



**Opportunity Drawing Notification _ Drawings:
#523 (Moderate), 524 (Low) & 525 (Very Low)
City of San Ramon**

Program Type: Ownership

Development: The Towns at City Village by SummerHill Homes

Index # / Unit specs

Updated: 11.21.2023

OD	Address	Lot #	Bed / Bath	Approx. Sq. Ft.	Income Level (AMI)	Sales Price	Est. HOA Dues	Estimated Delivery Date
523	1516 Carmine Court, # 354	66	4/3.5	2249	120%	\$582,471.00	\$356.39	March 2024
	1016 Amethyst Court, # # 330	62	4/3.5	2249	120%	\$582,471.00	\$356.39	March 2024
	1602 Cinnabar Ct #355	56	4/3.5	2249	120%	\$582,471.00	\$356.39	March 2024
	1612 Cinnabar Ct #359	54	4/3.5	2249	120%	\$582,471.00	\$356.39	March 2024
524	1216 Azure Court, # 342	64	4/3.5	2249	80%	\$270,588.00	\$356.39	March 2024
	1111 Amethyst Court, # 332	63	4/3.5	1988	80%	\$270,588.00	\$356.39	March 2024
525	1309 Azure Court, # 345	65	3/3.5	1817	50%	\$151,458.00	\$356.39	March 2024
	1709 Cinnabar Ct #361		3/3.5	1988	50%	\$151,458.00	\$356.39	March 2024

Occupancy Standard:

Occupancy Standards	Minimum Occupancy (Number of People)	Maximum Occupancy (Number of People)
3 bedrooms	3	7
4 bedrooms	4	9

Income Limit:

Income Category	Percentage of AMI	Household Size: 1	Household Size: 2	Household Size: 3	Household Size: 4	Household Size: 5	Household Size: 6	Household Size: 7	Household Size: 8
Moderate	120%	\$124,250	\$142,000	\$159,750	\$177,500	\$191,700	\$205,900	\$220,100	\$234,300
Low	80%	\$78,550	\$89,750	\$100,950	\$112,150	\$121,150	\$130,100	\$139,100	\$148,050
Very Low	50%	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800	\$91,700	\$97,650

Drawing release timeline:

Release Date	Deadline to Enter Drawing	(Est.) Date Drawing Results Published	File Submission Deadline
08/17/23	10/27/23	11/10/23	11/30/23

ADDITIONAL INFORMATION:

- **Asset Limitation Criteria:** See guidelines.
 - **Minimum Buyer's Contribution from their own funds:** 5% down payment; 50% of the down payment must be the applicants own fund and a maximum of 50% of the down payment can be gift funds.
 - You may be required to contribute a higher down payment by the lender or to meet program ratio requirements.
- **Good Faith Deposit due at contract:** See guidelines.
- **Program Requirement:** First-Time Home Buyer Requirement
- **Deed Restriction Term:** 30 Years
- **Solar Requirements:**

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. In addition, pass a required [quiz](#).
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 is required to enter a 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**
 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 Lottery Selection (Random with preferences applied)**
 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.
 1. **IMPORTANT:** We will begin reviewing applicants who submitted a COMPLETE FILE by the file submission deadline in ranking order.
 2. If no one is selected from the ranked list who had a complete file, we'll review applicants that submitted partial documentation and incomplete applications.
 1. We will issue a new deadline for submitting all necessary documents to this list of applicants.
 3. We'll then move on to applicants who didn't upload files by the deadline if the first group, if no buyer is selected.
 1. We will issue a new deadline for submitting all necessary documents to this list of applicants.
 4. We will release all applicants once a buyer has been selected.
 1. If we find no buyer within the drawing pool. 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 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 (linked)
- City program page (linked)
- [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
- Call Toll-Free: 1-877-460-KEYS (5397)