

**MAYOR'S OFFICE OF HOUSING
AND COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO**



LONDON N. BREED
MAYOR

ERIC D. SHAW
DIRECTOR

**CITY SECOND LOAN PROGRAM (CSLP)
Pre-Approval Application Packet**

Dear CSLP Applicant:

Thank you for your interest in the City Second Loan Program (CSLP) administered by the Mayor's Office of Housing and Community Development (MOHCD) of the City and County of San Francisco.

Applying for your CSLP property will require you to complete this Pre-Approval Application Packet in its entirety, and submit it along with all required documentation listed below. Applicants that submit complete packets are considered on a first come, first serve basis.

Required Supporting Documents:

(No application fee is required for the Pre-Approval submission)

- CSLP Pre-Approval Application (attached)
- Signed and dated HomeownershipSF Consent Form (attached)
- Verification of Homebuyer Education Completion
- First Mortgage Loan Pre-approval Letter
- Borrower(s) three most current and consecutive paystubs
- Verification of Employment provided by the employer (only applicable to FRCSLP and Educators-CSLP)
- Borrower(s) signed & dated Federal Tax Returns for the past three years with all schedules and W-2s
- Borrower(s) three most current and consecutive months of bank statements
- Gift letter and evidence of donor availability of funds (if applicable)
- For self-employed borrower: a) copies of borrower's Federal Income Tax Returns (both individual return and business returns) that were filed with the IRS for the past three years with all schedules; b) profit & loss statement(s) to date from last tax filing; and c) copies of all invoices and payments made to the borrower as a part of self-employment in the current calendar year (if applicable).

MOHCD may request additional documents to verify information provided in support of your income and assets eligibility for the CSLP Program. We may contact other government agencies, education institutions, employers, or other entities in order to verify information.

How to Submit Your Complete Application Packet:

Please note that, applications are first come for serve. Once you have completed and gathered all of the required documents, into one PDF file, upload the PDF file via this secure link [ShareFile](#).

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**CITY SECOND LOAN PROGRAM (CSLP)
PRE-APPROVAL APPLICATION**

This is **not** an application for a final City Second Loan Program (CSLP). The information provided is to be used to make a preliminary determination if the applicant(s) meet the income and assets eligibility requirements of the Program. CSLP funding is subject to final loan approval. This form must be completed accurately in its entirety.

I. Property Information					
Property Address:					
Contract Ratification Date (indicate N/A if not applicable):					
Offer Price \$			Down payment and closing cost source:		
CSLP Loan Amount \$			<input type="checkbox"/> Savings \$ _____		
Pre-Approved First Mortgage \$			<input type="checkbox"/> Gifts \$ _____		
Intended Down Payment \$			<input type="checkbox"/> Other \$ _____ Explain: _____		
II. Lender Information					
Lender Name:		Lender Address:			
Loan Agent:		Email:		Phone:	
III. Borrower Information ("HH #" = Household Member Number)					
Borrower (HH#1)			Co-Borrower (HH#2)		
Name (Last, First):			Name (Last, First):		
Date of Birth:			Date of Birth:		
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Registered Domestic Partner <input type="checkbox"/> Unmarried			Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Registered Domestic Partner <input type="checkbox"/> Unmarried		
Present Address:			Present Address:		
Mailing Address (if different from Present Address):					
Contact Phone #:		Contact Phone #:			
Email:		Email:			
Employer Name:		Employer Name:			
Title/Position:		Title/Position:			
Years at Employer:		Years at Employer:			
Household Size #:		Relationship to Borrower:			
IV. Dependents Information (list all persons or dependents other than named borrowers who will occupy the residence)					
Name	Age	Relationship to Borrower	Occupation		

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V. Household Income (list gross annual income and add additional pages if necessary)				
Income Sources	HH#1	HH#2	Other HH members	Total
Base Employment Income				\$
Overtime				\$
Commissions/Bonuses				\$
Interest/Dividends				\$
Social Security/Pension				\$
Child Support/Alimony				\$
Other Income				\$
Total Household Income				\$
VI. Household Assets				
HH #	Name of Financial Institution	Type of Assets (Savings, Checking, CD, Mutual fund, Trust fund, Gift, etc.)	Current Cash Value of Asset	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Household Liquid Assets (do not include retirement)				\$
VII. Declarations (the following questions apply to the entire household)			Borrower	Co-Borrower
A) Have you had any ownership interest in a residential unit in the past 3 years? If yes, date of ownership: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
B) Do you intend to occupy the property as your primary residence within 60 days of close of escrow?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
C) Will you be receiving gift funds for the purchase of the property? If yes, gift funds amount: \$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
D) Do you own a commercial business? If yes, enter name(s)_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answer "Yes" to any of the following questions, please provide explanation.				
E) Are there any outstanding judgments against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
F) Have you declared bankrupt within the past 4 years, and/or had a property foreclosed (deed in lieu) with the past 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

San Francisco Below Market Rate (BMR) Homeownership Program

- How did you hear about this listing? Newspaper MOHCD Website Developer Website Flyer Friend
 Email Alert Housing Counselor Radio Ad Bus or Billboard Ad Other

Help us ensure we are meeting our goal to serve all people

These OPTIONAL questions will not affect your eligibility for housing in any way.
Your individual answers are kept completely confidential and used only for statistical purposes.

What best describes your race and ethnicity? (select all that apply)

Asian

- Chinese
 Filipino
 Japanese
 Korean
 Mongolian
 Central Asian
 South Asian
 Southeast Asian
 Other Asian _____

Black

- African
 African American
 Caribbean, Central American, South American or Mexican
 Other Black _____

Indigenous

- American Indian/Native American
(Specific Group: _____)
 Indigenous from Mexico, the Caribbean, Central America or South America (Specific Group: _____)
 Other Indigenous _____

Latino

- Caribbean
 Central American
 Mexican
 South American
 Other Latino _____

Middle Eastern/West Asian or North African

- North African
 West Asian
 Other Middle Eastern or North African _____

Pacific Islander

- Chamorro
 Native Hawaiian
 Samoan
 Other Pacific Islander _____

White

- European
 Other White _____

What is your gender? (Check one that best describes your current gender identity)

- Female Male
 Genderqueer/Gender Non-binary
 Trans Female Trans Male
 Not listed – please specify: _____

How do you describe your sexual orientation or sexual identity? (Check one)

- Bisexual
 Gay/ Lesbian/Same-Gender Loving
 Questioning/Unsure
 Straight/ Heterosexual
 Not listed - please specify: _____

Which primary language is spoken at home? (select one)

- Chinese – Cantonese
 Chinese – Mandarin
 English
 Filipino
 Russian
 Spanish
 Vietnamese
 Other Language Spoken at Home

For Service Rendering: Pronouns and Chosen Name

- She/Her/Hers
 He/Him/His
 They/Them/Theirs
 Not listed. Please specify: _____

By what name do you wish to be called?
