



San Jose Dream Home

Real Estate Purchase Offer Checklist

Real Estate Agents are required to provide all of the items on this list as part of the Purchase Offer package to the City.

Follow “ San Jose Dream Home Offer Instructions and Homebuyer Selection Process” : <http://www.sjhousing.org/program/HB/NSPListing.pdf>

Real Estate Agent

- Executed Purchase and Sale agreement and all addendums
- Initial Deposit check (photocopy)

Loan Officer

- City Primary Residence Loan Application, signed and dated (original signature) [FormLink](#)
- City Program Disclosure – San Jose Dream Home, signed and dated (original signature) [FormLink](#)
- City Purchase Offer Financial Summary signed by Loan Officer, signed and dated (original signature) [FormLink](#)
- City San Jose Dream Home Income and Asset Worksheet signed by Loan Officer, (original signature) [FormLink](#)
- Senior lender loan Pre-approval or equivalent signed by Loan Officer
- Gift letter photocopy and financial statement to source gift funding
- Most recent bank statements for checking and savings accounts for each household member who is at least 18 years old
- Letter from Loan Agent describing first mortgage loan program with minimum lender required downpayment (San Jose Dream Home Program only)
- Certificate of completion of Homebuyer Education Course (if available)

Real Estate Agent (print)

Real Estate Agent (signature) Date

Real Estate Agent:

Send the completed San Jose Dream Home Real Estate Purchase Offer Checklist Package with required documents to the San Jose Dream Home Listing Agent:

City of San José Housing Department, 12th Floor, 200 E. Santa Clara Street, San José, CA 95113
408.535-3860

<http://www.sjhousing.org/program/homebuyer.html>

To request an accommodation or alternative format for City sponsored meetings, events or printed materials, please contact the Housing Department at 408-535.3860 or 408-294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

Please allow up to five business days for review and approval of completed loan applications and up to three additional business days for preparation of loan documents and funding.