## How To Complete the Online Affordable Housing Application

In order to complete the online Affordable Housing Application, you must have a buyer account in the system. To create a Buyer account, visit <u>https://cdcre.org</u>

1.	Enter your '	"Username"	and Password"	in the f	fields and	click the red	"Sign In"	button.	

		Buyer Applica
		Vendor Por
ald all a		
CORPORATION TO DEVELO	P	
COMMUNITIES OF TAMPA, I	×C.	
Your password has been successfully		
created/updated. You are now ready	to sign in.	
Username	1	
Password	0	
Remember Me		
I forgot my password	Sign In	

2. Once you have signed in, you will be taken to the "Affordable Housing Application" tab to begin completing the form.

-						Sign out	es Sally	James
ļ								
Affordable Housing Application	Supporting Documents	Certification & Signature						
	1. APPLICAN	NT (HOMEOWNER)						
	Last Nam	ne		First Name				
	James			Sally				
	Middle N	ame		Social Security #				
	Gender Id	dentity		Preferred Pronoun				
	Select	status	~					
	Date of B	arth		Select Pace/Ethnicity				
	Military			Marital Status				
	Select	Status	~	Select Status	~			
	2. CO-APPLI	ICANT (SPOUSE OR CO-OWN	ER)					
	Name			Social Security #				
	Date of B	lirth		Race/Ethnicity				
				Select Race/Ethnicity	~			
	Military S	Status		Marital Status				



3. Complete all required fields in this tab before clicking the red "Save & Continue" button at the bottom of the page.

	8. ASSETS				
	Do you, or any memb Checking, Savings, In If yes, please list by c	eer of your household, h vestments, Cash Accour licking on the green Ad	ave any of the followi hts, Certificate of Depo d Assets button for eac	ng accounts? osit, Other Accor ch account.	unts
					Add Assets
	Member	Type of Account	Institution	Account #	Action
	Janice Matthews	Checking	Bank of America	M4587412	
	9. OTHER DATA			Pright Comp	unity Tra
	counseling agency. S	ling agency? If yes, ther elect from dropdown.	Select a	Bright Comm	
	Counselling Agent Na	ime			
	Please select the CDC purchasing.	: property you are inter	ested in	Zoom Street	(Test), Lo 💙
		SAVE	& CONTINUE		
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4. If any of the required fields are not completed when you click the red "Save & Continue" button, you will then receive an "Incomplete Form" pop-up on the page. This lists the item(s) that need to be completed.



5. Click the blue "Okay" button on the pop-up to clear the screen. The system will take you to the first field with missing information. It will be highlighted in red. Scroll down to view any additional missing items. They too will be highlighted in red.

Affordable Housing Application Supporting Document	ts Certification & Signature			
1. APPL	ICANT (HOMEOWNER)			
Last	Name		First Name	
Ma	tthews		Janice	
Midd	le Name		Social Security #	
				·
Gend	er Identity		Preferred Pronoun	
Fe	male	~		
Date	of Birth		Race/Ethnicity	
02/1	9/1972		White	~
Milita	ary Status		Marital Status	
Di	scharged	~	Married	~

6. Once you have completed all of the required fields on this tab, click the "Save & Continue" button and **proceed to the next tab, "Supporting Documents."** 

On this tab you will upload all of the required documentation that is needed to complete the application. You must upload a minimum of one document per section before you will be able to submit your application.

<b>≡</b>	Sign out	t 🔒 Sally James
The update is complete.		
BUYER APPLICATION		
Affordable Housing Application Supporting Documents Certification & Signature		
LIST OF REQUIRED DOCUMENTS		
Document Type	Document(s)	Action
Copy of photo identification	Not Uploaded	Upload
Proof of all income for each household member (i.e. six most recent pay stubs, award letters, child support, etc.)	Not Uploaded	Upload
Current six months of bank statements for each bank account.	Not Uploaded	Upload
W2s and tax returns for the past two years (all pages)	Not Uploaded	Upload
Contact information for employer will be needed for verification of employment	Not Uploaded	Upload
NOTICE: All five of the above-referenced sections are requi for a complete application submission. The system will n accept an incomplete submission. You have uploaded documentation for 0 of 5 sections.	red ot	_

Once you have uploaded all the documents, the statement at the bottom of the page will update to, "You have uploaded documentation for X of 5 sections." If you have not completed all the uploads, you may still continue to the final tab, "Certification & Signature."



7. Once you are on the "Certification & Signature" tab you will see a list of all household members over 18 years old. Click on the orange "Certify and Sign" button for each household member listed.

CDC	=					Sign out	🔒 Sally James
				BUYER APPLICATION			
	Affordable Housing Application	Supporting Documents	Certification 8	Signature			
		Member Name		Member type	Action		
		Sally James		Applicant	Certify and Sign		

You must complete the Certify and Sign action for <u>all</u> household members listed in this tab.

8. When you click on the "Certify & Sign" button a pop-up will appear on the page. At the bottom of the pop-up you will e-sign the Certification by putting a check in the box and then clicking the green "Sign" box.

			ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM	
Supporting Do	ncuments Cer	tification & Signate	I (we) hereby certify that all of the foregoing information is true and complete to the best of my (our) knowledge, and hereby give my (our) permission to <u>CDC of Tampa, Inc.</u> to conduct further credit and financial investigation, as deemed necessary to determine eligibility. (Wu understand that false, inaccurate, or incomplete information in the foregoing application shall be considered cause or me to be disqualified from participation in the <u>CDC of Tampa</u> , Inc. Ausor program(s), and (Ive) must immediately nosity <u>Vanessa McCleary</u> of any change in my (our) income or household size prior to closing for reventification.	Action
Sally	ly James		I (we) hereby authorize <u>QDC of Tampa, Inc.</u> to verify my past and present employment, and income, and asset information, past and present mortgage loans, and any other credit information as needed. I (we) understand a copy of this form will also serve as authorization.	Certify and Sign
			Notice of Collecting Social Security Numbers: Florida Public Records Law (specifically Section 119.071(5), Florida Statutes 2007), requires a written statement explaining the purpose and authority for collecting Social Security Numbers.	
		Button will be	Your Social Security Number is being collected for the purposes of income certification for Programs which requires third-party verification of asset, employment, and income. In addition, this information may be collected to verify unemployment benefits, social security/disability benefits, and other related information necessary to determine income and assets and your eligibility for the program that is funded by local, federal, and/or state program dollars. Your Social Security Number Will NOT be used for any other purpose other than verifying eligibility for housing programs.	locuments uploaded
			I agree that <u>ODC of Tampa, Inc</u> or its third-party designee, or any credit reporting agency or bureau designated by the <u>ODC of Tampa, Inc</u> may collect and retain any and all information, including credit history, which may be required in processing this application, or subsequently, in the event of delinquency or default of this loan.	
			The applicant(s) certifies that all information in this application, and all information furnished in support of this application, is accurate and true.	
			Lunderstand that Florida Statute 817 provides that willful false statements or misrepresentations concerning income, asset, or liability information relating to financial condition is a misdemeanor of the first degree, punitabile by finand and imprisonment provided under Florida Statutes 75:082 and 75:083. If urther understand that any willful misstatement of information will be grounds for disqualification. Lerity that the application information provided is under and complete to the best of my/our knowledge. I consent to the disclosure of information for the purpose of income verification elsede to making a determination of my/our eligibility for program assistance.	
			I agree to provide any documentation of my eligibility and am aware that all information and documents provided are a matter of public record. I hereby valve my rights under the privacy and confidentiality provision act, and give my consent to <b>CEO of Tamaga. I</b> nk's Houring Program; Its agents, and contractors to examine confidential information given herein. I further grant permission and authorize any bank, employer, or public or private agency to disclose information deemed necessary to complete this application.	
			I, Sally James, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement.	
			Sign Close	

Once you click the "Sign" button in the pop-up you will automatically be directed back to the list of household members on the Certification & Signature tab.



9. Once all household members' have completed the Certify & Sign the "Submit Application" button will become active. At that time the application is ready for submission. Click the button to forward the application to the CDC.

CDC	=				Sign out	🔒 Sally James
			BUYER APP	LICATION		
	Affordable Housing Application	Supporting Documents Certific	ation & Signature			
		Member Name	Member type	Action		
		Sally James	Applicant	Download Signed Application		
			Submit App	lication		

10. Once you click on the "Submit Application" button, you will receive a pop-up stating, "Are you sure?" Click "Ok" in the pop-up to confirm your choice.

Apps 器   ⓒ Google 🗅 Home 🛆 C =	My Drive - Google 🖪 Google Calenda	cdcre.org says Are you sure?	pbox 🔍 Messages for web 🔤 Box 🔇 M	IEGA » C All Bookmarks Sign out Sign Sally James
Affordable Housing Application	Supporting Documents Certific	cation & Signature		
	Member Name Sally James	Member type Applicant	Action Download Signed Application	
		Submit App	lication	



 A green banner will appear on the top of the page stating: The application has been submitted successfully. You can now download a copy of your signed application by clicking on the green "Download Signed Application" button for each household member listed.

DC	=					Sign ou	t 🔒 Sally James
	The application has been submitted	successfully.					
				BUYER APPI	LICATION		
	Affordable Housing Application	Supporting Documents	Certification & Signature				
						_	
		Member Name	Member type		Action		
		Sally James	Applicant		Download Signed Application		
					·		

Once you click the 'Download Signed Application' button you will then be directed to select where you want to save the download on your device.

≡											Sign out	ally James 😓
Affordable Housing Applicat	C Save As ← → → ↑ ↑ 2 T Organize → New © Desktop # ↓ Downloads # © Documents # © Documents # © Dictures # © Videos # © Videos # © New Books # © New Books # © MEGA # 12 15 #	> Stephenie > folder forter fortconfig Dropbox	.MakeMKV Favorites	.ms-ad Links Videos	3D Objects	Calibre Librare NCH Software Suite	v 8 Contacts	Search S Desktop Pictures	tephenie	P • 0 Downloads		
	File name: Save as type: F	lames Sally Buyer App PDF Document	lication 11 14 2	1				Sa	ve	∽ ∽ Cancel		

**NOTICE:** Once you have submitted the application, all the fields in the first tab, "Affordable Housing Application," will be grayed out. No edits can be made after the submission, unless you contact the CDC. If you need to edit and/or add information, you will need to reach out to your CDC representative so that they can activate the edit feature for you.

