



Notice of Disclosure

A. HouseKeys can't hold or reserve properties for applicants that are in the middle of the application process, suspended, denied or in the appeal process. HouseKeys will immediately move on to the next applicant.

B. I/we understand that it's our (the applicant's) responsibility to apply (opt in) each time a lottery/drawing is available, by the deadline, by filling out the appropriate form(s) on the HouseKeys website. In order to find out when the next lottery/drawing is available and fill out the appropriate forms, we (the applicants) must check the website www.housekeys.org frequently and follow the instructions and terms posted for each one. We also understand the rules and term for each lottery/drawing may vary and may not be eligible for to participate in all of them.

C. I/we understand that I/we can't participate in more than one lottery/drawing at a time. If I/we decide to opt out (withdraw) from a lottery, I/we will contact Housekeys to fill out the appropriate form before participating in another one. I/we understand that once we opt out, our priority number will be null and void. I/we can't have more than one active "Priority Number" at a time. I/we also understand that we can only participate in drawings that pertain to our AMI (area median income) bracket/limit. Only one entry per lottery per household is allowed. If a household enters a lottery more than once, their better priority numbers will be null and void. They will be allowed to keep the worst priority number.

D. Priority numbers issued during a Lottery/Drawing, are only good for properties released for that specific round. A new priority number will be issued every time an applicant participates in a new lottery/drawing (if their name is selected during the lottery/drawing). Priority numbers and Application ID numbers are not transferable.

E. It's the applicant's responsibility to check www.HouseKeys.org frequently for instructions, opportunities, deadlines, lottery/drawing opt in, disclosures and rules.

F. 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.

G. Households using gifts for down payment 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 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.

H. It's the applicant's responsibility to add bmr@housekeys.org, mandy@housekeys.org, christina@housekeys.org and kathie@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.

I. Documents submitted to HouseKeys become the property of HouseKeys and may not be returned. HouseKeys reserves the right to request additional information/documentation in order to substantiate income, liabilities, and other information provided in order to make an eligibility determination. If additional documents are requested by HouseKeys, the applicant will have 3 business days (or less in some cases) to submit as instructed. The applicant must abide by the



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timelines and deadlines set by HouseKeys. The applicant must also call Housekeys to alert us that something was mailed/submitted to us.

J. 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 lotteries/drawings. I/we are agree to submit documents or clarification items as many times as needed and are willing to cooperate with the City and HouseKeys staff.

K. 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 Lottery and from participating in future BMR opportunities. I/We understand that if this happens, I/we will be in violation of the BMR Program and Deed Restrictions. There are consequences to this fraud, even if the discrepancy is found after I/we have moved in the BMR home or are approved for the BMR Program.

L. 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.

M. All Materials, alterations, an /or omissions from the initial Program Buyer Form, Lottery Submission Form, Homebuyer pre- assessment form (pre-application) 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 City Administrator staff.

N. Non-Borrowing Spouses or Domestic Partners must provide a tri-merge credit report (ask your loan officer to provide the report) and will be required to sign the BMR legal documents.

O. Eligible Buyers will be assigned the 1st available home based the builder's deadline and your priority number. Should you decline the home that is being offered, you will lose your priority number and go to the bottom of this lottery list.

P. We will use the applicant's email address to communicate with you regarding this lottery. If it changes, it's your responsibility to email bmr@housekeys.org right away. The applicant you list on this 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 website frequently for instructions and opportunities.