

**APPLICATION DUE DATE: May 10, 2023**

Moorpark City Hall, 799 Moorpark Avenue  
**\*\* ALL APPLICATIONS MUST BE RECEIVED BY 4:00 P.M. \*\***

Late applications will not be accepted.

**CITY OF MOORPARK**  
**FIRST TIME HOME BUYER PROGRAM APPLICATION:**  
**LOW INCOME**  
**(Non-Refundable Application Fee \$100)**

**APPLICANT INFORMATION**

Fill out this form completely. If any information is found to be false or incomplete, the form may be rejected.

Applicant and/or Co-Applicant Name (Last, First)	Birthdate (MM/DD/YYYY)	Relationship to Applicant
1.		
2.		
Street Address (P.O. Box numbers <u>will not be accepted</u> ) <i>*If at current residence less than 1 year, also provide previous address</i>	City, State, Zip:	Contact Information:
		Daytime Phone:
		Email:
		Daytime Phone:
		Email:

Have you been a resident of Moorpark since May 10, 2022? ☐ Yes ☐ No

Have you owned or been on title for a single/multi family home,  
mobile home, or vacant land within the last 7 years (since May 10, 2016)? ☐ Yes ☐ No

**List all persons who will be living in the home:**

Name (Last, First):	Relationship to Applicant(s):	Birthdate (MM/DD/YYYY)

**INCOME INFORMATION**

List all monthly income that is received by any household member. Include all income from the following sources: employment, child support, alimony, monetary gifts, pension/retirement, school grants, scholarships, social security, SSI (Supplemental), unemployment, veteran's benefits, welfare, AFDC, workers' compensation, other income.

Monthly Income	Received By Which Household Occupant	Frequency of Pay (Every 2 weeks, twice a month, monthly etc.)	Name of Company	Company Address and Telephone Number
1.				
2.				
3.				
4.				
5.				

**Estimated Total Household Annual Gross Income:** **Household Size:** **Estimated Income Qualification Bracket:**

		<input type="checkbox"/> Very Low <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Above Moderate
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Income Limits available on website: <https://www.moorparkca.gov/157/First-Time-Home-Buyer-Program>

**Down Payment and Closing Costs****Approximate Amount available:**

Do you have access to approximately \$12,000* for a down payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Do you have access to approximately \$7,200 for closing costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$

**\*At least \$7,200 of the down payment must be seasoned (held in an account continuously for at least 90 days) on the application due date.**

☐ Proof of down payment and closing costs must be included with application materials.

☐ If a portion of the funding will be provided as a gift, a letter signed by the giving party must be provided indicating the gift amount and relationship to the buyer. Proof of the gift funds shall be included with the letter.

**List the details of the funds you have for down payment and closing costs:**

Financial Institution / Gift (Include last 4 numbers in acct.#)	Balance in Account / Gift Amount	Seasoned Funds? (90 days in account)
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL:</b>	\$	

What is your current monthly rent? \$ \_\_\_\_\_ Is your credit score at least 650? ☐ Yes ☐ No

Have you ever declared bankruptcy? ☐ Yes ☐ No

If yes, when did you file? \_\_\_\_\_

Has the bankruptcy been discharged? ☐ Yes ☐ No

Have you recently been denied credit? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

What are your current combined recurring monthly debts (excluding rent, utilities, insurance)?  
Please attach additional sheets if necessary.

Car 1	\$
Car 2	\$
Boat	\$
Trailer	\$
Credit Card 1	\$
Credit Card 2	\$
Credit Card 3	\$
Student Loan	\$
Personal Loan	\$
Any Other Monthly Debt	\$
<b>TOTAL:</b>	<b>\$</b>

You are applying for:

☐: **One home available - Low Income Category – Canterbury Lane**

**All applicants are required to review City Council Policy Resolution 3.5: First Time Homebuyer Affordable Housing Program, included as Exhibit A:**

☐ **I have read and acknowledge the terms and conditions outlined in Policy Resolution 3.5 (Exhibit A)**

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN IN THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY INCOME AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE CITY OF MOORPARK FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

SIGNATURES OF APPLICANT AND CO-APPLICANT (IF APPLICABLE). MUST BE 18 YEARS AND OVER.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

**PLEASE SEE NEXT PAGE FOR REQUIRED APPLICATION ATTACHMENTS**  
**Required Attachments**

Please attach the following. **Please do not submit original documents. We will only accept copies.**

- **\$100 application fee**

- **60 days of the most recent pay stubs** from all current employers. Please identify frequency of pay periods (weekly, biweekly, or monthly). Please provide a copy of any other income such as child support, alimony, school grants, scholarships, SSI, unemployment, welfare, worker's compensation, and any other income received.
- **Bank statements (all pages-detailed)** from all bank accounts (**3 most recent months**)
- **Last 2 years tax returns (20121 & 2022) including ALL schedules with W-2 or 1099 (if self-employed).**
- **Proof of Moorpark residence (if applicable).**
- **If gift funds to be used include signed letter from gifting person and bank or other statement** showing the available funds.
- **Mortgage Loan Pre-qualification Letter**

**FAILURE TO TURN IN THE REQUESTED DOCUMENTS MAY DISQUALIFY YOUR APPLICATION.**

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Attention: Moorpark Homebuyer Program

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**Documentos Necesarios**

Por favor incluya los siguientes documentos. **Por favor no envíe los documentos originales.** Solamente aceptaremos copias de documentos.

- **\$100 application fee**
- **60 dias de los últimos talones de cheque** de todos los empleadores. Por favor, identificar la frecuencia de los períodos de pago (semanal, quincenal o mensual). Por favor, proporcione una copia de cualquier otro ingreso tal como manutención de los hijos, pensión alimenticia, becas escolares, becas, SSI, el desempleo, el bienestar, la remuneración del trabajador, y cualquier otro ingreso recibido.
- **Estado de cuenta bancaria mas reciente (todas las paginas)** de todas la cuentas de banco (la mayoría de los últimos 3 meses)
- **Impuestos de los ultimos 2 años (2019 y 2020) inclusive TODOS los formularios con el W-2 o 1099** (si trabaja por su cuenta)
- **Prueba de residencia de Moorpark** (si es aplicable).
- **Si van a utilizarse fondos donados, incluya carta firmada de persona que hace la donación y estado bancario o de otro tipo** que muestre los fondos disponibles.
- **Carta de Precalificación del Préstamo Hipotecario**

**FRACASO PARA ENTREGAR LOS DOCUMENTOS SOLICITADOS PUEDE DESCALIFICAR SU SOLICITUD.**

**FECHA DE ENTREGA: 10 Mayo, 2022**

Moorpark City Hall, 799 Moorpark Avenue

**\*\*Todas las aplicaciones tienen que entregarse antes de las 4 p.m.\*\***

Atencion: Moorpark Homebuyer Program