



**LOAN MANAGEMENT
OCCUPANCY DECLARATION FORM**

Owner Information:

Owner: _____ Co-Owner: _____

SDHC Loan No(s): _____

Home/Cell Phone No.: _____

Property Address: _____
STREET, CITY, STATE, ZIP CODE

Email Address: _____

∞ OCCUPANCY DECLARATION ∞

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT I HAVE OCCUPIED THE PROPERTY LOCATED AT _____ AS MY PRIMARY RESIDENCY DURING THE PRECEDING 12 MONTHS AND THAT I CURRENTLY OCCUPY THE PROPERTY. I ALSO DECLARE THAT I HAVE NOT LEASED OR RENTED THE SUBJECT PROPERTY DURING THE PAST YEAR.

All owners must sign below:

Owner: _____ Co-Owner: _____

Date: _____ Date: _____

✓ CHECK LIST – Please send the following items with this form to San Diego Housing Commission – Loan Management:

- A copy of most current bank statement or paystub (front page showing name and address).
- Proof your property taxes are paid.
 - ➔ If taxes are **impounded** by lender: Provide a copy of your latest bill and receipt from the lender showing the monthly payment to the impound account.
 - ➔ If lender **does not** pay your taxes: Provide proof your property taxes are paid.
- Proof your monthly mortgage payments are current. Provide a copy of the current billing / statement.
 - ➔ N/A. Please mark box if you do not have a mortgage.
- If applicable, proof your homeowner’s association (HOA) dues are paid. Provide a complete copy of the current bill. **No bill? Coupons?** Request a “payment ledger” from your HOA.
 - ➔

Call: (619) 578-7494 or Email: esperanm@sdhc.org if you have any questions.

Mail information to: **San Diego Housing Commission**
Attn: E. Martinez
1122 Broadway, Suite 300
San Diego, CA 92101