



City of Cupertino
10030 Torre Ave
Cupertino, CA 95014
Attn: Housing Division

Hello Housing
P.O. Box 423690
San Francisco, CA 94142
Attn: City of Cupertino Program Manager



City of Cupertino Below Market Rate (BMR) Program Refinance Application Checklist

Listed below are the items needed to process a Refinance Application. It will take approximately 45 days for Hello Housing and the City to process your application. Please return the completed Refinance Application Checklist along with all items listed below. An incomplete Application will only delay a refinance. Please note that the \$250 fee is non-refundable. *To begin the process, please contact Hello Housing to obtain a Restricted Value Letter for the BMR property.*

- 1. BMR Refinance Application
- 2. \$250 Subordination Fee- must be submitted with Refinance Application and Checklist. (check must be addressed to the City of Cupertino)
- 3. 1008
- 4. 1003
- 5. Copy of Preliminary Title Report with respect to new loan
- 6. Loan Estimate
- 7. FedEx label- addressed to Title

NOTE: Upon completion of review, the City will send the following documents to Title via FedEx. Please sign and return all documents.

- 8. Escrow Instructions
- 9. Estimated Settlement Statement
- 10. Closing Disclosure
- 11. Recorded Subordination Agreement
- 12. Recorded Request for Notice
- 13. New 1st Mtg Deed of Trust
- 14. New 1st Mtg Promissory Note