



FIRST TIME HOME BUYERS

Pleasanton Affordable Housing Opportunity

The *Tri-Valley Housing Opportunity Center (TVHOC)* is now accepting applications from interested households for two homeownership opportunities offered through the Pleasanton Homeownership Assistance Program. Current properties include a 2BR townhome offered at \$239,970 and a 3BR duet home offered at \$278,350. Buyers must enter into a resale restriction agreement with the City which establishes residency and other requirements and restricts the price and process for future resale.

MAXIMUM ANNUAL HOUSEHOLD INCOME

Note: A minimum income is also required based on down payment and debt-to-income ratios.

| Household Size | Income Limit |
|----------------|--------------|
| 2 | \$59,050 |
| 3 | \$66,450 |
| 4 | \$73,850 |
| 5 | \$79,750 |

Application packets may be obtained at the TVHOC offices, 141 N. Livermore Avenue, Livermore, CA (tel. 925-373-3130) or online at www.ci.pleasanton.ca.us/community/housing (City of Pleasanton web site). All applications must be received at the TVHOC offices, 141 No. Livermore Ave., Livermore, CA, **by no later than Thursday, December 29, 2011, 5:00pm.** Applications received after this date and time will be filed and processed as needed to identify an eligible homebuyer. Faxed or emailed applications will not be accepted.

Please email your questions to info@tvhoc.org



HOME OWNERSHIP DOCUMENTATION CHECKLIST

Document Package for completion by ALL individuals participating in home purchase. If you are participating in a City program, you will need to complete a Document Package for each individual 18+ years old in your household.

Instructions for Submittal of Document Package:

- 1) **Photo Copy (single-sided only) all documents submitted.** Remember to include back of the document if it has a page number on the form. Photo Copy all pages of each document, do not exclude any pages.
- 2) Documents will not be returned, originals will not be accepted.
- 3) Please use paperclips instead of staples.

Please Provide COPIES of the following:

- A. Proof of legal Citizenship or Residency:
 - CA Drivers License (required)
 - Social Security Card (required)
 - Contact Social Security at (800) 772-1213 if you cannot locate.
 - If applicable, the following documents: Green Card; Passport with I55-I Stamp; INS Form I-94
- B. Last Two (2) months of Pay Stubs*
 - Please contact your payroll department & find out the date of your first pay cycle for the current year. Place a note in your document package with this information.
 - Contact your Human Resources department if you cannot locate.
 - If you are paid monthly, please provide (4) pay stubs.
 - *If self-employed, a year to date Profit & Loss statement is required.
- C. Two (2) months of documentation for any Other Income:
 - Child Support; Social Security; SSI; Foster Care; Pension; Alimony; Long Term Disability
- D. Last Three (3) years of Taxes*
 - Federal and State Taxes (include ALL pages)
 - Contact the IRS at (800) 829-1040 if you cannot locate.
 - *If you did not file for any of the (3) years, contact the IRS at (800) 829-1040 & request a "Verification of Non-Filing."
- E. Last Three (3) years of W-2's
 - Contact your Human Resources department if you cannot locate.
 - You may also contact the IRS at (800) 829-1040, fee may apply.
- F. Last Three (3) statements from ALL Financial Accounts**
 - Bank Statements; Retirement accounts (401k, IRA, etc.); Stocks, Mutual Funds, Profit Sharing, CD, Money Market, etc.
 - **Computer printouts are acceptable ONLY if they are in PDF format.
 - **Include all OPEN accounts, even if they contain a \$0 balance.
- G. Proof of Military Service (if applicable) (Discharge Letter)
- H. Proof of Student Status (if applicable) Registration; Unofficial Transcript (computer printout is acceptable)
- I. Employment History for last the (2) years; include Name & Address of all employers
- J. Rental History for the last (2) years; include Name & Address of all residences

If you do not have some of the required documents please call the Center at (925) 373-3130 to discuss ways to obtain the information or alternatives.
Thank you for choosing the Tri-Valley Housing Opportunity Center to help you through this process.