

Exhibit F – Affordable Housing Program Disclosures (AKA BMR Program Disclosures)

These are standard disclosures, please double check if the program you are applying for has different rules or exceptions.

Applicant(s) must initial each section. By initialing and signing below you understand, certify, and agree with all the standard information mentioned below:

1. ___ ___ **HouseKeys Orientation requirement** – The orientation includes 1 to 1.5 hours of information on the application process, how to navigate the websites, how to create an account, and other important information. Completing the orientation will help you be better prepared and understand how the programs work. Completing the orientation is a great place to start so you don't feel lost.

All applicants, co-applicants, married couples, domestic partners, partners, and any person that can or will be on the title of the home, **must** complete the HouseKeys orientation before being eligible to participate in an Opportunity Drawing. To sign up please go to: <https://www.housekeys.org/> - click on the program location that you are applying and click the "Events Tab". Each program provider requires you complete an orientation for their program. If you are interested in multiple locations, you will need to complete one for each. Online options are available. Each applicant needs to take and pass the quiz. **We are starting to offer recorded webinar videos for most locations. Please check the program website to see if it's an option for you.**

2. ___ ___ I/we understand that when we are ready, it's our responsibility to apply for opportunities when they become available, via <https://www.myhousekeys.com/>, and enter the drawing entry deadline by filling out the appropriate form(s).
3. ___ ___ To find out when the next Opportunity Drawing is available, we must check the websites www.housekeys.org and <https://www.myhousekeys.com/> frequently to review all the program details and requirements on the Opportunity Drawing Notices. We also understand the rules and term for each Opportunity Drawing may vary and may not be eligible for to participate in all of them.
4. ___ ___ **IMPORTANT: The Opportunity Drawing Notice (ODN) will have multiple important deadlines you must meet and instructions you must follow. The ODN is posted on the program websites. In most cases the ODN will also include a "File Request" and File Submission Deadline. Submitting a complete file is a separate task that must be completed in addition to entering the drawing. The COMPLETE file package must be received by HouseKeys by the File Submission Deadline.**
5. ___ ___ **ATTENTION - NEW REQUIREMENT!** A Loan Pre-approval Letter is required **BEFORE** entering a drawing; it can be from any lender. It must be valid, current and have enough purchase power and adequate debt to income ratios for the unit you are looking to apply for. You should be able to obtain a copy of the pre-approval letter and submit it directly to your account via myhousekeys.com.
6. ___ ___ **IMPORTANT:** Although you are allowed to enter the drawing using a pre-approval from any lender, you are required to use a Loan Officer that is on the most current HouseKeys List of Registered Lenders and Loan Officers to close the transaction. If your lender is not on the list, the Loan Officer/lender will have to go through an approval process, or you will be asked to choose a lender/loan officer on the HouseKeys List. If your loan officer is not on the list and needs (and wants to) to become an approved registered loan officer with

HouseKeys, please have them email programs@housekeys.org so they can get the program approved internally by lender's legal department. **All these items take time which is why we recommend you start sooner rather than later. Housekeys has an approved lender list available to you at <https://www.housekeys.org/buyerfile>.** In **very rare** cases, a program provider may allow you to close the transaction with a loan officer/lender that is not on the list. Use caution and double check.

7. ___ ___ When you apply for a drawing, your financing must be already structured. If you are selected, you are not allowed to change the financing after you sign the Financing Summary. A "Financing Summary" is a document issued by the Program Underwriter that lists the First Mortgage, Down payment Assistance, Buyer Funds, Etc. If it changes (except for the interest rate) after you signed the Financing Summary and you are in contract, you are no longer eligible to purchase the property.
8. ___ ___ It's the applicant's responsibility to check <https://www.housekeys.org/> and <https://www.myhousekeys.com/> frequently for Opportunity Drawing instructions, forms, opportunity announcements, deadlines, opt in, disclosures and rules.
9. ___ ___ BEFORE you enter the drawing: Please ensure that your household profile is complete and updated at <https://www.myhousekeys.com/> . Double check that your income and household size are accurate; otherwise, it will impact your eligibility.
10. ___ ___ If you are selected for review after a drawing, you must notify your loan officer to proceed with a credit approval (aka loan approval without a property address) in case you are approved by HouseKeys.
11. ___ ___ The "File Request" in most cases can be found on the Opportunity Drawing Notice (ODN). It will have instructions of when and where to submit it. You must work with your Loan Officer to ensure that your application is complete and not outdated when you submit it. The applicant should also follow up with their Loan Officer to check progress, ensure completeness and coordinate the submittal. **If you are not ready or your file is incomplete, we will close your file and keep moving down the list.**
12. ___ ___ **I/we understand that we must submit a COMPLETE Program Application Package (file)** by the file submission deadline. I/we understand that this means that it must be **received by** HouseKeys by the File Submission Deadline (if a deadline is applicable). If a complete file and **all** the supporting documents are not received by the deadline I/we understand that we will be skipped.
13. ___ ___ I/we understand what a complete file is. **What is a complete file?** A complete file must include **all** the Program Application Forms, Exhibit Forms (completed and signed) along with **all** the supporting documentation as required by the Document Checklist(s). It should also include any other items requested by HouseKeys. It must also include the Lender's Pre-approval letter, which must be current, valid and have enough purchase power with adequate debt to income ratios for the unit you are applying for. Proof that you have enough funds for the down payment and closing costs must be included. The file should include documentation for all members our household even if they will not be on the loan (please refer to the program forms and checklists). All forms and documents must be current and not outdated (not more than 15-30 days old from the date you entered the drawing). The program's forms can be found at <https://www.housekeys.org/> under the program's specific website, on the Opportunity Drawing Notice (links) and/or <https://www.housekeys.org/buyerfile>. Please email customerservice@housekeys.org if you have any problems locating them.

14. ___ ___ The part of the documents on the checklist lists are items that the loan office/lender produces and/or orders (i.e., Pre-approval letter, 1003 form, 1008 form, DU, Credit Report, Verifications of Employment, etc.). Although they can submit **these specific forms** separately in your behalf, **it is your (the applicant's) responsibility to ensure all the forms are submitted by the File Submission Deadline.** They/you can contact programs@housekeys.com and customerservice@housekeys.org for submission instructions. It is in the best interest of the applicants to assist and work with their Loan Officers closely. We recommend that if your Loan Officer requests information or documentation from you, you submit it to them promptly. **The applicant should also follow up with their Loan Officer to check progress, ensure completeness and coordinate a well-timed submittal.**
15. ___ ___ The applicant(s) must provide substantial evidence that the household is an **existing** household. One of the first steps in determining program eligibility is determining the size of a household. All household members who are not applicants or co-applicants on the first mortgage application, must be legal dependents and listed as a current dependent of the applicant or co-applicant on their federal tax returns. If it's not an existing household, the applicants must all appear on title and on the program documents.
16. ___ ___ Documents submitted to HouseKeys become the property of HouseKeys and may not be returned. HouseKeys reserves the right to request additional information/documentation to substantiate income, liabilities, and other information provided to make an eligibility determination. If additional documents are requested by HouseKeys, the applicant will have 1-3 business days from the date of the notice (or less days in some cases) to submit as instructed. The applicant must abide by the timelines and deadlines set by HouseKeys. The applicant must also call HouseKeys to alert us that something was mailed/submitted to us.
17. ___ ___ **If you are selected to go through the review process, it** is the applicant's responsibility to inform HouseKeys immediately by emailing programs@housekeys.org if any changes occur in household size, income, physical address, job location, employment, assets or funds, credit scores, debt, etc. The applicant must also call Housekeys at 1-877-460-5397 to inform us.
18. ___ ___ The applicant(s) understand that if you are found eligible for the Housing Program and you are selected to purchase a home, you and your household need to remain eligible for the program until you receive your keys. Some closing timelines can take many months, and we are required to check if you are still eligible all the way up until you receive your keys. If we discover you are no longer eligible at any time during the process, unfortunately you will not be able to purchase the home.
19. ___ ___ I/we certify that I/we are willing to cooperate with the program and submit additional or updated documentation to HouseKeys on a timely manner as needed. We/I also understand documentation will be requested multiple times throughout the process. Updated documentation will be required many times depending on the number of times I/we (the applicant) participate in Opportunity Drawings. I/we are agree to submit documents or clarification items as many times as needed and are willing to cooperate with the Program Provider and HouseKeys staff.
20. ___ ___ I/we certify that if I/we or one of our household members (18 years or older) completes a "Zero Income Affidavit Form" because they don't have income and won't have income in the next 12 months, I/we and our household member agree to submit proof (paystubs, bank statements, complete tax forms, w-2, 1099's and all schedules, etc.) for any particular time frame even after closing the transaction to ensure the "Zero Income Affidavit Form" is accurate, in a timely manner, as requested by the Program Provider or it's Administrator. **I/we understand that inaccurate information/or certifications made by me/us or any member**

of our household will disqualify me and my household and I/we will be in violation of the Housing Program and Deed Restrictions if selected to purchase a home in the program.

21. ___ ___ The applicant(s) understand that the Housing Program is not a quick fix for a housing need; it can take up to a year or more to get into a home, if you are found eligible, qualified for the financing, and selected to purchase. The most important thing is to be encourage and be prepared to provide all the documentation.
22. ___ ___ HouseKeys may not be able to hold properties for households in the application or appeal process and move down the list to applicants that are eligible and prepared.
23. ___ ___ I/we understand that if we are interested in applying for a particular Opportunity Drawing linked to a specific property, we should attend the scheduled open house (if available) for that property being released before we apply. The scheduled open houses will be posted on the Website as they become available.
24. ___ ___ I/we understand that I/we can't participate in more than one Opportunity Drawing at a time or have more than one active drawing entry or ranking number at a time. We understand that to participate in another/different Opportunity Drawing we need to Opt Out via myhousekeys.com. An Opt Out is final and I/we can't re-enter the Opportunity Drawing.
25. ___ ___ Only one entry is allowed per Opportunity Drawing. If a household enters (the same) Opportunity Drawing more than once, their better ranking numbers will be null and void.
26. ___ ___ I/we understand that we should not create multiple accounts in myhousekeys. I/we understand that if we enter an Opportunity Drawing more than once using multiple accounts, it may be construed as fraud and all entries may be null and void.
27. ___ ___ If a person indicates a program preference (e.g. Live or work in the program location) that not accurate and/or is unable to provide evidence, they may be placed at the bottom of the list.
28. ___ ___ Ranking numbers issued during an Opportunity Drawing, are only good for properties released for that specific Opportunity Drawing. If eligible, a new ranking number will be issued every time an applicant participates in a new Opportunity Drawing. Ranking numbers and Application ID numbers are not transferable.
29. ___ ___ I/we understand that if we are eligible and selected for a property, I/we will be required to give a good faith deposit during the purchase contract appointment. The amount may vary.
30. ___ ___ I/we understand that we must have at least the minimum required down payment (or more if needed) and closing costs for the purchase at the time when the drawing is entered. A percentage of those funds may be required to be seasoned in the buyer's accounts. If you are unable to provide proof that the funds are available, you will be considered ineligible. Please refer to the program guidelines.
31. ___ ___ I/we need to have enough funds to purchase the property when entering the drawing. If our application package is requested by the administrator, it should contain proof that all the financing and funds are available. This means that I/we the applicants need to include in our application package the following: 1st Mortgage pre-approval letter, Down Payment Assistance Pre-Approval Letter (if applicable), bank statements or accounts showing the buyer's contribution (seasoned), signed gift letters (if applicable) and the donor's bank

statement(s) showing enough funds to cover the gift and reserves. The applicants must demonstrate they have enough purchase power to afford the home with acceptable ratios. For most programs the maximum ratios are 40/45% or less; however, the requirements per program vary.

32. ___ ___ No contingent sales. All funds needed must be liquid and available. If you are unable to provide proof that the funds are liquid and available at time you fill out an Opportunity Drawing Form, you will be considered ineligible.
33. ___ ___ Households using gifts to lower 1st mortgage and/or for closing cost must submit the signed gift letter(s) and the donor's bank statements showing availability of full funds with the **initial** application. If you are unable to provide proof that the funds are available, you will be considered ineligible. If needed, request the Gift Letter Form from your Loan Officer.
34. ___ ___ It's the applicant's responsibility to review all other disclosures and rules, including the buyer selection process for specific developments or areas of interest. The information is posted at <https://www.housekeys.org/> and <https://www.myhousekeys.com/>
35. ___ ___ I/we understand that if I/we give inaccurate information, submit altered documentation, or submit false certifications or if one of our household members gives inaccurate information, submits altered documentation or submits false certifications, I/we and our household will be disqualified from this Opportunity Drawing and from participating in future housing opportunities. I/We understand that if this happens, I/we will be in violation of the Affordable Housing Program and Deed Restrictions. There are consequences to this fraud, even if the discrepancy is found after I/we have moved in the restricted home or are approved for the Affordable Housing Program.
36. ___ ___ I/We certify and acknowledge that I/we have read, understand, and agree with all the information, requirements, rules, terms and conditions on this form and on the HouseKeys Website.
37. ___ ___ All Materials, alterations, an /or omissions from the initial Program Buyer Form, Pre-applications, Opportunity Drawing Submission Form, Homebuyer pre- assessment form and/or Application; including but not limited to household size, income, and asset information, etc., is not permissible and will render all future re-submissions ineligible for review and approval for a period of one year. Exceptions for re-submissions are significant life events such as a job/career change, marriage, or the birth of a child and are at the discretion of designated Program Administrator staff.
38. ___ ___ Non-Borrowing Spouses, partners and domestic partners must provide a tri-merge credit report (ask your loan officer to provide the report) and will be required to sign the Affordable Housing Program legal documents and be on title.
39. ___ ___ Some Cities allow non-borrowing spouses. A non-borrowing spouse needs to be on Title, the 1st Mortgage Deed of Trust (DOT), the excess sales note, and the excess sales DOT and the Restrictions. The non-borrowing spouse needs to be on all the down payment documents, if any. Some programs require the non-borrowing spouse to sign the first mortgage DOT.

40. ___ ___ If there are multiple homes in an opportunity drawing, the administrator can't guarantee the one you select or prefer will be available for your selection. Eligible Buyers will be assigned the 1st available home based the building completion schedule and your ranking number. Should you decline the home that is being offered, you will lose your ranking number and we will move on to the next person.
41. ___ ___ We will use the primary applicant's email address (in their www.myhousekeys.com account) to communicate with the household during the review. If it changes, it's the applicant's responsibility to email programs@housekeys.org right away. The primary applicant you list on the Opportunity Drawing Form is responsible to share the notices or emails we send with the co- applicants. We may not always email notices and updates; you should also check our websites frequently for instructions and opportunities.
42. ___ ___ It's the applicant's responsibility to add programs@housekeys.org to your email address book and check your email frequently as this is the main form of communication between all parties. In addition, please check your junk email folder for correspondence. During the process, you will have short deadlines that you must comply with, and you don't want to miss any emails from us. HouseKeys is not responsible for emails that were undeliverable, rejected or not opened.
43. ___ ___ By initialing I/we certify that we have read the Conflict-of-Interest section in the Application Guidelines for the program we are applying for, and we do not fall into that criteria.
44. ___ ___ I/we understand that inaccurate information/or certifications made by me/us or any member of our household will disqualify me and my household and I/we will be in violation of the Affordable Housing Program and Deed Restrictions if selected to purchase a home.
45. ___ ___ I/we understand that: All those who will be on the title of the home must submit a certificate with the initial application as proof of completing the First-Time home buyer class issued by a HUD approved agency. This class is typically eight hours long. Most cities require the applicants to attend a live class; some may allow online versions. Please check with the administrator or program guidelines. If the applicant does not have the appropriate certificate on record (by the stipulated deadline), they will not be eligible. Please contact the administrator for more information.
46. ___ ___ **HouseKeys Orientation Completion Certification: Please certify which members of your household completed the orientation and quiz.**

I/we Certify that the following people completed the HouseKeys Orientation and passed the quiz:

Print full name clearly: _____

Print full name clearly: _____

Print full name clearly: _____

Print full name clearly: _____



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With our signatures, I/We certify and acknowledge that we have read, agree with all the terms, and understand all the information. We also understand that the Program Guidelines and Agreements are the official documents that we must also abide by.

Date _____

Applicant Name _____ Signature _____

Applicant Name _____ Signature _____

Applicant Name _____ Signature _____

Applicant Name _____ Signature _____