City of South San Francisco
Inclusionary Housing Program
BUYER PREQUALIFICATION APPLICATION

Thank you for your interest in the City of South San Francisco's Inclusionary Housing Program. Below Market Rate (BMR) homes are priced to be affordable to households that are at or below certain designated income levels. Prior to submission, review the City's Procedures & Guidelines for Inclusionary Housing Units with your real estate agent, then provide answers to the following questions. This prequalification application must also include a lender pre-approval letter.

Address of BMR Property: **2210 Gellert Boulevard, Unit 5107 Purchase Price: $485,000**

Name of Potential Buyer: _____

Name of Potential Co-Buyer (if applicable): _____

Contact Number: _____ Email Address: _____

Names and ages of all household members, including potential buyer and any co-buyers *(if any household member is pregnant, also include the unborn child)*:

Name of Household Member	Relationship to Buyer(s)	Age
	Potential Buyer	

(Add additional sheets for additional household members)

- Have you and your agent reviewed the City's Procedures & Guidelines? ☐ Yes ☐ No
- Are any of the following criteria applicable to your household *(select all that apply)*:
  ☐ Currently Live or Previously Lived in SSF ☐ Currently Work in SSF

  Current or prior SSF home address: _____

  Current employer & work address: _____

- How much do you have in allowable assets? $_____ *(max. allowed $250,000)*
- Are you a first-time homebuyer? ☐ Yes ☐ No
  If yes, have you completed the required Homebuyer Education Course? ☐ Yes ☐ No
  (not required at this time, but a Certificate of Completion must be submitted prior to close of escrow)

Email Applications and Pre-Approval Letters to: Michael Soon – michael@michaelsoon.com
APPLICATION DEADLINE: THURSDAY, NOVEMBER 19, 2026, BY 12:00 P.M.

- Do you meet the household size and occupancy requirements? ☐ Yes ☐ No

Home Type	Occupancy Limits
1 Bedroom	1 person minimum

- Have you met the following financing requirements: ☐ Yes ☐ No

  ✓ Minimum 640 credit score from Equifax, Experian, and Transunion; no bankruptcies, foreclosures or public records in past 3 years.

  List all three FICO scores from your merged credit report: _____ _____ _____

  ✓ Minimum 3% ($14,550) / Maximum 20% downpayment ($97,000).

  Total amount of your downpayment: $_____

  ✓ Front-End (28% to 42.5%) and Back-End (maximum 45%) DTI Ratios are within range.

  Front-End DTI Ratio: _____% *Back-End DTI Ratio:* _____%

- Is the household's annual income within the limit set for this BMR unit? ☐ Yes ☐ No

  Total annual gross income of all your household members: $_____

Household Size	Maximum Income Limit (120% AMI)
1	$168,650
2	$192,750
3	$216,850

Additional June 2026 State Income Limits for households of 4 or more

"All application information is true and correct to the best of my knowledge."

_____ _____
Potential Buyer's signature Date

_____ _____
Potential Co-Buyer's signature Date

Real Estate Agent:

_____ _____
Agent's Name Company

_____ _____
Email Address Phone Number

Lender:

_____ _____
Lender's Name Company

_____ _____
Email Address Phone Number

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