

OWNER OCCUPANCY CERTIFICATION

Occupancy Certification and Insurance Information Form

To: The Northern California Land Trust ("the Land Owner")

From: _____ [name of Home Owner] ("Home Owner")

Address of Unit: _____ ("Unit")

Date: _____

By signature below, I _____ [insert name or names of Home Owner] hereby certify to the Land Owner under penalty of perjury that I/we occupy the Unit located at _____ [insert address] (the "Unit") as my/our principal place of residence and that I/we have occupied the Unit for (_____) [insert number] months of the calendar year _____ [insert previous calendar year]. Attached to this letter is a copy of my _____ [insert utility bill or driver's license] showing my place of residence. I/We also certify that the following persons occupy the Condominium as of the date indicated below:

<u>Name</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I/We also certify that the certificate of insurance evidencing the current insurance that I hold on the Condominium and attached to this certification is true and correct.

This Home Owner Occupancy Certification and Insurance Information Form are signed on _____, 20__, under penalty of perjury.

By: _____
Home Owner [type name]

By: _____
Home Owner [type name]

Due Date: January 15

Also provide copies of the following documents: 1) home or HOA insurance certificates, 2) utility bill or driver's license showing address of home, 3) proof of HOA dues paid, and 4) proof of property taxes paid.

VOLUNTARY INCOME/ASSETS INFORMATION

Request for basic income/asset information to help NCLT better understand the impact of affordable homeownership and garner more support, resources and policies to improve the impact - *information will be kept anonymous and confidential.*

INCOME

Over the past year, my income has:

Increased

Decreased

If comfortable, what is your total household income? \$ _____

If your income has increased, by how much?

\$100 - 999

\$1,000 - 2,999

Other \$ _____

Otherwise, please identify a household income range:

Under \$37,000

\$37,000 - 61,950

\$61,951 - 98,550

\$98,551 - 111,700

\$111,701 - 148,700

Above \$148,700

If your income has decreased, by how much?

\$100 - 999

\$1,000 - 2,999

Other \$ _____

ASSETS (BANK ACCOUNT, INVESTMENTS)

Over the past year, my assets have:

Increased

Decreased

If your assets have increased, by how much?

\$100 - 999

\$1,000 - 2,999

Other \$ _____

If your assets have decreased, by how much?

\$100 - 999

\$1,000 - 2,999

Other \$ _____

REQUEST TO MAKE IMPROVEMENTS

Request for Land Owner Approval of improvements or modifications

To: The Northern California Land Trust ("Land Owner")
From: _____ ("Home Owner")
Unit Address: _____ ("Unit")
Date: _____

I hereby request Land Owner approval of the following modifications or improvements I intend to make to my home:

Description of improvements or modifications: _____

Estimated Cost: \$ _____

Original Purchase Price: \$ _____

Land Owner's approval shall be subject to Home Owner's receipt of a valid building permit.

REQUEST FOR PERMITTED MORTGAGE

Form of Owner Request for Permitted Mortgage

To: The Northern California Land Trust

From: _____ ("Home Owner")

Home Address: _____ ("Home")

Date: _____

The Home Owner hereby requests the Land Owner to approve the Home Owner's permitted mortgage (refinance, junior loan or equity line of credit) on the Home. The Home Owner provides the following information and documentation which it certifies to be true and correct:

1. Copy of a HUD -1 Settlement Statement
2. Copy of new documents, including escrow instructions
3. Contact information for proposed new lender
Name: _____
Address: _____
Phone Number: _____
Contact Person: _____
4. Anticipated closing date of new loan: _____
5. Copy of recent preliminary title report for the Home
6. Copy of existing loan documents and any other loan documents secured by a deed of trust that has been recorded against the Home.
7. Contact Information for Title Company
Name: _____
Address: _____
Phone Number: _____

Contact Person: _____

8. Date of Purchase of Home: _____

9: Original Purchase Price of Home: \$_____

The Home Owner hereby certifies the above information is true and correct and this notice is executed under penalty of perjury on _____ **[insert date]**.

By: _____
Home Owner **[type name]**

By: _____
Home Owner **[type name]**