



City of Sunnyvale Below Market Rate Program Home Owner Refinance Request and Checklist

Dear BMR Home Owner:

Before refinancing your BMR home, contact City Housing Staff to obtain current BMR home value and the amount that can be refinanced. As a BMR home owner, it is the owner's responsibility to notify the lender that the home is in the Below Market Rate (BMR) Home Ownership Program. At the time of your refinance request the BMR Combined Loan-to Value (CLTV) can not exceed 95%. The City will issue a letter with the current BMR home value only after a non-refundable refinance fee has been paid.

The refinance process will begin once the owner submits an "Owner Request to Refinance Notice" form (attached) and this checklist with a non-refundable refinance fee of \$300. To ensure compliance with the City of Sunnyvale BMR Home Ownership Program a refinance request will be conditioned upon your agreement to permanently close Lines of Credit and not encumber additional financing on the BMR home without written approval. Additional information can be found on the recorded Deed of Trust or by visiting our website at www.Housing.inSunnyvale.com. As a reminder, over-financing a BMR home is a violation of the City's BMR Home Ownership Program and may result in the loss of the home.

For the City to consider approval of a BMR refinance request the home owner must have: a) housing cost ratios that do not exceed 35% front-end and 45% back-end; b) a new 15 or 30-year fixed interest rate loan with impound account for property taxes and insurance; and c) a recorded City Deed of Trust. The timeline for reviewing a refinance request is ten (10) business days, once a complete packet of required information is submitted.

Please fill out the Owner Request to Refinance Notice and checklist and provide the required documentation. Documentation must be provided by you, your lender and/or title company a minimum of ten (10) business days prior to the estimated date your loan is to close. Once the request is reviewed the City will issue a determination letter to both the BMR home owner and lender. If the refinance request is approved, the City will send the title company escrow instructions with conditions of closing and a Subordination Agreement.

If you have any questions, please contact Housing Program Analyst, Lupita Gaeta at 408-730-7812 or e-mail www.lgaeta@ci.sunnyvale.ca.us.

PROPERTY INFORMATION:

Property Owner(s): _____ Phone: _____

Property Address: _____

Owners on Title Signature(s): _____

Purpose for Refinance: _____

Current Mortgage Balances: \$ _____ Rate: _____ Term: _____

LENDER INFORMATION

Lender Name: _____

Contact Name: _____ Phone: _____

Email: _____

New Loan Amount: \$ _____ Rate: _____ Term: _____ Est. Close date: _____



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Provide the following:

- Check or money order payable to City of Sunnyvale in the amount of \$300
- Two (2) most recent Federal Income Tax Returns, Form 1040, including all attached schedules and W-2's for each owner on title and all household members over 18 years of age
- Three (3) consecutive and most recent paycheck stubs that include year-to-date for each owner on title and all household members over 18 years of age (not more than 90 days old)
- Two (2) most recent bank statements of all accounts for each owner on title (not more than 90 days old) and all household members over 18 years of age
- Credit reports for each owner on title (not more than 90 days old)
- Appraisal – *Must state the following: "Property is a BMR with restricted resale value" and state the true value of property.*
- Proof of a two-month reserve for principal, interest, taxes, and insurance
- Uniform Residential Loan Application (Form 1003)
- Uniform Underwriting and Transmittal Summary (Form 1008)
- Preliminary Title Report
- Estimated Closing Statement
- All preliminary disclosures (Good Faith Estimate and Truth in Lending)
- Completed and signed "Owner Request to Refinance Notice" with completed checklist

DO NOT SEND ORIGINALS

For more information, contact Housing Programs Analyst Lupita Gaeta at (408) 730-7812 or go to the City's website at www.housing.inSunnyvale.com

**City of Sunnyvale
Below Market Rate
Owner Request to Refinance Notice**

To: City of Sunnyvale ("City") Phone: 408-730-7250
From: _____ ("Owner")
Home Address: _____ ("Home")
Date: _____

A. FOR PROPOSED REFINANCE OF FIRST LENDER LOAN

The Owner hereby requests the City to approve the Owner's refinance of the existing First Lender Loan (first mortgage loan) on the Home. The Owner provides the following information and documentation which it certifies to be true and correct:

1. Copy of a HUD -1 Settlement Statement
2. Copy of new First Lender Loan documents, including escrow instructions
3. Contact information for proposed new First Lender

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

4. Anticipated closing date of new First Lender Loan: _____
5. Copy of recent preliminary title report for the Home
6. Copy of existing First Lender Loan documents and any other loan documents secured by a deed of trust that has been recorded against the Home.
7. Monthly Housing Payment on First Lender Loan: _____
8. Monthly Housing Payment on all other loans secured by a deed of trust that has been recorded against the Home: _____

9. Contact Information for Title Company

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

B. FOR PROPOSED REFINANCE OF FIRST LENDER LOAN THAT EXCEEDS PERMITTED REFINANCE AMOUNT

The Owner hereby requests the City to approve the Owner's refinance of the existing First Lender Loan (first mortgage loan) on the Home in excess of the Permitted Refinance Amount. The Owner shall complete Section A of this Owner's Request for Refinance Notice. The Owner also provides the following information and documentation which it certifies to be true and correct:

1. Description of required repairs _____

2. Explanation of why repairs are necessary, including the source of damage necessitating repairs _____

3. Copy of two bids evidencing cost repair.

4. Contact information for contractors making bids

Contractor 1:

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Contractor 2:

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

5. Copy of proposed Construction Contract

C. FOR PROPOSED JUNIOR LOAN

The Owner hereby requests the City to approve the Owner's proposed junior financing. The Owner also provides the following information and documentation which it certifies to be true and correct:

1. Copy of a HUD -1 Settlement Statement
2. Copy of new junior loan documents, including escrow instructions
3. Contact information for proposed new junior lender

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

4. Anticipated closing date of new junior loan: _____
5. Copy of recent preliminary title report for the Home
6. Copy of existing First Lender Loan documents and any other loan documents secured by a deed of trust that has been recorded against the Home.
7. Monthly Housing Payment on First Lender Loan: _____
8. Monthly Housing Payment on all other loans secured by a deed of trust that has been recorded against the Home: _____
9. Contact Information for Title Company

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

The Owner hereby certifies the above information is true and correct and this Owner Request to Refinance Notice is executed under penalty of perjury on _____ [insert date].

By: _____
Owner

By: _____
Owner