

**COUNTY OF SONOMA**  
**HOMEBUYER PROGRAM**  
**HOME PURCHASE PROCESS**

1. Applicant shops for a primary mortgage to determine the maximum loan for which he or she qualifies. Applicant should, at this time, provide the primary mortgage lender with the County of Sonoma / SEIU Housing Assistance Committee (HAC) First-Time Homebuyer (FTHB) loan program information and obtain a pre-qualification letter from the lender.
2. Applicant shops for a home located within Sonoma County.
3. Applicant makes offer to purchase a home and offer is accepted by seller. Buyer and seller execute a purchase agreement and an escrow is opened at a title company of the buyer's choice.
4. Applicant obtains a mortgage from a primary mortgage lender and provides the Sonoma County Community Development Commission (SCCDC) with a loan commitment from the lender showing the purchase price, maximum loan amount, interest rate, and terms. Primary Loan amount may not exceed maximum single family loan limit as set annually by FNMA/FHLMC. Contact CDC for current amount.
5. Applicant completes the HAC FTHB loan application and submits a non-refundable \$25 application fee and a copy of the primary mortgage lender's pre-qualification letter to the SCCDC.
6. Primary mortgage lender provides the SCCDC with a complete copy of the borrower's loan file including all verifications, reports, appraisal and documentation necessary to obtain primary loan approval. SCCDC utilizes this information to verify property location, purchase price, amount of down payment and in underwriting the HAC FTHB loan. The loan also requires a pest clearance, a satisfactory roof report, a satisfactory well/septic report, if applicable, and, at the SCCDC's discretion, a building condition report.
7. SCCDC provides applicant with statement of loan approval or denial.
8. Primary mortgage lender, real estate agent or applicant notifies SCCDC of projected loan closing date (allow 10-15 business days for SCCDC to process loan from date of receipt of data in item # 6 above).
9. SCCDC prepares the HAC FTHB loan documents, sends documents to title company and requests funds for the loan to be wired to the title company.
10. Applicant signs all loan documents (primary and second mortgage) simultaneously at title company. Title company records documents. Applicant takes title and possession of home.

The amount of the HAC FTHB second mortgage is up to a maximum \$50,000. The mortgage is a fully amortized 30-year loan. The interest rate is 3% per annum. The loan is due and payable at the end of thirty years or at the time the property is sold, transferred, converted to rental property, no longer used as the borrower's principal residence, or in some cases if the first mortgage is refinanced.

ADMINISTERED BY THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION