

## COUNTY OF SANTA CRUZ

## Planning Department - Housing Division

## MEMORANDUM

Date: March 1, 2018  
 To: Housing Advisory Commission  
 From: Julie Conway, Housing Manager  
 Re: Aptos Village Measure J Units

The Commission is aware that the Aptos Village Project includes ten affordable homes that will become part of the Measure J portfolio. Because there is a high level of interest in the homes, the County is managing the buyer selection process to ensure fair and open access to this limited housing resource. Today's report is intended to provide information to the HAC on the timing and process in place for the sale of the Measure J homes at Aptos Village.

The first of two Informational Workshops was held at the Rio Sands Hotel on February 28<sup>th</sup>; approximately 80 people attended the English workshop and about 45 people participated in the subsequent workshop held in Spanish. Buyers will be prioritized by a random drawing to be held on June 1<sup>st</sup> for the five homes available in Phase 1. The attached materials provide details on the Marketing and Selection Schedule, Measure J First Time Home Buyer Selection Process, Self-Certification and Application. The application packet can also be found on the County's website at the following address:  
[http://sccoplanning.com/Portals/2/County/Planning/housing/Measure\\_J/Aptos%20Village%20Measure%20J%20Homes.pdf](http://sccoplanning.com/Portals/2/County/Planning/housing/Measure_J/Aptos%20Village%20Measure%20J%20Homes.pdf)

There was a question at the January HAC meeting regarding the size of the Measure homes. The following chart provides the square footage of the units.

**Aptos Village Measure J Unit Size and Bedroom Count**

Phase 1 Units with Building Permits		
Bedrooms	Bathrooms	Sq ft
1	1	868
1	1	879
1	1	658
1	1	658
2	2	1167
Phase 2 Units Proposed		
Bedrooms	Bathrooms	Sq ft
1	1.5	778
3	3	1438
3	3	1438
2	2	1182
2	2	1182

\* Final square footage determined by Building Department at building permit stage

Attachments: Aptos Village Measure J Application Materials



# County of Santa Cruz

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## Measure J - First Time Home Buyer Selection Process



### **Project Overview**

Aptos Village will include 65 residential units. The units include 1, 2, and 3 bedroom homes. Ten of the homes (1, 2 and 3-bd) will be deed restricted affordable units under the County of Santa Cruz Measure J Program.

The Measure J homes will include a permanent resale price restriction through the County of Santa Cruz. This restriction will ensure that the Measure J homes in Aptos Village will remain affordable to future buyers. The future resale price of the homes will be determined by the County under Santa Cruz County Code Section 17.10 and the Affordable Housing Guidelines.

Measure J homes will be available in two phases. Phase I will include five affordable homes (four 1-bd and one 2-bd). The Phase I homes are projected to be available in the summer/fall of 2018 and the application process will begin several months before hand. Phase II homes will include five affordable homes (one 1-bd, two 2-bd and two 3-bd) and are expected to be available in late 2019. The schedule for marketing and applying for both phases can be found on the website of the County Planning Department.

<http://www.sccoplanning.com/PlanningHome/Housing.aspx>

Swenson Builders is the developer of Aptos Village and has secured Sereno Group to market and sell the residential homes.

### **Requirements to qualify for a Measure J home**

The Measure J homes at Aptos Village will be available to first time homebuyers with a total household income that is at or below 120% of the area median income levels for the County of Santa Cruz (see chart below). The definition of a first time homebuyer is someone who has not held an ownership interest in residential property in the last 3 years. Some minor exceptions may apply that are identified in the Affordable Housing Guidelines. Additionally, in order to be eligible to purchase a Measure J affordable unit, at least one principal occupant must currently reside within Santa Cruz County (including its incorporated cities); or at least one principal occupant must be employed within Santa Cruz County. Household size will determine the size of Measure J unit purchased.



Maximum Annual Household Income Limits for 2017-2018							
Income Category (Percent income)	Number of Persons in Household						
	1	2	3	4	5	6	7
Moderate (120%)	\$73,100	\$83,500	\$93,950	\$104,400	\$112,750	\$121,100	\$129,450

### **Informational Workshops**

The County Planning Department, with the assistance of Sereno Group, will hold a series of informational meetings to allow interested people to learn about the development, and to assist them in the process of purchasing a Measure J home. It is strongly recommended that anyone interested in purchasing a Measure J home attend one of the informational meetings to understand the project, the County Measure J Program, timelines, financing and process of purchasing a Measure J home. The schedule and location of the informational workshops are available on the County Planning Department website.

### **Loan Pre-Qualification, Self-Certification and Application Process**

All applicants must be pre-qualified for a home loan with a reputable lender.

Application packages are available on the County Planning Department's website. This application package will help you to determine your eligibility for the County's Measure J Program. It will include a self-certification checklist that you will submit as part of the application package. Complete applications will include the following:

- a. Self-certification checklist
- b. Complete application
- c. Pre-qualification letter from a reputable lender

Applications must be submitted to the County Planning Department by 5 PM on the Application due date (See schedule on County website). Completed application packages will be received at 701 Ocean Street, 4<sup>th</sup> Floor, Santa Cruz CA 95060 or by emailing a PDF to the County at:

[Micaela.lopez@santacruzcounty.us](mailto:Micaela.lopez@santacruzcounty.us)

***Persons submitting applications containing misrepresentations or falsifications will be subject to immediate disqualification.***

### **Random Drawing and Home Selection Process**

It is anticipated that there will be significant interest in the Measure J homes in Aptos Village. Because of this, buyers of the affordable homes will be selected through a Random Drawing for Phase I homes, and a Random Drawing for Phase II homes. Only candidates who meet program qualifications and submit a complete application packet will be eligible for the random drawing. The drawing will be scheduled to occur after the informational meetings are held. Please see the schedule on the County's website. This drawing will establish the order in which application packets from pre-qualified buyers will be processed.

The random drawing will be held at Rio Sands Hotel Conference Room, 116 Aptos Beach Drive, Aptos. The random drawing **does not guarantee a home purchase**. Top candidates will be certified for eligibility in the order of draw selection. Should any candidate not meet the eligibility criteria or choose not to purchase a home at Aptos Village, then the next candidate on the list will be reviewed for eligibility and offered a home.

Home selection will be done in the order of draw selection and corresponding household size for bedroom count as identified in the Measure J Affordable Housing Guidelines. The Random Drawing Phase I list will not be used for the Random Drawing Phase II, but unsuccessful applicants for homes in Phase I can apply for the Random Drawing for Phase II homes.

#### **Homebuyer Education Course**

Purchasers of Measure J homes are required to participate in a homebuyer education class prior to close of escrow. The County of Santa Cruz sponsors homebuyer education classes through the Watsonville Law Center. The class is available at no cost and interested purchasers are invited to attend prior to the Random Drawing (the class is not required to be eligible for the Random Drawing, but will have to be completed prior to purchase of a Measure J home). The class will cover preparing for homeownership, financing and credit analysis, loan closing and responsibilities of homeownership, home maintenance and loan servicing.

Watsonville Law Center conducts the class approximately two times per month, once in English and once in Spanish. The schedule for classes can be found by calling (831) 722-2845. It is necessary to sign up for the class if you are interested in attending.

#### **Home Inspection, Purchase Contract and Escrow**

Applicants selected to purchase homes will work with The Sereno Group to enter into a purchase agreement and open escrow to move towards purchase of a home. The purchase agreement will identify the terms of sale, schedule of inspections, deposits and other steps. A deposit in the amount of 3% of the purchase price will be required upon executing the purchase agreement.

#### **County Disclosure Meeting, Final Walk-Through and Close of Escrow**

Buyers are required to meet with County staff to review the County's Affordable Housing Program documents that will be signed prior to the purchase. Buyers, Realtors and the County will conduct a final walk-through inspection. Final documents will be signed at the title company prior to loan funding and transfer of ownership.

Congratulations and Good Luck!





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## Measure J - Marketing and Buyer Selection Schedule



**February 28, 2018**

### Informational Workshop

Rio Sands Hotel

Conference Room

116 Aptos Beach Dr, Aptos, CA 95003

- English 6:00 – 7:00 pm
- Spanish 7:30 – 8:30 pm

**March 24, 2018**

### Informational Workshop

Rio Sands Hotel

Conference Room

116 Aptos Beach Dr, Aptos, CA 95003

- English 1:00 – 2:00 pm
- Spanish 2:30 – 3:30 pm

**May 18, 2018**

### MJ Application packet Deadline

Santa Cruz County Building

County Planning Department

701 Ocean Street, 4<sup>th</sup> Floor, Santa Cruz CA 95060

- Self-Certification Form
- MJ Application
- Pre-Qualification Letter
- 5:00pm

**June 1, 2018**

### Random Drawing

Rio Sands Hotel

Conference Room

116 Aptos Beach Dr, Aptos, CA 95003

- 3:00 pm



EQUAL HOUSING  
OPPORTUNITY



## County of Santa Cruz

### Affordable Housing Program Application

Instructions to Applicants: Please fill out all lines on this application. If you think a line is not applicable to you, please write "N/A" in the space. If you have any questions, please call the Planning Department -- Housing Division of the County of Santa Cruz at 454-2336.

#### APPLICANT

Last Name	First Name	M.I.	Last Name	First Name	M.I.
Social Security Number	Date of Birth		Social Security Number	Date of Birth	
Home Phone	Work Phone		Home Phone	Work Phone	
Cell Phone	Email		Cell Phone	Email	

#### CO APPLICANT

#### CURRENT ADDRESS

Street Number	Street Name	Apt/Space #	City	State	Zip
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#### MAILING ADDRESS (If different)

Street Number	Street Name	Apt/Space #	City	State	Zip
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#### PREVIOUS ADDRESS

Street Number	Street Name	Apt/Space #	City	State	Zip
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#### ETHNICITY

#### HOUSEHOLD COMPOSITION

<b>Race:</b> <input type="radio"/> White <input type="radio"/> Latino <input type="radio"/> African American <input type="radio"/> Native American <input type="radio"/> Asian	<b>Marital Status:</b> <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Divorced	<b>Gender:</b> <input type="radio"/> Male <input type="radio"/> Female	<b>Household Type:</b> <input type="radio"/> Single adult <input type="radio"/> Female headed single parent household <input type="radio"/> Male headed single parent household <input type="radio"/> Two or more unrelated adults <input type="radio"/> Married with children <input type="radio"/> Married without children <input type="radio"/> Other	<b>Household Size:</b> <input type="radio"/> One <input type="radio"/> Two <input type="radio"/> Three <input type="radio"/> Four <input type="radio"/> Five <input type="radio"/> Six Other: _____
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<b>List All Household Members:</b> Name _____ _____ _____ _____ _____	Age _____ _____ _____ _____ _____	Relationship (self, wife, husband, son, etc.) _____ _____ _____ _____ _____
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#### EMPLOYMENT

Applicant Employer	Address of Employer	Occupation
Co-applicant Employer	Address of Employer	Occupation

#### EDUCATION

#### REFERRED BY

<input type="radio"/> Below High School Diploma <input type="radio"/> High School Diploma or Equivalent <input type="radio"/> Two-Year College <input type="radio"/> Bachelors Diploma <input type="radio"/> Below Masters Degree <input type="radio"/> Above Masters Degree	<div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> County Website  <input type="radio"/> Lender  <input type="radio"/> Realtor  <input type="radio"/> Friend  <input type="radio"/> Relative         </div> <div> <input type="radio"/> Newspaper Article  <input type="radio"/> Family Member  <input type="radio"/> Print Advertisement  <input type="radio"/> Other (describe)            _____         </div> </div>
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#### NEW UNIT INFORMATION (For Housing Staff Only)

Program Name				Application Number	
Street Number	Street Name	Apt/Space #	City	State	Zip
APN/Decal #	Year Built	Square Footage	Bedrooms/Baths	Purchase Price	

MONTHLY INCOME		APPLICANT	CO-APPLICANT
Gross Employment Income (2-recent pay stubs, W-2's and wet-signed 1040)	\$		\$
Interest and Dividends (1040, Schedule B)	\$		\$
Net Self Employment (1040, Schedule C)			
Social Security and Retirement Funds (Award letter or direct deposit statement)	\$		\$
Unemployment, Disability, CalWorks (Award letters)	\$		\$
Pensions and Annuities (Award letter or direct deposit statement)	\$		\$
Alimony and Child Support (Court order or direct deposit statement)	\$		\$
Regular Contributions and Gifts to Household: (Written statement by gift giver)	\$		\$
Other Income (Describe)	\$		\$
<b>SUBTOTAL:</b>	\$		\$
<b>TOTAL - Monthly Income</b> Applicant and Co-Applicant	\$	<b>TOTAL - Annual Income</b> Applicant and Co-Applicant	\$

ASSETS			LIABILITIES		
Bank Name	Checking Savings	\$		Monthly Payment	Unpaid Balance
Bank Name	Checking Savings	\$	First Mortgage	\$	\$
Cash on Hand		\$	Second Mortgage	\$	\$
Certificate(s) of Deposit		\$	Mobilehome Park Space Rent	\$	\$
Other Real Estate Equity (Describe)		\$	House Insurance	\$	\$
Securities (Stocks, Bonds, Annuities)		\$	Property Taxes / Registration	\$	
Retirement Account(s)		\$	PG&E	\$	
Other Liquid Assets		\$	Water, Garbage, Sewer	\$	
<b>TOTAL - Assets</b>		\$	Car/Truck Loan	\$	\$
<b>QUESTIONS ASKED BORROWER(S)</b>					
	Yes	No	Credit Card (Describe)	\$	\$
Are your property taxes delinquent?			Credit Card (Describe)	\$	\$
Are any of your liabilities/payments past due?			Credit Card (Describe)	\$	\$
Have you ever taken bankruptcy?			Major Medical Expenses	\$	\$
Are you currently a defendant/participant in a lawsuit?			Alimony/Child Support	\$	\$
Have you ever had a home that resulted in foreclosure?			Unpaid Real Estate or Income Taxes	\$	\$
<b>MORTGAGE INFORMATION</b>			Other Debts (Describe)	\$	\$
First Mortgage Holder Name			Other Debts (Describe)	\$	\$
Address of First Mortgage Holder			Other Debts (Describe)	\$	\$
Second Mortgage Holder Name			Other Debts (Describe)	\$	\$
Address of Second Mortgage Holder			<b>TOTAL - Liabilities &amp; Payments</b>	\$	\$

I (we) hereby certify that the information contained in this application is true to the best of my (our) knowledge. I (we) authorize the Redevelopment Agency of the County of Santa Cruz and/or the Planning Department – Housing Division of the County of Santa Cruz to check my (our) credit references and verify all information contained in this application.

I (we) declare under penalty of perjury that the foregoing is true and correct.

APPLICANT

DATE

CO-APPLICANT

DATE



# County of Santa Cruz

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## Measure J - Self Certification



### I understand that:

My household size will determine the maximum size Measure J home I can buy.

Number of bedrooms	Minimum household size
Studio / 1	One
2	Two
3	Three

My household's gross annual income, as adjusted for household size, cannot exceed the amounts listed in the following table.

Household size	2017 Income Limit (effective 5/1/17)
1	\$73,100
2	\$83,500
3	\$93,950
4	\$104,400
5	\$112,750
6	\$121,100
7	\$129,450

A member of my household has lived or worked full time in the County of Santa Cruz for at least 60 days prior to application to purchase.

I am a first time homebuyer, which means I have not owned, taken interest, or purchased any residential property in the last three years. (An exception to this requirement is if you have owned a manufactured home in a mobile home park and paid space rent.)

I qualify for a conventional fixed rate mortgage fully amortized and subject to standard underwriting criteria and the Affordable Housing Guidelines.

I must complete an approved First Time Home Buyer Class prior to close of escrow. The County sponsors a First Time Home Buyer Class through the Watsonville Law Center. Call 831-722-2845 to schedule. If completed, date class taken: \_\_\_\_\_

It is recommended I attend an Aptos Village Measure J workshop.

If attended, date of workshop: \_\_\_\_\_

**I hereby certify that the information contained in this form is true to the best of my knowledge and I self-certify that I am eligible for the Measure J Program.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All units are subject to resale price restrictions.*

