
**CITY OF CAMPBELL BELOW MARKET RATE PROGRAM
LOAN OFFICER ORIGINATION AGREEMENT**

THIS LOAN OFFICER ORIGINATION AGREEMENT (“Agreement”) effective as of _____, 2018 (the “Effective Date”), entered by and between House Keys, Inc. (“Administrator”) and _____ (“Loan Officer” or “LO”), collectively referred to herein as the “Parties”, and individually referred to herein as a “Party.”

RECITALS

- A.** In 2006, the City Council of Campbell (“City Council”) enacted Municipal Ordinance Chapter 21.24.010 Inclusionary Housing (the “Inclusionary Housing Ordinance”) to further the City of Campbell (the “City”) efforts to require that housing is available to very low-income, low-income and moderate-income households. Through the provision of affordable units, the City Council ensured that part of Campbell's remaining developable land would be used to provide affordable housing; specifically, the City Council enacted a percentage requirement that at least fifteen percent of all units in a residential project of ten or more units shall be sold to low-income and moderate-income households at an affordable ownership cost.
- B.** Soon after the enactment of the Inclusionary Housing Ordinance, the City formalized its Below Market Rate (“BMR”) Program to provide and manage the production of new affordable units consistent with the goals set forth in the housing element of the general plan, including the distribution of housing types to provide neighborhoods of ethnic and economic diversity.
- C.** In 2008, the City Council furthered the goal of increasing the supply of affordable housing units by enacting Municipal Ordinance Chapter 21.20 Density Bonus and Other Incentives for Affordable Residential Units (the “Density Bonus Law”), in part, to provide incentives for the creation of housing serving low and moderate-income households.
- D.** Through both the Inclusionary Housing Ordinance and the Density Bonus Law, and cooperation between the City, residential property developers and the Program Administrator, certain residential units are made available for ownership to eligible and qualified households at prices less than prevailing market rates through the City’s Below Market Rate Program.
- E.** The City has contracted responsibility for administration of the BMR Program to the Program Administrator pursuant to a Consultant Agreement first dated June 22, 2016, as may be amended from time to time.

-
- F.** BMR Program participants benefit from an affordable unit legally authorized by either the Inclusionary Housing Ordinance or the Density Bonus Law that is made available by an agreement between a real estate developer and the City known as a Developer Affordable Housing Agreement. This is a legal document that contains mandatory provisions, conditions, requirements, restrictions and/or terms required by State law for affordable housing.
 - G.** The Program Administrator utilizes information found in that Developer Affordable Housing Agreement, specific to each development project that contains an Affordable Unit, when enacting policies and procedures. Program policies and procedures must comply with all State affordable housing laws and regulations. Further, Program Administrator, from time to time, may propose the implementation of new rules, policies and procedures so long as such rules, policies and procedures do not violate any affordable housing laws, including the ordinances described above. The proposed new rules, policies and procedures must be presented to City Council who must vote to approve implementation.
 - H.** BMR home ownership policies developed in cooperation between the City and Program Administrator require that participating mortgage lenders must be approved by the Administrator and a lender shall execute this Agreement concerning obligations and duties to ensure BMR program compliance during loan origination, underwriting and servicing.
 - I.** The Administrator has prepared Interim Guidelines which further describes the BMR Program. The Inclusionary Housing Ordinance, the Density Bonus Law, the Council approved Policies, any applicable Resolutions, and the Interim Guidelines, each as may be amended from time to time, are collectively referred to herein as the “Program Documents.”
 - J.** The Loan Officer desires to participate in the BMR Program by originating loan applications for loans (“First Mortgage Loans”) to eligible borrowers (“Eligible Borrowers”) and by managing a pipeline of Program applicants (“Applicants”). Program participation also includes cooperating with the Administrator to match Eligible Borrowers with available properties and performing all escrow and lending functions to ensure that property purchases close escrow successfully.
 - K.** Each loan officer whether originating on a retail, correspondent or wholesale basis, must be individually registered and approved by Administrator and/or the City to participate in the Program.

NOW THEREFORE, in consideration of the foregoing and other valuable consideration, the Parties agree as follows:

1. Program Documents. The Administrator will provide the Loan Officer with a copy of the Program Documents. The Administrator agrees to provide the Loan Officer with any amendments to such documents, and the Loan Officer agrees to comply with all such documents, as they may be amended from time to time, in performing its obligations under this Agreement.

2. Agent. The Administrator hereby designates the Loan Officer as one of the Administrator's agents for receipt and processing of applications for the BMR Program in accordance with this Agreement and the Program Documents. The Loan Officer acknowledges that the City and Administrator may enter Loan Officer Origination Agreements with other financial institutions in connection with the BMR Program.

3. Loan Officer Orientation/Training. As a condition to the Loan Officer's continuing participation in the Program, the Loan Officer will attend any orientation and/or training programs provided by the Administrator in connection with the BMR Program. Class Registration is \$35 per loan officer. The 1-On-1 Training, if needed, is \$150 per loan officer.

4. Education of Potential Eligible Borrowers. The Loan Officer will provide Applicants access to and ensure compliance with the requirements in the Interim Guidelines for the education of Applicants. Additionally, the Loan Officer must submit evidence to the Administrator that an Applicant has completed education concerning the Policies for participation in the BMR Program.

5. Eligibility Criteria. The Loan Officer will screen prospective Eligible Borrowers for compliance with the BMR Program eligibility criteria as described in the Program Documents.

6. Applications for the BMR Program

(a) The Administrator will provide the Loan Officer with a BMR Program application (the "Application") in a form approved by the City. The Loan Officer will require that all prospective Eligible Borrowers complete the Application and provide additional information necessary to verify the Application.

(b) The Loan Officer will review and verify the information in each Application and supporting documentation to determine whether an Applicant qualifies as an Eligible Borrower.

7. Submissions to the Administrator for Program Applicants

(a) Following the Loan Officer's determination that an Applicant may qualify as an Eligible Borrower, the Loan Officer shall deliver to the Administrator Applicant's completed Application and supporting documents, together with a copy of the proposed loan documents for the First Mortgage Loan, including a Loan Application Form (1003), Transmittal Summary

(1008), Tri-Merge Credit Report, and an Automated Underwriting System Acceptance from Fannie Mae, Freddie Mac or another acceptable Automated Underwriting System as approved by the Administrator. The Loan Officer must include information about any down payment assistance or closing cost assistance programs that the Applicant is seeking. The Loan Officer must also include any known builder or seller concessions being used to decrease closing costs, alter the purchase price of the home, or otherwise effect the purchase transaction.

(b) Upon the Administrator's review and approval of the Application documents and the First Mortgage Loan Documents, the Administrator may, in its sole discretion, issue a Certification of Eligibility to the Applicant.

(c) Limitation of Liability. Notwithstanding any other provision of this Agreement, in no event shall the City or its Administrator be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including but not limited to lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

8. Loan Officer BMR Application Pipeline. The Loan Officer must maintain a pipeline of Applicants and submit a report ("the Pipeline Report") no less than once per week to an email address designated by the Administrator. The Pipeline Report shall include a BMR Application ID Number, Last Name, Loan Number, Loan Amount, Interest Rate, Loan Program, all details regarding lock expiration date, date of underwriter approval and date of initial disclosures and the date of the appraisal order. The Loan Officer also shall submit all loan approval documentation and conditions to the Administrator to enable the Administrator to monitor the progress of each loan transaction submitted by Loan Officer. The Weekly report must include information regarding estimated close of escrow date, including the date docs are expected to be drawn, and the estimated funding date.

9. Escrow Company. Loan Officer must open escrow with an approved escrow officer and escrow company for ALL transactions (including purchase and refinance loans). During sale transactions, the Preliminary Change of Ownership Report must properly identify each Below Market Rate Unit as a transfer subject to governmentally imposed restrictions. Escrow instructions on loan transactions must comply with BMR Program Documents.

10. Loan Officer's Performance:

(a) The Administrator shall periodically review Loan Officer's performance under this Agreement, including but not limited to the number of loans originated, loan performance, types of loans made to Eligible Borrower including the servicing of first mortgages made on homes with Below Market Rate Resale Restrictions. In the event the Administrator determines that the Loan Officer has not satisfactorily performed its obligations under this Agreement, the City shall provide written Notice of that fact to the Loan Officer. If, in the City's reasonable judgment, the Loan Officer has not remedied this situation within sixty (60) days of the City's Notice, the City may automatically terminate this Agreement by written Notice to the Loan Officer.

(b) This Agreement is applicable to all City first-time homebuyer programs. The participating Loan Officer will adhere to the City Below Market Rate Program loan processing time lines and perform business in a professional manner at all times, and comply with any applicable standards of NMLS, California Bureau of Real Estate (BRE), California Department of Business Oversight (DBO) and any other applicable state and/or federal laws.

11. Term.

(a) This Agreement shall continue until terminated for any reason by either the City, Administrator, or the Loan Officer upon sixty (60) days prior written Notice to the other Parties. The City or Administrator may terminate this Agreement effective as of the date of the written Notice to the Loan Officer, in the event of Loan Officer's failure to comply with any provision of this Agreement. In the event of any termination, the Loan Officer may no longer participate in or make First Mortgage Loans in connection with the City's first-time homebuyer programs.

(b) Any termination of this Agreement shall not affect (i) the City's Completed Eligibility Approval, or (ii) any outstanding Resale Restriction Agreement.

12. Amendments. This Agreement may be amended only by a written amendment executed by the City, Administrator and the Loan Officer.

13. Notices. Any notice or other communication shall be effective only if in writing and given by delivering the Notice in person, by sending it first class mail or certified mail with a return receipt requested or overnight courier, return receipt requested, with postage prepaid, addressed as follows:

To Administrator:

HouseKeys, Inc.
City of Campbell BMR Program Administrator
409 Tennant Station #395
Campbell, CA 95037

To Loan Officer:

14. Nondiscrimination. In the performance of this Agreement, the Loan Officer covenants and agrees not to discriminate against any employee of, any City employee working with, or applicant for employment with, Lender or against any person seeking services from Lender in accordance with this Agreement, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status).

15. Americans with Disabilities Act. The Loan Officer acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. The Loan Officer shall provide the services specified in this Agreement in a manner that complies with the ADA and all other applicable federal, state and local disability rights legislation. The Loan Officer agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of the Loan Officer, its employees, agents or assigns will constitute a material breach of this Agreement.

16. Loan Officer Participation Fee. Each Loan Officer participating in the BMR Program must pay an initial participation fee of Three Hundred Fifty Dollars (\$350). For each subsequent year, each Loan Officer shall pay a Three Hundred Fifty Dollars (\$350) annual renewal fee. All fees paid by the Loan Officer shall be non-refundable.

IN WITNESS WHEREOF, the Parties have executed this the Agreement as of the Effective Date.

LOAN OFFICER:

Printed Name	
NMLS ID Number	
Signature	
Date:	

ADMINISTRATOR:

HOUSE KEYS, Inc.

By: _____
Julius Nyanda, Chief Executive Officer