

INSTRUCTIONS FOR JUNE 2025 RANDOM DRAWING
APPLY DURING APPLICATION WINDOW: MAY 15 – MAY 29, 2025

To Apply:

Applicants should complete these steps to participate in this drawing:

1. **Review the Random Drawing Flyer, Instructions, Application Form, and Affordable Housing Guidelines** (AHG) with your loan officer and/or other advisor to determine if you may be eligible to purchase a Measure J home (key AHG sections are in pages 8 - 21, 25 - 31, and Exhibits 2 and 3 (pp. 55-57).
2. **Obtain a loan prequalification letter** from your loan officer, who must be a local lender or mortgage broker with a branch office open to the public, located within Santa Cruz county.
3. **Print the Pre-Application Form**, fill it out completely, initial where indicated, sign and date at the bottom. Each adult aged 18 or over in your household should initial and sign at the bottom.
4. **Seal your preapplication form and loan pre-qualification letter in an envelope.** Write the primary applicant's full name, email address, and cell phone number clearly on the outside of your envelope.

ADDRESS YOUR SEALED ENVELOPE TO:

County of Santa Cruz
CDI Planning Division, Attn: Housing Staff
Re: Measure J Random Drawing
701 Ocean St., Room 418
Santa Cruz, CA 95060
(831) 454-2332

5. Submit your sealed envelope to the County of Santa Cruz, CDI Planning Division, by mail, Fedex, or hand-delivery during the **Application Window: 8:00 am on May 15th through 4:00 pm on May 29th, 2025.**

DELIVERY INSTRUCTIONS:

- **Hand-Delivery:** 701 Ocean Street, 4th Floor, Unified Permit Center front counter. Drop off with UPC staff during regular Counter hours: **Monday through Thursday from 8:00 AM to 12:00 PM and 1:00 PM to 3:30 PM.** There will also be a drop-box on the front counter for use outside of these hours, available Monday – Friday from 8:00 am to 5:00 pm. Contents of this box will be brought to Housing at the end of day each day during the Application Window.
- **By Mail or Fedex, etc.:** Your pre-application package must be received by the CDI Planning Division during the Application Window time frame noted above. Postmarks within this date range will not count; your package must physically arrive at the CDI office during this Application Window.
- **Applications received before or after the Application Window, and/or applications that are incomplete, unsigned by applicant(s), or submitted without a loan pre-qualification letter, will not be entered into the drawing.**

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- **DO NOT EMAIL OR FAX YOUR FORM. Email and/or fax submittals are not accepted.**

APPLICATIONS ACCEPTED ONLY THROUGH 4:00 pm on the last day of the Window (May 29, 2025)

The Random Drawing will be held by CDI Planning Division, Housing staff. **It is tentatively scheduled for June 12, 2025.** That date may be postponed by Housing staff if a large number of applications are received. Applicants will be notified whether their application qualified to enter the Drawing, and of the confirmed time and date of the Drawing, before it is held. **Applicants are not required to attend the drawing.** Applicants entered into the Drawing will be notified of their ranking on the waiting list within 3 business days of the Drawing.

Instructions for filling out the Pre-Application Form :

- 1) Fill in all blanks in the form, including your name, household information, contact info and loan pre-qualification amount. "Applicant(s)" means each adult aged 18 or over living in your household. If there are more than 2 adults in your household, print out an extra copy of the Form and have the additional adults fill out and sign that one, and staple both together.
- 2) Applicant(s) to initial at left of each numbered item;
- 3) Applicant(s) to print name, sign and date at bottom;
- 4) Attach your loan pre-qualification letter on your lender's letterhead. A pre-qualification letter is not a formal loan approval letter. The prequalification letter should state the following information to the extent possible, but at least item a) below:
 - a. You are prequalified for a loan amount of at least 70% of the Measure J home price you wish to purchase;
 - b. The maximum home price you are prequalified to purchase with that loan;
 - c. Your proposed downpayment amount (must be between 3% and 30% of the home price); and
 - d. Any gift funds you propose to use for your purchase (gift funds may not exceed the total amount of your own downpayment funds). The entire downpayment, including any gift funds, may not exceed 30% of the home price, plus closing costs).

The sum of your proposed loan amount and your proposed downpayment (and any proposed gift funds, to the extent allowed) should equal at least the price of the Measure J home you want to buy.

If you have questions about the pre-application form or this Drawing, please email Housing staff at HousingProgramsInfo@santacruzcountyca.gov. All inquiries will be responded to via email within 3 business days. Please be patient when contacting staff, as there will be a high volume of inquiries during this time.

MEASURE J HOUSING RANDOM DRAWING
June 2025

PRE-APPLICATION FORM
REVIEW INSTRUCTIONS BEFORE YOU BEGIN

APPLICANT (HEAD OF HOUSEHOLD) NAME: _____

Phone Number: _____ Email: _____

Current Home Address: _____.

Each adult shall initial blanks to the left of each numbered statement below, to verify it is true for their household, and fill in any blanks:

_____ 1. My household includes _____ people, including myself.
(insert number)

Your household includes any adults and children, related or unrelated, who live with you and form a single economic and housekeeping unit with you, as shown by your lease and tax returns. Any adults included are considered your co-buyers/co-applicants to purchase the home. Please list the members of your household in the table below. Include yourself (Head of Household) in the first line of the table. Provide the Name and Age of each household member, and answer Yes or No to indicate whether each person has any special needs related to housing.

Full Name	Age	Special Needs (ADA accessible unit, live-in aide, or other reasonable accommodation) Indicate Yes or No, and provide details below the table.	Relationship to Primary Applicant Choose one of these terms to describe your household members' relationship to you: Self, Partner/Spouse, Child (includes foster children), Parent, Sibling, or "Other household member" (someone who has lived with you for at least 6 months)
			SELF

Special housing needs: Check any of the items below that apply to your household, related to any household member for whom you answered "Yes" above:

☐ We need a wheelchair-accessible home.

☐ A member of my household currently has a long-term, live-in aide (i.e., an employee not included in the table above), due to their age, medical condition, or disability.

☐ A member of my household needs other accessibility features in the home, or another type of reasonable accommodation (explain briefly): _____



- | Household size | 2025 Moderate Income Limit |
|----------------|----------------------------|
| 1 | \$111,550 |
| 2 | \$127,500 |
| 3 | \$143,400 |
| 4 | \$159,350 |
| 5 | \$172,100 |
| 6 | \$184,850 |
| 7 | \$197,600 |

- Preferred Measure J Home Size (circle only 1 size): 1-Bedroom 2-Bedroom 3-Bedroom

CERTIFICATION: I/we hereby certify that the information contained in this form is true to the best of my/our knowledge,. I/we understand that if I/we are selected to make an offer on this home, I/we must submit a complete Measure J Buyer Eligibility Application with third-party documentation for County review and verification of my/our eligibility in order to purchase the home. I/we fully understand that my/our participation in this random drawing does not guarantee my/our eligibility for the Measure J Homebuyer Program, and that if we have made any intentionally false or misleading statements in this form, we will be eliminated from eligibility to purchase any of the homes made available through this drawing.

<i>Print Name</i>	<i>Signature of Applicant</i>	<i>Date</i>
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Print Name _____ *Signature of Co-Applicant* _____ *Date* _____

HousingProgramsInfo@santacruzcountyca.gov

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