

## SAN JOSE DREAM HOME

### OFFER INSTRUCTIONS AND HOMEBUYER SELECTION PROCESS

#### A. Information on Dream Home Properties:

1. The Dream Home properties will be listed on the Multiple Listing Service (MLS) for a minimum of twenty-one (21) calendar days. The listing agent will cooperate with outside brokers.
2. A current listing and description of all Dream Home properties are posted on the City's Dream Home site: <http://www.sjhousing.org/program/NSPHomes.html>
3. Applicants will be required to obtain secondary financing from the City of San José. The maximum City loan amount will be equal to up to 20% of the sales price. Borrowers are required to review and sign the attached form: <http://www.sjhousing.org/program/HB/NSPProgram.pdf> \*

#### B. Offer Instructions:

1. The applicant's real estate agent must provide all items listed in the City of San Jose Dream Home Real Estate Purchase Offer Checklist in order to have a complete purchase offer package: <http://www.sjhousing.org/program/HB/Checklist.pdf>
2. All offers to purchase must be for full price as stated in mls listing (no overbidding or underbidding).
3. The applicant's lender **must** submit a complete City application package which includes all items listed on the Primary Residence Loan Application Checklist found on page 7 of the following link: <http://www.sjhousing.org/program/HB/LoanApp.pdf>.
4. All offers must be submitted to the listing real estate agent by 5 p.m. PST of the date stated on the City of San José Dream Home website.

#### C. Progressive Selection Process:

In the case of multiple offers, the City will apply a progressive selection process based on the criteria below to determine the selected applicant.

### **Selection Criteria**

1. The applicant(s) must complete a HUD-approved, 8-hour homebuyer education class (Note: All persons that will be on title must complete prior to close of escrow)
2. The applicant works in the City of San José
3. The applicant lives in the City of San José
4. The applicant has previously submitted complete package purchase offers on Dream Homes.
5. The applicant has not owned a primary residence during the prior three calendar years.
6. If multiple applicants successfully pass through criteria 1 through 5, a lottery will be held to determine the selected applicant. See item D for the lottery process clarification.

*Note: For criteria 2 and 3, an offer will qualify as meeting the criteria if one or more of the applicants who will be on title live or work in San Jose.*

### D. Lottery Process:

All applicants eligible for the lottery will be notified of the lottery time and location and are welcome to witness the proceedings. Each applicant will be given a number that designates the offer selection priority. If the applicant selected as number one does not purchase the property, the applicant selected as number two will then have the opportunity to purchase the property.

### E. Approval Process:

1. Offers will be delivered by the listing real estate agent to the City of San José one business day after the offer deadline.
2. The offers will be reviewed by City staff on the following business day.
3. Both accepted and declined applicant(s) will be notified by the real estate listing agent 3 days after the offers are reviewed and processed.

For additional information contact Marcelo Mota at 408.975.4462 or Korey Richardson at 408.975.4468.