.45 Estimated

Monthly HO6 Insurance: $80 Estimated

Opportunity Drawing Entry Deadline: 11/5/2021 by 5:00pm*

Lottery Rank Results Date (approx.): 11/12/2021

File Submission Deadline Date: 11/21/2021 by 11:59pm

***Anyone that submits a Drawing Entry form after 11/05/2021 5:00PM with a complete file will be added to the end of the processing list. A file without a drawing entry form is null and void.**

OPPORTUNITY DRAWING NOTICE 238

Meet the Garcia's (Family of 5)
How Does HouseKeys Calculate Your Income
(to ensure that the Household is below the Maximum Income Limits) ?

All Family Members Income is Calculated

Angela Garcia
$50,000

Jona Garcia (18)
$12,000

Fabian Garcia
$60,000

April Garcia (7)

Charles Garcia (9)

$122,000

Projecting Forward
12 MONTHS

Contra Costa County (as of 4/26/21)

% of the 100% Median	Income Category	1 → Household size	2	3	4	5	6
30% AMI	**Extremely Low**	$28,800	$32,900	$37,000	$41,100	$44,700	$47,700
50% AMI	**Very Low**	$47,950	$54,800	$61,650	$68,500	$74,000	$79,500
80% AMI	**Low**	$76,750	$87,700	$98,650	$109,600	$118,400	$127,150
100% AMI	**Median**	$87,900	$100,500	$113,050	$125,600	$135,650	$145,700
120% AMI	**Moderate**	$105,500	$120,550	$135,650	$150,700	$162,750	$174,800

Meet the Garcia's (Family of 5)
How Do Lenders Calculate your Income
(to ensure the Borrower(s) can afford the Financing)?

Jona's Income will be removed because he will not be on the loan/title and was 16 years old twenty-four (24) months ago

Angela Garcia
$50,000

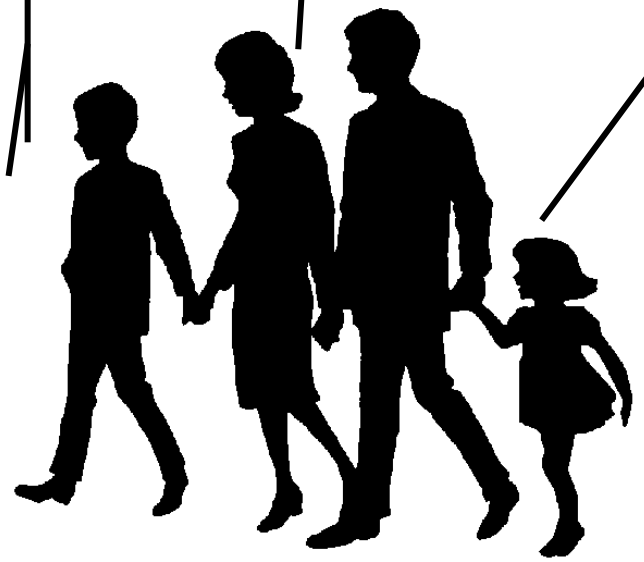
We will use Fabian and Angela' income only (they will both be on the Loan and on Title

Fabian Garcia
$60,000

Jona Garcia
(18)
~~$12,000~~

April Garcia
(7)

Charles Garcia (9)



$110,000

Averaging
24-Months back

Household Profile Overview

Program Eligibility vs. Lender Qualification

ELIGIBILITY INCOME
$122,000

All Family Members; All Income

It is Used to make sure the Household is below the Maximum Income (per Contra Costa County's Maximum Income Limits)

QUALIFYING INCOME
$110,000

2-Year History Income
It is Used to make sure the Borrower(s) can afford the Financing

List of HUD Approved Counseling Agencies
First Time Home Buyer Education Class

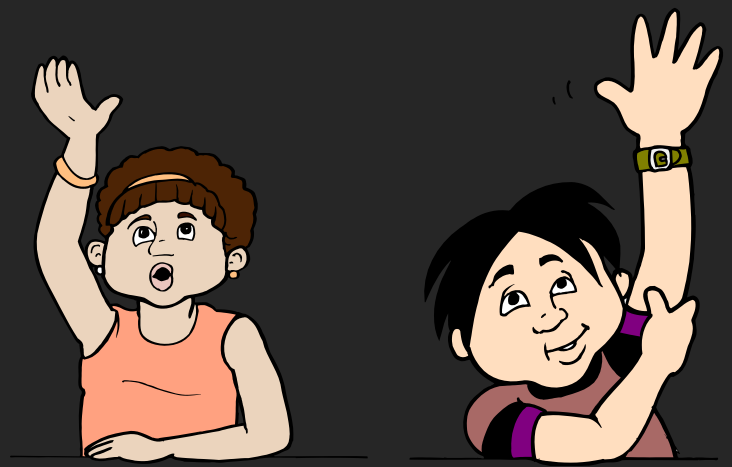
Agency	Contact Information
Operation HOPE (East Bay)	Contact: Mel Rogers (510) 535-6700
A-1 Community Housing Services (East Bay)	Contact: Nancy Rivera to register and complete intake. nrivera@a1chs.org
EDEN Council for Hope and Opportunity ECHO (East Bay)	Main Number (510) 581-9380
NID Housing Counseling Agency (East Bay)	Contact: Olga Tovar (510) 268-9792
Project Sentinel (South Bay)	https://www.housing.org/first-time-homebuyer-education Online First Time Home Buyer Education Class

Dates to Remember

FAQ Friday Broadcasts
Please register at www.housekeys6.com
Note: FAQ Fridays do not substitute the City of San Ramon BMR Orientation

FAQ Fridays
12pm-1:00pm

Saturday FAQ's
9am-10am (starting in 2022)



QUESTIONS ????